

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE**

**Schedule No.** M322

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**Agency**

MAYOR AND CITY COUNCIL OF LAUREL

**Division/Unit**

CITY COUNCIL

Item No.	Description	Retention
1	<u>Annexation Files</u>	- Permanent-Retain original and transfer copy to the State in 10 years
2	<u>Ballots, Absentee</u>	-6 months then destroy
3	<u>Ballots, Paper</u>	-6 months then destroy
4	<u>Candidate Petitions</u>	-5 Years then destroy
5	<u>Charters</u>	- Permanent-Retain original and transfer copy to the State in 10 years
6	<u>Election Forms</u>	-5 Years then destroy
7	<u>Election Machines Totals</u>	-5 Years then destroy
8	<u>Election Returns</u>	- Permanent-Retain original and transfer copy to the State in 10 years
9	<u>Election Survey</u>	-5 Years then destroy
10	<u>Election Worker Records</u>	-5 Years then destroy
11	<u>Financial Campaign Records</u>	-5 Years - After Election then destroy
12	<u>Municipal Voter Registration Records</u>	- Permanent-Retain original and transfer copy to the State in 10 years.
13	<u>Notice of Elections</u>	-5 Years then destroy

Schedule Approved by Department, Agency, or Division Representative.

Date 7/14/13

Signature *Kimberley A. Rau*

Typed Name Kimberley A. Rau

Title City Clerk

Schedule Authorized by State Archivist

Date 10-3-13

Signature *Tim Bal*

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<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
14	<u>Voter Location Register</u>	-5 Years then destroy
15	<u>Mayor and City Council Meeting</u> Meeting minutes	- Permanent-Retain original and transfer copy to the State in 10 years