

## **Election Records**

### **General Records Retention Schedule Issued to: All Public Bodies**

Authority: Pursuant to ARS 41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to modify, extend or decrease records retention periods. The retention records listed herein are the required time records must be maintained. Records should be promptly and orderly disposed of at the end of their retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.

Archival Value: Records designated as **Permanent** on the retention schedule must not be destroyed (ARS 30-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently.

Record Series Number	Record Series Title	Retention Period	Retention Remark
20323	<b>Candidate Records, if elected</b> State and local, including campaign finance records, nomination papers, petitions, affidavits, financial disclosure statements	3 years	After term in office ended
20324	<b>Candidate Records, if not elected</b> State and local, including campaign finance records, nomination papers, petitions, affidavits, financial disclosure statements	3 years	After PAC terminated or after date of election, whichever is later
20333	<b>Election Records, Political Subdivision Records, All other Records</b> Voted ballots, official and unofficial returns envelopes, unofficial results, early voting requests, write-in tally sheets, chain of custody documents, hand count/early ballot audit documents and related records		After calendar year 2 regular elections held or after political subdivision ceases to exist, whichever comes first
20342	<b>Polling Place Records, All others</b> Including consent forms	2 years	After date of election

20343	<b>Poll worker for Election Day Records</b> Including financial records, names, addresses, poll worked, sign-in sheets, reports and hand handouts and other related records	2 years	After date of election
20347	<b>Signature Rosters</b> Including for traditional elections, this is the actual signature roster and may include notation for voters that mail-in ballots	Permanent	Preserve pursuant to ARS 39-101