



RECORDS RETENTION AND DISPOSITION SCHEDULE

Secretary of State's Office. State Election Division.

Agency: State Election Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	78-514	ELECTION RECORDS File consists of candidate declaration forms, candidate nomination consent forms, certificate of nomination forms, certification of candidate to fill federal, state, state legislative, and judicial ballot vacancy forms, candidate lists, ballot certification to counties, media poll watcher credentials, canvassing sheets, and copies of certifications of results. THIS IS A CRITICAL RECORD.	TRANSFER to the INDIANA ARCHIVES for permanent archival retention, twenty-two (22) months after the election.
2	81-1212	CANDIDATE PETITIONS OF NOMINATIONS These include federal, state, state legislative, and judicial office candidate petitions of nominations (SF 36186), and the Certificate of Nomination issued by the Secretary of State and kept by the Indiana Election Division. THIS IS A CRITICAL RECORD.	TRANSFER to the INDIANA ARCHIVES twenty-two (22) months after the election. EVALUATION, SAMPLING or WEEDING pursuant to archival principles may occur no earlier than seven (7) years after completion of the election.
3	83-976	CAMPAIGN FINANCE COMMITTEE STATEMENTS AND REPORTS All candidates, legislative caucus committees, political action committees, and regular party committees organized and filed with the election division are required to report their contributions and expenses to the election division. Records include: Candidate's Statement of Organization and Designation of Principal Committee or Exploratory Committee (CFA-1) (SF 4604), Political Action Committee or Legislative Caucus Committee Statement of Organization (CFA-2) (SF 28251), Regular Party Committee Statement of Organization (CFA-3) (SF 46413), Report of Receipts and Expenditures of a Political Committee (CFA-4) (SF 4606), Supplemental "Large Contribution" Report by a Candidate's Committee (\$1,000 Contributions or More) (CFA-11) (SF 48492), and related correspondence. Retention based on IC 3-9-4-6. THIS IS A CRITICAL RECORD.	For CFA-1, CFA-2, and CFA-3, TRANSFER to the INDIANA ARCHIVES for permanent archival retention, four (4) years from December 1st following the election after the committee is disbanded. For CFA-4 and CFA-11, 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.
4	93-26	PRESIDENTIAL ELECTORAL COLLEGE VOTING AND CANVASSING MATERIALS These records typically consist of all or part of multiple state forms from the Election Division, including: Presidential Elector Oath (IEC-12), Presidential Elector: Oath of Alternate Elector (IEC-13), Presidential Elector: Ballot to Fill Vacancy (IEC-14) (SF 40650), Presidential Electors: Canvass and Certificate of Vote to Fill Vacancy in Office of Presidential Elector (IEC-15), Presidential Elector Ballot for President (IEC-16), Presidential Elector Ballot for Vice-President (IEC-17), Presidential Elector: Certificate of Vote (IEC-18), Transmittal of Presidential Elector Vote (IEC-19), Certificate of Ascertainment of Appointment of Presidential Electors (IEC-20), Certification of Political Party Presidential and Vice-Presidential Ticket (IEC-21). Retention based on 52 USC 20701. THIS IS A CRITICAL RECORD.	TRANSFER to the INDIANA ARCHIVES for permanent archival retention two (2) years from December 31st following the presidential election to which they pertain.
5	91-74	MAPS AND PRECINCT BOUNDARY DESCRIPTIONS Record consists of maps of election districts and precincts for each county. It also contains the census block listing for each project. THIS IS A CRITICAL RECORD.	TRANSFER to the INDIANA ARCHIVES for permanent archival retention when replaced by new maps.

6	91-72	CERTIFICATE OF PUBLIC TEST OF VOTING SYSTEM This form is required in accordance with IC 3-11-13-22 and IC 3-11-14.5-3. It is used for counties using an optical scan ballot card voting system or an electronic voting system (direct record electronic). It informs the Election Division that the county election board completed all required tests of the voting and tabulating equipment. Retention based on IC 3-10-1-31.1 and 52 U.S.C. § 20701.	DESTROY twenty-two (22) months after the election to which the tests pertain unless an order issued under IC 3-12-6-19, IC 3-12-11-16, or 52 U.S.C. § 10301 requires the continued preservation of the ballots or other material for the election.
7	2018-02	COUNTY VOTE CENTER PLANS 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.