

**AMENDMENT  
COUNTY BOARDS OF ELECTIONS  
RECORDS RETENTION AND DISPOSTION SCHEDULE**

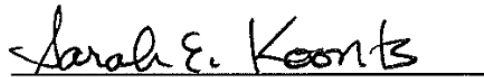
**STANDARD-8: Program Operational Records: Election Records**

Amend the records retention and disposition schedule for County Boards of Elections, published April 4, 2012, by amending Item 9, Ballots (used and unused), as shown on substitute page 80. Also, by adding Item 18, Provisional Ballot Applications, Item 19, Provisional Ballot Final Disposition Records, and Item 20, Provisional Voter Poll Book, as shown on substitute pages 84 and 84a.

**STANDARD-9: Program Operational Records: Voter Registration Records**

Amend the records retention and disposition schedule for County Boards of Elections, published April 4, 2012, by amending Item 5, Voter-Requested Changes, and Item 7, Voter Registration Records, as shown on substitute page 88.

**APPROVAL RECOMMENDED**



Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**



Kim Westbrook Strach, Executive Director  
State Board of Elections



Susan W. Kluttz, Secretary  
Department of Cultural Resources

**ACKNOWLEDGED (AGREED TO COMPLY)**

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County Board of Elections, Director

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Chairman, County Board of Elections

August 19, 2013

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County/Region

**STANDARD-8: PROGRAM OPERATIONAL RECORDS: ELECTION RECORDS**

<b>ITEM #</b>	<b>RECORD SERIES TITLE</b>	<b>DISPOSITION INSTRUCTIONS</b>	<b>CITATION</b>
7.	<b>BALLOT PREPARATION AND APPROVAL RECORDS</b> Includes all documentation generated electronically or otherwise received or created by county boards of elections concerning the preparation, distribution and financing of ballots.	b) Destroy in office 2 months after certification all records concerning a primary, general, or special election not involving federal offices.  c) Destroy in office 22 months after certification all records concerning a primary, general, or special election involving federal offices.	G.S. § 163 Article 13A 42 U.S.C. 1973 gg et seq.
8.	<b>BALLOT REPORTS</b> Reports detailing the circumstances surrounding the loss, destruction, damage, or theft of ballots.	Place ballot reports relating to loss and theft of ballots into County Board of Election minutes for permanent retention.	G.S. § 163-182.2 08 NCAC 10B .0105
9.	<b>BALLOTS (USED AND UNUSED)</b> Includes paper ballots, electronic or electromechanical ballots, tabulation cards or tapes, voting machine ballot cards, and all similar ballot materials. Includes absentee and provisional ballots.	a) Destroy in office 2 months after certification all materials concerning a primary, general, or special election not involving federal offices.  b) Destroy in office 22 months after certification all materials concerning a primary, general, or special election involving federal offices.  c) Destroy unused ballots used in federal elections 2 months after the certification of the election.	G.S. § 163 Article 15A G.S. § 163-234(9) 08 NCAC 10B .0106  U.S. Code Title 42, Chapter 20, Subchapter II § 1974  42 U.S.C. 1973gg et seq.

*\*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see Litigation Case File, STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, item 33, page 9.*

*† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction “destroy when administrative/reference value ends.” Please use the space provided.*

**STANDARD-8: PROGRAM OPERATIONAL RECORDS: ELECTION RECORDS**

<b>ITEM #</b>	<b>RECORD SERIES TITLE</b>	<b>DISPOSITION INSTRUCTIONS</b>	<b>CITATION</b>
<b>18.</b>	<b>PROVISIONAL BALLOT APPLICATIONS</b> Applications located on provisional ballot envelopes and submitted with the provisional ballot.	Destroy in office 1 year from date they were received.	G.S. § 163-233
<b>19.</b>	<b>PROVISIONAL BALLOT FINAL DISPOSITION RECORDS</b> Records used to determine the eligibility of provisional ballots during the counting process.	a) Destroy in office 2 years after input into State Board of Elections database disposition information and reasons. b) Destroy in office working papers after 90 days.	G.S. § 163-182.2(4)
<b>20.</b>	<b>PROVISIONAL VOTER POLL BOOK</b> Lists of voters in each precinct who have executed provisional ballots.	a) Destroy in office 2 months after certification all records concerning a primary, general, or special election not involving federal offices. b) Destroy in office 22 months after certification all records concerning a primary, general, or special election involving federal offices.	42 U.S.C. 1973gg et seq.
<b>21.</b>	<b>RECOUNT RECORDS</b> Records relating to the request and conduct of a recount of votes cast.	a) Destroy in office 2 months after certification records concerning a primary, general, or special election not involving federal offices. b) Destroy in office 22 months after certification records concerning a primary, general, or special election involving federal offices.	G.S. § 163-182.7 08 NCAC Chapter 09 42 U.S.C. 1973gg et seq.

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**STANDARD-8: PROGRAM OPERATIONAL RECORDS: ELECTION RECORDS**

<b>ITEM #</b>	<b>RECORD SERIES TITLE</b>	<b>DISPOSITION INSTRUCTIONS</b>	<b>CITATION</b>
<b>22.</b>	<b>RETURNS BASED UPON VOTING TABULATION DISTRICT (VTD)</b> Record of votes cast by voters in each VTD regardless of where that voted.	Destroy in office after two years.	G.S. § 163-132.5G
<b>23.</b>	<b>SAMPLE AUDIT COUNTS</b>	a) Destroy in office 2 months after certification records concerning a primary, general, or special election not involving federal offices. b) Destroy in office 22 months after certification records concerning a primary, general, or special election involving federal offices.	G.S. § 163-182.2
<b>24.</b>	<b>STATE BOARD OF ELECTIONS CORRESPONDENCE AND REPORTS</b>	Destroy in office after administrative value ends.*  Local Policy: Destroy in office after_____. †	

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**STANDARD-9: PROGRAM OPERATIONAL RECORDS: VOTER REGISTRATION RECORDS**

<b>ITEM #</b>	<b>RECORD SERIES TITLE</b>	<b>DISPOSITION INSTRUCTIONS</b>	<b>CITATION</b>
5.	<p><b>VOTER-REQUESTED CHANGES</b>                      A Voter Registration Application/Update form, or a voter registration card, or a written statement that is signed with registrant’s current information requesting changes of records, including changes involving provisional ballots.</p> <ul style="list-style-type: none"> <li>a) Change of name and/or address</li> <li>b) Change of party affiliation</li> </ul>	<p>Destroy in office after 2 years.</p> <p><i>Retention note: Official copy of voter registration records is the State voter registration system maintained by the State Board of Elections.</i></p>	<p>G.S. § 163-82.14                      G.S. § 163-82.15                      G.S. § 163-82.10(a)</p>
6.	<p><b>VOTER REGISTRATION LISTS AND REPORTS</b></p>	<p>Destroy in office when superseded or obsolete.</p>	<p>G.S. § 163 Article 7A</p>
7.	<p><b>VOTER REGISTRATION RECORDS</b>                      Includes all voter registration records (active, inactive, provisional, removed). Also includes records regarding voluntary and involuntary cancellations (death, felony convictions, notices from other jurisdictions, voter requests).</p>	<p>Destroy in office after 2 years.</p> <p><i>Retention note: Official copy of voter registration records is the State voter registration system maintained by the State Board of Elections.</i></p>	<p>G.S. § 163-82.10(a)</p>

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