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Election Materials Retention

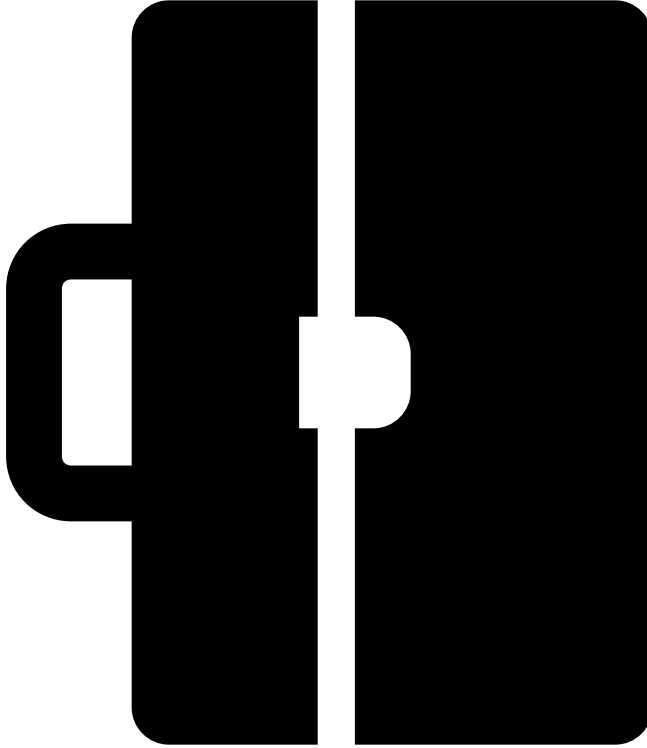
Election Type	Absentee Ballot Requests/Applications	Absentee Voter List	Affidavits ¹	Ballot Box Video Recordings - Standby and Non-Incident ²	Ballot Box Video Recordings - Incident ³	Ballots (un-used/un-opened)	Ballots (voted, unvoted and signed envelopes)	Entrance/Exit Checklists and Discrepancies	Official return of votes (ORV)	Petitions	Tally and Summary Sheets	Warnings of Elections
Local Election	90 days	90 days	2 years	Until overwritten	Until incident is resolved	End of election	90 days	5 years	Permanent	30 days	90 days	12 months
Primary	22 months	22 months	2 years	Until overwritten	Until incident is resolved	End of election	22 months	5 years	Permanent	30 days ⁴	22 months	22 months
General Election	22 months	22 months	2 years	Until overwritten	Until incident is resolved	End of election	22 months	5 years	Permanent	30 days	22 months	22 months

Voter Registration Materials Retention

Registration Applications	BCA voter renewal decisions	Challenge letters and certified mail receipts	Challenge response post cards or letters	Requests for removal from voter checklist	Statewide voter checklist	Working copies of voter checklist	BCA voter registrations in meeting minutes
4 years	2 years	4 years	2 years	2 years	2 years after system is replaced	End of election	Permanent

¹ Affidavits includes Affidavit of No Ballot Cast, Affidavit for Undelivered or Lost Absentee Ballots, Affidavit of Residence/Domicile, and Notice of Defective Ballot and Opportunity to Cure.
² Video that does not include a recording on an incident can be overwritten or destroyed.
³ If the video includes a recording of an incident with the ballot drop box, retain that video as evidence of the incident until all subsequent investigatory and legal action is fully resolved.
⁴ With primaries, retain petitions for 30 days after the subsequent election, for which the primary determined the candidates.

What Goes in the Sealed Elections Bag?⁵



PLACE IN THE BAG

- Exit checklist (if any)
- All voted ballots for one Legislative District (limit to 1500 ballots per ballot bag)
- 2nd printed tally tape from the tabulator
- All used tally sheets (totals have already been transferred to summary sheet(s))
- Defective Ballots Envelope (containing ballots that are defective and cannot be counted)
- Replaced Ballots Envelope (containing ballots that were surrendered by voters who obtained a new ballot and deposited the new ballot into the tabulator, as well as any unreadable ballots that were transferred to a readable ballot by an election official)

PLACE ON THE BAG

- Manila tag (on the tag, write the election date, legislative district, destroy date, and "bag ___ of ___")
- Contents List (place in the outside pocket of the bag)

ENTRANCE CHECKLIST

The entrance checklist does not go inside the elections bag but should be stored along with but outside the bag.

⁵ See [Elections Procedures Guide, Appendix B](#), for more detailed instructions