



Arizona State Library, Archives and Public Records

General Records Retention Schedule for All Arizona School Districts and Charter Schools Election Records

Schedule Number: 000-09-140

Authorization and Approval

Pursuant to ARS §41-1351, the retention periods listed herein are both the minimum and maximum time records may be kept. Keeping records for a time period other than their approved retention period is illegal. However, records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept longer or shorter times than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

Gladys Ann Wells, Director
Arizona State Library, Archives and Public Records

Date Approved:

1/28/2010

**General Records Retention Schedule for
All Arizona School Districts and Charter Schools
Election Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Candidate Records (State and local, including campaign finance records (candidates and political action committee (PAC), and nomination papers, petitions and affidavits (including financial disclosure, statement of organization, threshold statement and related records) a. If elected b. If not elected c. Political Committees (other than candidates) d. Federal	3 3 3 2	After term in office ended After date of election After date of election After date of election
2.	Court Challenge Records a. Historical (as determined by the State Archives) b. All others	Permanent 2	Preserve pursuant to ARS §39-101. When the public body no longer wishes to maintain the permanent records, they should be transferred to the State Archives After calendar year resolved
3.	Department of Justice Records (including submissions and Americans with Disabilities Act (ADA) records)	Permanent	Preserve pursuant to ARS §39-101. When the public body no longer wishes to maintain the permanent records, they should be transferred to the State Archives
4.	Election Records (Voted ballots, voting abstracts (ARS §16-618, 619) and related voting materials, including voted ballots, official and unofficial returns envelopes, unofficial results, early voting requests, county special election records, write-in tally sheets, official poll lists, tally lists and voted ballots (ARS §16-615); unofficial poll lists and tally lists(ARS §16-616); chain of custody documents, logic and accuracy test records, hand count / early ballot audit documents and related records)		

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	a. State and Local	6 months	After date of election
	b. Federal and Presidential Preference Election (PPE)	2	After date of election (ARS 16-624(A); USC §42-1974)
	c. Political Subdivision		
	i. If not retained by office	-	Transfer to political subdivision after election
	ii. All other records	-	After calendar year 2 regular elections held or after political subdivision ceases to exist or after political subdivision begins holding own elections, whichever comes first
5.	Election Violation Complaint Records		
	a. Resolved through litigation	5	After litigation completed
	b. Resolved without litigation	2	After date of election
6.	Maps (Precincts and districts, including legal descriptions)	Permanent	Preserve pursuant to ARS §39-101. When the public body no longer wishes to maintain the permanent records, they should be transferred to the State Archives
7.	Official Canvass (ARS §16-646)	Permanent	Preserve pursuant to ARS §39-101. When the public body no longer wishes to maintain the permanent records, they should be transferred to the State Archives
8.	Polling Place Records (including consent forms)		
	a. PPE	-	Until next PPE date
	b. All others	2	After date of election
9.	Poll Worker for Election Day Records (including financial records, names, addresses, poll worked, sign-in sheets, reports and handouts and other related records)	2	After date of election
10.	Procedure Manuals (and related records)	2	After superseded or obsolete

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11.	Publicity Records (including pamphlets) a. Historical (as determined by the State Archives) b. All others	Permanent -	Preserve pursuant to ARS §39-101. When the public body no longer wishes to maintain the permanent records, they should be transferred to the State Archives After fiscal year election held or after reference value has been served, whichever is later
12.	Report of Voter Statistics (if issued)	10	After date of election
13.	Signature Rosters a. For traditional elections, this is the actual signature roster and may include notation for voters that mail-in ballots) b. For elections that are fully conducted via mail-in / on-line, this can be a roster / checklist of citizens that actually voted in the election	Permanent	Preserve pursuant to ARS §39-101. When the public body no longer wishes to maintain the permanent records, they should be transferred to the State Archives
14.	Title 19 Records (including initiatives, recalls and referendum) a. Historical (as determined by the State Archives) b. Petitions, certification sheets and related correspondence c. Application for initiatives, recalls and referendum	Permanent 1 10	Preserve pursuant to ARS §39-101. When the public body no longer wishes to maintain the permanent records, they should be transferred to the State Archives After calendar year of election. If no election held, return petitions to petitioner After calendar year filed
15.	Video Recording of Ballot Counting and Related Records (for any statewide, county or legislative election)	30 days	After end of challenge period on general election (ARS §16-621)