



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Secretary of State's Office. State Election Division.

| Agency: State Election Division |               | Division:  |  |
|---------------------------------|---------------|--|--|
| ITEM NO.                        | RECORD SERIES | TITLE/DESCRIPTION<br>(This Retention Schedule is approved on a space-available basis)  | RETENTION PERIOD   |
| 1                               | 78-514        | <b>ELECTION RECORDS</b><br>File consists of lists of candidates, and copies of official certifications of results.   | TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, four (4) years after completion of the election.   |
| 2                               | 81-1212       | <b>CANDIDATE PETITIONS OF NOMINATIONS</b><br>These include state and federal candidate petitions.  | TRANSFER to the RECORDS CENTER one (1) year after completion of election. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional one (1) year in the RECORDS CENTER. |
| 3                               | 82-263        | <b>COUNTY ELECTION BOARD CANVASSER SHEETS</b><br>Election Division form CEB-9, SF 47923.   | TRANSFER to the INDIANA ARCHIVES for permanent archival retention after four (4) years.  |
| 4                               | 83-976        | <b>POLITICAL CONTRIBUTIONS AND EXPENSES REPORTS ACTIVE</b><br>All candidates, congressional and legislative caucus committees, political action committees, and political party central committees are required to report their contributions and expenses. Records include the Statement of Organization, the Report of Receipt and Expenditures of a Political Committee (SF 4606), and related correspondence. Retention based on IC 3-9-4-6(b).      | TRANSFER to the INDIANA ARCHIVES for permanent archival retention, four (4) years from December 1st following the election to which they pertain, or after expiration of the term of office, whichever is later.                       |
| 5                               | 93-26         | <b>PRESIDENTIAL ELECTORAL COLLEGE VOTING AND CANVASSING MATERIALS</b><br>These records typically consist of all or part of multiple state forms from the Election Division, including SF 40650, 40649, 40654, 40652, 40647, and 40655. Retention based on 52 USC 20701.  | TRANSFER to the INDIANA ARCHIVES for permanent archival retention two (2) years after closure of election.   |
| 6                               | 91-74         | <b>MAPS AND PRECINCT BOUNDARY DESCRIPTIONS</b><br>Record consists of maps of election districts and precincts for each county. It also contains the census block listing for each project.   | TRANSFER to the INDIANA ARCHIVES for permanent archival retention when replaced by new maps or re-districting plans.   |
| 7                               | 91-72         | <b>CERTIFICATE OF PUBLIC TEST</b><br>Election Division Forms IEC 9 (SF 54728) and IEC 10 (SF 47203) inform the Election Division that the county board has completed all tests of tabulating equipment required under IC 3-11-13-22 and 3-11-14.5. Retention based on IC 3-11-13-26 and 3-10-1-31.1.   | DESTROY two (2) years after closure of election.   |
| 8                               | 97-22         | <b>NVRA TRACKING REPORT</b><br>Information on SF 47365 tracks numbers of voters registering in accordance with the federal National Voter Registration Act. Categories are new registrants, updates, duplicate and refused, and no personally-identifiable information is present, only statistics. A summary is sent to the United States Election Assistance Commission. Reports are arranged by month, day and year. Retention based on 52 USC 20701. | DESTROY two (2) years after closure of election.   |
| 9                               | 97-25         | <b>APPLICATION FOR MEDIA POLL WATCHER CREDENTIALS</b><br>In accordance with IC 3-6-10-6, if a person desires to act as a watcher for a newspaper, news service, radio station or television station in more than one (1) county in Indiana, the person must obtain a watcher identification card from the Indiana Election Division.   | DESTROY the day after the end of the election.   |
| 10                              | 2018-02       | <b>COUNTY VOTE CENTER PLANS</b><br>Filed with the Election Division under IC 3-11-18.1-3(h) and 3-11-18.1-15.  | TRANSFER to the INDIANA ARCHIVES for permanent archival retention after rescinding of vote center status by county election board.   |