


Arizona State Library, Archives and Public Records

General Records Retention Schedule for All Public Bodies Election Records

Schedule Number:
000-12-34

Authorization and Approval

Pursuant to ARS §41-151.12, the retention periods listed herein are the minimum amount of time records may be kept. Keeping records for a time period shorter than their approved retention period is illegal. 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 for a shorter time 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 set records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**



Lisa Maxwell, Director
Records Management Division
Arizona State Library, Archives and Public Records

Date Approved: *April 20, 2012*

**General Records Retention Schedule for
All Public Bodies
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, nomination papers, petitions, affidavits, financial disclosure statements, statements of organization, threshold statements and other related records) a. If elected b. If not elected c. Federal elections	3 3 2	After term in office ended After date of election After date of election
2.	Court Challenge Records a. Historical b. All others	Permanent 2	Preserve pursuant to ARS §39-101 After calendar year resolved
3.	Cumulative Independent Expenditure Notification Forms	3	After date of election
4.	Department of Justice Records (including submissions and Americans with Disabilities Act (ADA) records)	Permanent	Preserve pursuant to ARS §39-101
5.	Educational Documentation for Election Issues a. Historic b. All Other records	Permanent -	Preserve pursuant to ARS §39-101 After administrative value has been served
6.	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) a. State and Local Elections	6 months	After date of election

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	b. Federal and Presidential Preference Elections	2	After date of election (ARS §16-624(A); USC §42-1974)
	c. Political Subdivision Records		
	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
7.	Election Violation Complaint Records		
	a. Resolved through litigation	5	After litigation completed
	b. Resolved without litigation	2	After date of election
8.	Maps (Precincts and districts, including legal descriptions)	Permanent	Preserve pursuant to ARS §39-101
9.	Official Canvass (ARS §16-646)	Permanent	Preserve pursuant to ARS §39-101
10.	Political Action Committee (PAC) Records		
	a. Standing PAC		
	i. Initial filing records	3	After PAC disbanded
	ii. Jurisdictional filing records (records filed with jurisdictions where PAC is campaigning)	3	After date of election
	b. All others	3	After PAC disbanded
11.	Polling Place Records (including consent forms)		
	a. PPE	-	After next PPE held
	b. All others	2	After date of election
12.	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
13.	Publicity Records (including pamphlets)		
	a. Historical	Permanent	Preserve pursuant to ARS §39-101

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	b. All others	-	After fiscal year election held
14.	Report of Voter Statistics (if issued)	10	After date of election
15.	Signature Rosters (including for traditional elections, this is the actual signature roster and may include notation for voters that mail-in ballots and 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
16.	Title 19 Records (including initiatives, recalls and referendum)		
	a. Historical	Permanent	Preserve pursuant to ARS §39-101
	b. Petitions, certification sheets and related correspondence	1	After calendar year of election. If no election held, return petitions to petitioner
	c. Application for initiatives, recalls and referendum	10	After calendar year filed
17.	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)

Supersedes schedule dated October 20, 2011