

EXHIBIT A – ELECTIONS DEPARTMENT RECORDS RETENTION SCHEDULE

Code	Category of Record	Description	Retention Period {note 1}	Justification	Disposition
BALLOTS					
B001	Ballots: Voted	Voted ballots including mail ballot precinct, vote by mail and provisional	22 months from date of Federal Election 6 months from date of State or Local Election	52 USC §20701 EC §§17305, 17306	Shred/delete
B002	Ballots: Unused	Unused ballots	Immediately/as soon as practicable	EC §§14403, 14404	Shred
B003	Vote By Mail (VBM) Applications	Voter application to obtain vote by mail status	22 months from date of Federal Election 6 months from date of State or Local Election	52 USC §20701 EC §§17504, 17505	Shred/delete
B004	1% Tally	Voted ballots selected for 1% tally	22 months from date of Federal Election 6 months from date of State or Local Election	EC §§17305, 17306	Shred/delete
B005	Ballots: Quality Control	Blank ballots received from printer deemed unusable	No retention required	GC §26201	Destroy immediately; Shred/delete
B007	Ballots: Uncounted	Challenged, spoiled, late, cancelled or surrendered ballots, including vote by mail ballots	22 months from date of Federal Election 6 months from date of State or Local Election	52 USC §20701 EC §§17301, 17302	Shred/delete
B009	Envelopes: Provisional	Provisional envelopes	22 months from date of Federal Election 6 months from date of State or Local Election	52 USC §20701 EC §§17301, 17302	Shred/delete
B012	Envelopes: VBM	Empty vote by mail and provisional envelopes	22 months from date of Federal Election 6 months from date of State or Local Election	52 USC §20701 EC §§17301, 17302	Shred/delete
REGISTRATION					
R006	Affidavit: Cancelled	Affidavit of cancelled registration	CY + 5 or scan and destroy affidavit following the first general election after date of cancellation	52 USC §20707 EC §17000	Shred/delete
R008	Affidavit: Inactive	Affidavit of inactive registration	2 federal general elections after the date of notice unless reinstated	52 USC §20507 EC §2226	Move to cancelled
R010	Affidavit: Unresolved	Affidavit of unresolved registration (missing information and unable to collect from voter)	22 months from date of any general, special, or primary election	52 USC §20701	Shred/delete
R011	Affidavit: Active	Affidavit of registration for an active voter	22 months from date of any general, special, or primary election or scan and destroy after 4 weeks	52 USC §20701 EC §2202	Shred/delete
R013	Correspondence	Request to cancel registration or change name, or mailing address	22 months from date of any general, special, or primary election	52 USC §20701	Shred/delete
R015	Official Notice	Death, mental incompetence and felony listings	22 months from date of any general, special, or primary election	52 USC §20701	Shred/delete

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R022	Voter Notification Card (VNC): Returned	Returned VNC received by election office from registrants responding to verification or confirmation mailings	2 years	52 USC §20507	Shred/delete
R023	Alternate Residence Confirmation (ARC): Returned	Returned Alternate Residence Confirmations received by election office from registrants responding to verification or confirmation mailings	2 years	52 USC §20507	Shred/delete
R024	Address confirmation card: Returned	Returned 8d(2) cards received by election office from registrants responding to verification or confirmation mailings	2 years	52 USC §20507	Shred/delete
R025	VNC: Undeliverable	Undeliverable VNCs, NCOAs and all reports mailed out	2 years	52 USC §20507	Shred/delete
R026	ARC: Undeliverable	Undeliverable Alternate Residence Confirmations and all reports mailed out	2 years	52 USC §20507	Shred/delete
R027	Address confirmation card: Undeliverable	Undeliverable 8d(2) cards and all reports mailed out	2 years	52 USC §20507	Shred/delete
R028	Prior Registration Notice	Voter registered in another jurisdiction (different county or state), received notification from the Secretary of State or another county	2 years	52 USC §20507	Shred/delete
PRECINCTS					
P011	Combined Roster Index	List of individuals who voted to be retained 5 years, and when filed together, challenge, assisted voters and poll tally sheet is also extended from 6 (local) or 22 (federal) months to 5 years	CY + 5 or scan and destroy the roster following the next subsequent general election	EC §§17300, 17303, 17304, 14109	Shred/delete
P030	Official Ballot Receipt	Chain of custody for ballots from office to inspector	22 months from date of Federal Election 6 months from date of State or Local Election	52 USC §20701 EC §§17301, 17302	Shred/delete
P031	Precinct Records	Official precinct materials including records related to poll workers (declaration of intention, applications, order appointing boards) and records designating polling places	22 months from date of Federal Election 6 months from date of State or Local Election	EC §§17502, 17503	Shred/delete
CANDIDATES & CAMPAIGNS					
C016	Nomination	Candidate nomination documents and signatures in lieu of filing fee petitions for all contestants; public may view but not copy	4 years after term expires	EC §17100	Shred/delete

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		nomination petitions only			
C017	Campaign Statements	Original campaign statements for county supervisors	Permanent. After 2 years hard copy can be scanned and destroyed	GC §81009(a),(g)	Shred/delete
C018	Campaign Statements	Original campaign statements for organizations, lobbyists, elected state officials as well as any candidates for these offices or committees supporting them or supporting/opposing any statewide measures	CY + 7 or after 2 years, scan and destroy	GC §81009(c),(g)	Shred/delete
C036	Campaign Statements	Original campaign statements for non-incumbent candidates not elected and supporting committees	CY + 5 or after 2 years, scan and destroy	GC §81009	Shred/delete
C019	Statements of Economic Interest	Original 700 forms of persons holding statewide elective office	Permanent. After 2 years hard copy can be scanned and destroyed	GC §81009(d),(g)	Shred/delete
C020	Statements: Copies	Any copies of statements (450, 460, 470, 700)	CY + 4 or after 2 years, scan and destroy	GC §81009(f),(g)	Shred/delete
MISCELLANEOUS					
E014	Canvass Materials	Canvass forms used to compile results	22 months from date of Federal Election 6 months from date of State or Local Election	52 USC §20701 EC §§17301-17306	Shred/delete
E032	Petitions	Initiative, referendum, recall	8 months after certification of election results or, if not qualified for election, 8 months after examination by elections official; access restricted	GC §6253.5 EC §§17200; 17400	Shred/delete
E034	Application	Application for copy of voter files	CY + 5	EC §§608, 2188	Shred/delete
E035	List	Federal list of new resident voters	22 months from date of the election	52 USC §20701 EC §17506	Shred/delete

Notes

Note 1: Retention Period is minimum time required to pass before record type may be considered for disposition. Such disposition will require verification that there is no applicable civil or criminal litigation or election related investigation/audit still outstanding/pending related to the subject files. If original hard copy version of document has been subjected/reduced to electronically scanned and retained version the electronically scanned version shall be permanently retained unless specifically indicated for a shorter retention period. Applicable for all file types unless no retention period at all applies and disposition is immediate.