



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, OH 43211-2474

OHIO HISTORY CONNECTION

JUN 13 2024

STATE AND LOCAL  
 GOVERNMENT RECORDS

## RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

### Section A: Local Government Unit

Clermont County Board of Elections  
 (Local government entity) 1070  
(Unit)

Stephanie Haight Stephanie Haight Director May 31, 2024  
(Date)

(Signature of responsible official) (Name) (Title)

### Section B: Records Commission

Clermont County Records Commission  
 Records Commission (513) 735-8660  
(Telephone number)

2425 Clermont Center Drive Batavia 45103 Clermont

(Address) (City) (Zip code) (County)

To have this form returned to the Records Commission electronically, include an email address:

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I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Bonnie J. Batchler 6-4-24

Records Commission Chair Signature Date

### Section C: Ohio Historical Society - State Archives

Government Records Archivist 6/21/2024

Signature Title Date

### Section D: Auditor of State

Signature Date

*Please Note: The State Archives retains RC-2 forms permanently.  
 It is strongly recommended that the Records Commission retain a permanent copy of this form*

## Schedule of Records Retention and Disposition

Board of Elections

1070

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
1070-01 CBE-01	Absentee Ballot Applications: Civilian & Military	Retain 4 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-02 CBE-02	Absentee Voter Register: Civilian – Records of Absentee Voters	Retain Permanently	Paper/Microfilm		<input checked="" type="checkbox"/>
1070-03 CBE-03	Absentee Voter Register: Military – Records of Absentee Voters	Retain Permanently	Paper/Microfilm		<input checked="" type="checkbox"/>
1070-04 CBE-04	Abstract of Votes – Abstract of votes cast in all elections	Retain Permanently	Paper/Microfilm		<input checked="" type="checkbox"/>
1070-05 CBE-05	Audit Report – Report of The State Examiner	Retain Permanently	Paper/Microfilm		<input checked="" type="checkbox"/>
1070-06 CBE-06	All Ballots: Both Used and Unused	Retain until 81 days after an election or 22 months after a federal election then destroy provided no pending court action or court order (R.C. 3505.31)	Paper		<input type="checkbox"/>
1070-07 CBE-07	Ballots: Sample – Record of bond issues and tax levies In form of sample ballots	Retain 20 years in Office then transfer to Archives for permanent retention	Paper/Microfilm		<input type="checkbox"/>
1070-08 CBE-08	Bids: Unsuccessful	Retain 2 years after contract awarded then destroy	Paper/Electronic		<input type="checkbox"/>
1070-09 CBE-09	Bids: Successful With Contract	Retain 8 years after completion or expiration of contract then destroy	Paper/Electronic		<input type="checkbox"/>
1070-10 CBE-10	Cash Book – Record of Fees Collected	Retain 10 years and until audited by Auditor of State and audit report is released then destroy	Paper/Electronic		<input type="checkbox"/>
1070-11 CBE-11	Campaign, Expense Reports – Candidates expense reports filed	Retain 6 years then destroy	Paper/Electronic		<input type="checkbox"/>

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1070-12 CBE-12	Central Committee Notices – Party notices of meetings and committee member lists	Notices: Retain 2 years, then destroy Member List: Retain 2 or 4 years depending on term of committee members of the political party, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-13 CBE-13	Correspondence – General office correspondence	Retain 1 year then destroy	Paper/Electronic		<input type="checkbox"/>
1070-14 CBE-14	Certificates of Annexation – Copy of Annexation Ordinances, etc.	Retain Permanently	Paper/Microfilm		<input checked="" type="checkbox"/>
1070-15 CBE-15	Election Charge-Back Record – Election Expenses Charged Back	Retain 3 years and until Audit Report is released then destroy	Paper		<input type="checkbox"/>
1070-17 CBE-17	Ledger of Receipts and Expenditures – Board's Financial Record	Retain 6 years and until all items are cleared and audited by Auditor of State and Audit Report is released then destroy	Paper/Electronic		<input type="checkbox"/>
1070-18 CBE-18	Petitions – Accepted and Rejected Petitions For Elections	Retain 6 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-19 CBE-19	Signature Poll Books and Related Materials – Includes pollbooks, poll lists, signature pollbooks, tally sheets, summary statements and other records and returns of an election delivered to the Board of Elections from polling places	Retain 2 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-21 CBE-21	Poll Officials Record / Precinct Record – List maintained by county boards of elections that contains contact information of qualified individuals available to serve as judges or precinct election officials	Retain 2 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-22 CBE-22	Receipts and Expenditures: Candidates - Campaign financial history for candidates	Retain 6 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-23 CBE-23	Receipts and Expenditures: Questions and Issues - Campaign financial history: for/against questions and issues	Retain 2 years then destroy	Paper/Electronic		<input type="checkbox"/>

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1070-24 CBE-24	<b>Receipt Books: Election Papers -</b> Office receipt book for ethics material & campaign financing statements issues	Retain 1 year then destroy	Paper/Electronic		<input type="checkbox"/>
1070-25 CBE-25	<b>Receipt Books: Monies –</b> Copy of Fiscal Receipts Issued	Retain until audited by Auditor of State and Audit Report is released then destroy	Paper/Electronic		<input type="checkbox"/>
1070-26A CBE-26A	<b>Resolutions on Bond Issues That Pass –</b> Copies of resolutions by governmental bodies authorizing placement of issues on the ballot	Retain for life of bonds then destroy	Paper/Electronic		<input type="checkbox"/>
1070-26-B CBE-26-B	<b>Resolutions- Except For Those On Bond Issues That Pass –</b> Copies of resolutions by governmental bodies authorizing placement of issues on the ballot	Retain until 5 years after election then destroy	Paper/Electronic		<input type="checkbox"/>
1070-27 CBE-27	<b>Vouchers –</b> Copy of voucher sent to county auditor	Retain until audited by Auditor of State and Audit Report is released then destroy	Paper/Electronic		<input type="checkbox"/>
1070-28 CBE-28	<b>Ward &amp; Precinct Maps –</b> Political Sub-division Precinct Boundaries	Retain Permanently	Paper/Microfilm		<input checked="" type="checkbox"/>
1070-29 CBE-29	<b>Withdrawal of Candidacy Notices</b> – Notices of Withdrawal Received	Retain until 1 year after Election then destroy	Paper/Electronic		<input type="checkbox"/>
1070-29-A	<b>Audio Tape Recordings of Board Meetings</b>	Retain until approval of the official minutes	Electronic		<input type="checkbox"/>
1070-30 CBE-30	<b>Minutes of the Board of Elections –</b> Record of Proceedings	Retain Permanently	Paper/Microfilm		<input checked="" type="checkbox"/>
1070-31 CBE-31	<b>Changes of Name, Deaths and Disenfranchised Voter Reports –</b> Original Report Issued By Probate Court, Clerk of Courts and Health Department	Retain until 2 years after filing then destroy	Paper/Electronic		<input type="checkbox"/>

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1070-32 CBE-32	<b>Registration Cards: Active</b> Master and Precinct Card Files For Currently Registered Voters	Retain Permanently	Paper/Microfilm		<input checked="" type="checkbox"/>
1070-33 CBE-33	<b>Registration Cards: Inactive</b> Cancelled Voter Registration Cards	Retain Permanently	Microfilm		<input checked="" type="checkbox"/>
1070-34 CBE-34	<b>Transfer of Registrations</b> Record of Voters' Transfer of Registration From One Area To Another	Retain 4 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-35 CBE-35	<b>Campaign Expense Reports –</b> Original PAC campaign finance reports	Retain 6 years in office, then 6 years at Records Center, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-36 CBE-36	<b>Change of Address/Name</b> Notifications	Retain 4 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-37 CBE-37	<b>Elector Application for</b> Correction or Challenge Form	Retain 2 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-38 CBE-38	<b>Absentee Identification</b> Envelopes – Walk-In Voter Applications	Retain 90 days then destroy provided Election is not contested Federal Election 22 months	Paper/Electronic		<input type="checkbox"/>
1070-40 CBE-40	<b>Provisional Ballot Affirmations</b> – Affirmations filled out by an elector voted a ballot provisionally	Retain 4 years, then destroy unless used as a voter registration form, then retain permanently	Paper/Electronic		<input type="checkbox"/>
1070-42 CBE-42	<b>Payroll Records –</b> Payroll records of pollworkers, election extras, part-time workers and workers no longer employed at the boards	Retain 4 years then destroy provided audited and Audit Report released	Paper/Electronic		<input type="checkbox"/>
1070-44 CBE-44	<b>Registration Confirmation</b> <b>Notices</b> —Confirmation Notices Sent By Boards To Residents To Verify Registration Records AND returned Confirmation Notices with updated or confirmed information.	Retain 5 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-45 CBE-45	<b>Directives/Advisories –</b> Letters of instruction, information and guidance sent to all county board of elections concerning the election process and new election laws	Retain 6 years (minimum of 1 year onsite)	Paper/Electronic		<input type="checkbox"/>

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1070-46 CBE-46	Confirmation or Acknowledgement Notice Lists – List of Names and Addresses of Persons Who Were Sent Confirmation or Acknowledgement Notices	Retain 5 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-47 CBE-47	Acknowledgement or Confirmation Cards Returned Undeliverable	Retain 4 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-48 CBE-48	Voter Verified Paper Audit Trail (VVPAT) Official Ballot To Be Used For Recount Purposes	Retain 60 days then destroy provided Election is not contested Federal Election 22 months	Paper/Electronic		<input type="checkbox"/>
1070-49 CBE-49	Voting Machine Reports— Logic and Accuracy Testing, Test Decks, Tapes, Testing Result Records, Zero Tapes, Close of Polls Tapes, Cards Downloaded, Used Seal/Lock Records, independent verification and validation testing (IV & V) of new voting equipment	Retain sixty (60) days after an election or twenty-two (22) months after a federal election, then may destroy provided no pending court action or order.	Paper/Electronic		<input type="checkbox"/>
1070-50 CBE-50	Chain of Custody Form and Voting Unit Event Log – Includes chain of custody forms and voting unit even log	Retain 2 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-51 CBE-51	Proclamations of Elections or Legal Advertisement of Questions and Issues	Retain 1 year then destroy	Paper/Electronic		<input type="checkbox"/>
1070-52 CBE-52	Challenge Forms Pursuant to R.C. 3505.20	Retain 2 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-53 CBE-53	Observer Forms Pursuant to R.C. 3505.21	Retain 1 year then destroy	Paper/Electronic		<input type="checkbox"/>
1070-54 CBE-54	Census Block Re-precincting Waiver Form and Accompanying Maps	Retain 4 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-56 CBE-56	Verification of Handicapped Accessible Parking Spaces and Polling Locations	Retain 1 year then destroy	Paper/Electronic		<input type="checkbox"/>
1070-57 CBE-57	Certification of Training Hours Completed	Retain 2 years then destroy	Paper/Electronic		<input type="checkbox"/>

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1070-58 CBE-58	Election Calendars	Retain until no longer of administrative value then destroy	Paper/Electronic		<input type="checkbox"/>
1070-59 CBE-59	Mailing Envelope Containing Voted Absent Voter Ballot	Retain ninety (90) days after election, then may destroy provided no pending court action or court order.	Paper/Electronic		<input type="checkbox"/>
1070-60 CBE-60	Proof of Ballots	Retain 60 days then destroy provided Election is not contested	Paper/Electronic		<input type="checkbox"/>
1070-61 CBE-61	Report Forms For Local Questions & Issues Including Approved Ballot Language	Retain 60 days then destroy provided Election is not contested	Paper/Electronic		<input type="checkbox"/>
1070-62 CBE-62	Certifications By Most Populous County of Overlapping Local Questions and Issues	Retain 60 days then destroy provided Election is not contested	Paper/Electronic		<input type="checkbox"/>
1070-63 CBE-63	Certificates of Results Pursuant to R.C. 3505.32 and 3513.22	Retain 6 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-64 CBE-64	Copies of State Issues Petitions or Statewide Candidate Petitions	Retain 60 days then destroy provided Election is not contested	Paper/Electronic		<input type="checkbox"/>
1070-65 CBE-65	Unofficial Election Results	Retain 60 days then destroy provided Election is not contested	Paper/Electronic		<input type="checkbox"/>
1070-66 CBE-66	Evidence or Materials Provided or Used in Conjunction With a Protest Hearing	Retain 1 year then destroy provided Election is not contested	Paper/Electronic		<input type="checkbox"/>
1070-67 CBE-67	Yearly Report to Secretary of State of Expenses of Conducting Elections	Retain 4 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-68 CBE-68	Report Forms on Organization or Reorganization of Board of Elections	Retain 6 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-69 CBE-69	Reimbursement Records of Costs of Training Poll Workers	Retain 2 years then destroy	Paper/Electronic		<input type="checkbox"/>

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1070-70 CBE-70	<b>Statewide Voter Registration Database Reports</b> – Includes data quality reports and duplicate reports generated by the statewide voter registration database and sent to Boards to correct or add to a voter's record	Retain 60 days or until no longer of administrative value then destroy	Paper/Electronic		<input type="checkbox"/>
1070-71 CBE-71	<b>Duplicate or Incomplete Voter Registration Forms</b>	Retain 4 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-72 CBE-72	<b>Returned Undeliverable 60 Day Notices</b>	Retain until the elector appears to vote or until the elector named is removed from the voter registration list then destroy	Paper/Electronic		<input type="checkbox"/>
1070-73 CBE-73	<b>Transmittal Forms That Accompany Voter Registration Forms From Agencies</b>	Retain 2 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-74 CBE-74	<b>Copies of Identification Provided By Electors With a Voter Registration Form or Absentee Ballot Application</b>	Retain for the longer of 6 months from the date of receipt or 45 days from the date of the Election for which the absentee ballot was issued then destroy	Paper/Electronic		<input type="checkbox"/>
1070-75 CBE-75	<b>Copies of Identification Provided By Electors With An Absentee Ballot and Identification Envelope</b>	Retain 90 days from date received then destroy	Paper/Electronic		<input type="checkbox"/>
1070-76 CBE-76	<b>Copies of Identification Provided By a UOCAVA Voter With a Federal Postcard Application</b>	Retain 4 years from date received then destroy	Paper/Electronic		<input type="checkbox"/>
1070-77 CBE-77	<b>Federal Postcard Voting Application (FVAP)</b> – Application for registration as a voter on a form adopted in accordance with federal regulations relating to the "Uniformed and Overseas Citizens Absentee Voting Act" per R.C. 3511.02.	Retain Permanently	Paper/Microfilm		<input checked="" type="checkbox"/>
1070-78 CBE-78	<b>Election Administration and Voting Survey Biennial Reports</b> – Election administration and voting survey biennial reports that include information on voter registrations, changes of name/address, absentee ballots, ballots cast provisionally and other election related information.	Retain 2 years, 3 months, then destroy	Paper/Electronic		<input type="checkbox"/>



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1070-79 CBE-79	<b>Election Administration Plans</b> – Administrative plans created by county boards of elections indicating preparations for conducting elections and handling of possible emergency situations on election day.	Retain for 4 years	Paper/Electronic		<input type="checkbox"/>
1070-80 CBE-80	<b>Precinct Election Officials Performance Assessment</b> – A review to be conducted after each presidential primary and even-numbered general election to determine whether precinct election officials are satisfactorily performing their duties.	Retain 15 months, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-81 CBE-81	<b>Local Option Petitions</b> – Local option petitions filed with County Boards of Elections.	Retain 4 years, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-82 CBE-82	<b>Notice of County Board of Elections Public Meeting</b> – Notice of public meeting of a County Board of Elections – including regular, special or emergency meetings. Required by R.C. 121.22 (F).	Retain 2 years, 6 months, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-83 CBE-83	<b>Certificates of Appointment</b> – Copies of certificates of appointment to elected office. The certificate contains the name of the appointed official, the office held, and beginning and ending terms of the appointment.	Retain 4 years, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-84 CBE-84	<b>County Job and Family Services Voter Registrations Report</b> – Quarterly report of number of voter registration forms received from County Job and Family Services Offices.	Retain 1 year, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-85 CBE-85	<b>Returned Undeliverable Notices</b> – Notices sent to electors that are returned as undeliverable (i.e. change of precinct, polling location or voting district).	Retain 4 years, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-86 CBE-86	<b>Authority to Vote Slips</b> – Form given to elector at polling place indicating permission to cast a ballot.	Retain 60 days after election, then destroy provided no court action or court order	Paper/Electronic		<input type="checkbox"/>

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1070-87 CBE-87	<b>Post-Election Audit Reports</b> -- The original audit workbook verifying that the county board of elections has conducted an audit of the election process. To be completed after each even-numbered year general election and after presidential primary elections verifying the accuracy of the election process.	Retain 4 years, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-88 CBE-88	<b>Ethics Forms</b> -- Forms required to be completed by board of elections staff verifying that they have been trained on and will comply with the Secretary of State's ethics policy and Ohio ethics law. Original signed forms will be provided to the Ohio Secretary of State's Office for board of elections permanent employees. Original signed forms will be retained for board of elections precinct election workers, rovers and/or any temporary persons employed to assist with the election.	Retain 1 year, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-90 CBE-90	<b>Attorney-in-Fact Forms</b> - An elector may designate another individual as an Attorney-in-Fact to complete election related documents. (R.C. 3501.11; R.C. 3501.382)	Retain until revoked or elector no longer registered in county	Paper/Electronic		<input type="checkbox"/>
1070-91 CBE-91	<b>Elected Official and Appointment Certification Forms</b> - Forms to report certifications of persons elected to office; report appointments to fill vacancies in nomination on the ballot; and/or report political affiliation of previous office holder certified by the board of elections director.	Retain 6 years, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-92 CBE-92	<b>Division of Liquor Control Requests</b> - Copies of responses to the Division of Liquor Control regarding precinct boundaries or other local liquor option inquiries received from the Division of Liquor Control.	Retain 6 months, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-93 CBE-93	<b>Precinct Election Officials Notices</b> - Notices of acceptance, rejection, replacement or removal of precinct election officials. (R.C. 3501.22)	Retain 1 year, then destroy	Paper/Electronic		<input type="checkbox"/>

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1070-94 CBE-94	<b>Former Resident Presidential Ballot</b> - Form required to be completed under chapter 3504 of the Ohio Revised Code, submitted to county board of elections requesting a presidential ballot. Copy sent to the Secretary of State.	Retain 22 months after the federal election, then destroy provided no pending court action or order	Paper/Electronic		<input type="checkbox"/>
1070-95 CBE-95	<b>Authorization for Elector to Update Signature</b> - Allows an elector to update his or her voter signature with the county board of elections per R.C. 3501.05(AA).	Retain until signature updated or person no longer registered in county, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-96 CBE-96	<b>Certifications of District Candidates</b> - Certification by the board of the most populous county in a district to overlap counties in that district, of the names of the candidates to appear on the primary or general election ballot for district offices. (R.C. 3505.01; R.C. 3513.05)	Retain 6 months, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-97 CBE-97	<b>Election Hardware Inventory</b> - Listing of election hardware (servers) providing make, model type, quantity, date of installation and software/firmware version.	Retain until no longer of administrative value, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-98 CBE-98	<b>Election Day Precinct Incident Log</b> - Log submitted by precinct election officials to county board of elections regarding incidents occurring at a precinct on Election Day.	Retain 60 days after election or 22 months after federal election, then destroy provided no pending court action or order	Paper/Electronic		<input type="checkbox"/>
1070-99 CBE-99	<b>Declaration of Intent to Change Political Party</b> - Declaration of intent to change political party filed by an elected official prior to their submission of declaration of candidacy and petition for partisan office. R.C. 3513.191(C).	Retain 10 years, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-100 CBE-100	<b>Absentee Voter Challenge</b> - Statement of person challenged as to party affiliation when requesting an absentee voter's ballot.	Retain 60 days after election or 22 months after federal election, then destroy provided no pending court action or order	Paper/Electronic		<input type="checkbox"/>

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1070-101 CBE-101	<b>Provisional Voter Precinct Verification</b> - Form completed by a precinct election official when a voter's name does not appear in the poll book/list and the voter insists on voting in the wrong precinct of a multiple-precinct polling location.	Retain 4 years, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-102 CBE-102	<b>Correspondence for DOB</b> - Letters sent by Board of Elections requesting a registered voter to provide their date of birth.	Retain until no longer of administrative value, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-103 CBE-103	<b>State and Territorial Exchange of Vital Events (STEVE) files</b> - File containing county statewide voter registration database (SWVRD) records that have been matched with records of decedents for the purpose of cancelling the registrations of deceased voters.	Retain 2 years, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-104 CBE-104	<b>Cancellation of Registration of Deceased Elector</b> - Includes Notice of Death of Registered Voter (R.C. 3503.21(A)(3)) and Notice of Cancellation of Voter Registration (R.C. 3503.21(F)) following receipt of notification of death of a registered elector. (SOS prescribed forms 255-C and 255-D)	Retain 2 years, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-105 CBE-105	<b>Documentation of Campaign Finance Filings Examinations</b> - Includes letters and audit checklists concerning examinations of campaign finance filings filed with the board of elections	Retain for 6 years	Paper/Electronic		<input type="checkbox"/>
1070-106 CBE-106	<b>Precinct Official Registration List</b> - The complete and official registration list for each precinct of all qualified registered voters in the precinct that must be prepared fourteen (14) days before an election. Per R.C. 3503.23, this list (in paper or electronic form) is to be made available at the board of elections for viewing by the public during normal business hours.	Retain 2 years, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-107 CBE-107	<b>Backup Signature Pollbook</b> - Printed, blank signature pollbooks that have been prepared as backup in case of problems with the electronic pollbook, but then not used during the election.	Retain for 60 days or until no longer of administrative value, then destroy	Paper/Electronic		<input type="checkbox"/>

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1070-108 CBE-108	<b>Verification of UOCAVA Compliance</b> - Copy of form to be completed by county board of elections verifying compliance with the Uniformed and Overseas Civilian Absentee Voting Act (UOCAVA) and submitted to the Ohio Secretary of State's office.	Retain 2 years, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-109 CBE-109	<b>Safe at Home Confidential Voter Registration Request</b> – Includes the Request to Have a Confidential Voter Registration Record and any related materials	Retain permanently	Paper/Electronic		<input checked="" type="checkbox"/>
1070-110 CBE-110	<b>Safe at Home Acknowledgement Notice</b> – Includes Acknowledgement Notices sent to Safe At Home participants that have been returned undeliverable and any related materials	Retain 4 years, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-111 CBE-111	<b>Safe at Home Confidential Voter Registration Cancellation</b> – Includes the Request to Cease Having a Confidential Voter Registration Records and any related materials	Retain permanently	Paper/Electronic		<input checked="" type="checkbox"/>
1070-112 CBE-112	<b>Safe at Home Absentee Identification Envelope Supplement</b> – Includes the Absent Voter's Ballot Identification Envelope Supplement and any related materials	Retain 90 days after an election, or 22 months after a federal election then destroy, provided no pending court action or order	Paper/Electronic		<input type="checkbox"/>
1070-114 CBE-114	<b>Electronic Pollbook Records</b> – Includes audit and transaction records and images of signatures captured that are produced by electronic pollbooks.	Retain 6 years, then destroy	Electronic		<input type="checkbox"/>
1070-115 CBE-115	<b>Federal Write-In Absentee Ballot (FWAB) Election Notice</b> – Notice required to be prepared prior to an election that provides the list of office and questions and issues that will appear on the ballot and which includes specific instructions for uniformed services and overseas voters on casting the FWAB. (R.C. 3511.16)	Retain for 1 year, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-116 CBE-116	<b>Recounts</b> – Records produced by the recounting of ballots and re-examination of the reconciliation of records of the official results of an election (R.C. 3515)	Retain for 6 years, then destroy	Paper/Electronic		<input type="checkbox"/>

## Schedule of Records Retention and Disposition

**Board of Elections**
**1070**

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
1070-117 CBE-117	<b>Notice of Voter Registration Cancellation</b> – Notice or letter returned by a voter in response to a notification regarding possible cancellation of the voter's registration	Retain for 5 years, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-118 CBE-118	<b>Help America Vote Act (HAVA) Records</b> – Records of grants received for election related equipment	Retain until state and federal audits have been conducted, audit reports released, and audit resolutions issued or resolved, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-119 CBE-119	<b>Precinct Election Official Training Materials</b> – This series includes training manuals, quick reference guides and related materials used to train precinct election officials prior to an election	Retain for 1 year or until replaced by updated training materials, whichever occurs first	Paper/Electronic		<input type="checkbox"/>
1070-120 CBE-120	<b>Election Night Reporting</b> - Any documents created or used for Election night reporting. This includes test scripts, test reports, mock election instructions, mock election proofing material or candidate proofing material.	Retain for 2 years, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-121A	<b>Public Records Requests</b> – Includes public records requests and responses to the requests	Retain for 2 years, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-121 CBE-121	<b>Political Party Change Reports</b> – Includes reports done after a primary election that reflect political party affiliation changes and any support materials	Retain for 3 years, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-122 CBE-122	<b>Notices to Voter Registration Records Pending Cancellation</b> - Includes notices sent to addresses of voter registration records that are subject to cancellation under federal and state law.	Retain for 5 years, then destroy	Paper/Electronic		<input type="checkbox"/>

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C