

SECTION 8. ELECTION AND VOTER REGISTRATION RECORDS

Records documenting the registration of voters and the conduct, administration and results of Douglas County elections.

Contested Elections: Destruction of nonpermanent election records is authorized at the end of the specified minimum retention period provided the election is not contested. If the election is contested, all pertinent election records must be retained until the contest has been finally resolved and all rights to appeal have expired.

General Instructions

- The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.).
- Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy.
- No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold.

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
1. AGREEMENTS, CONTRACTS AND SUPPORTING DOCUMENTATION.	See: Section 15 General Records – Agreements, Contracts and Supporting Documentation	
2. BALLOT ISSUE COMMENTS. Written comments received from persons eligible to vote in the County election that are to be summarized in the ballot issue notice mailed to registered electors pursuant to TABOR.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
3. BALLOTS. The official list showing all candidates, ballot issues and ballot questions upon which an eligible elector is entitled to vote at an election, including ballots that are unused, voted, absentee, early, defective, spoiled, replacement, or mailed and returned by post office as undeliverable in mail ballot elections.	Elections	Voted Ballots: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later Unused Ballots: After the time for a challenge to the election has passed

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
<p>4. CAMPAIGN REPORTS AND STATEMENTS – PAPER AND ELECTRONIC.</p>		
<p>A. Candidate Affidavits. Affidavits required by CRS 1-45-110 to be filed by candidates for office within 10 days of becoming a candidate, certifying that the candidate is familiar with the Fair Campaign Practices Act.</p>	<p>Clerk of the Board Elections</p>	<p>Elected Candidates: 1 year after filing of termination report <u>and</u> at least 1 year after the elected candidate leaves office</p> <p>Unsuccessful Candidates: 1 year after filing of termination report <u>and</u> at least 1 year from date of filing of affidavit</p>
<p>B. Committee Statements of Organization. Statements made regarding the registration of various types of election committees, required by CRS 1-45-108.</p>	<p>Clerk of the Board Elections</p>	<p>Elected Candidate Committees: 1 year after filing of termination report <u>and</u> at least 1 year after elected candidate leaves office</p> <p>Unsuccessful Candidate Committees: 1 year after filing of termination report <u>and</u> at least 1 year from filing of affidavit</p> <p>Issue Committees: 1 year after filing of termination report <u>and</u> at least 1 year from date of filing of affidavit</p>
<p>C. Complaints and Correspondence Relating to Noncompliance. Complaints received by the County, notifications issued by the County of failure to fully comply with the campaign reporting laws, and notices of complaints filed with the Secretary of State alleging violation of the campaign reporting laws.</p>	<p>Elections</p>	<p>1 year after finally resolved</p>
<p>D. Contribution and Expenditure Reports. Reports of contributions and expenditures required under the provisions of CRS Title 1, Article 45 for elected and defeated candidates, independent expenditures, and issues committees.</p>	<p>Clerk of the Board Elections</p>	<p>Elected Candidate Committees: 1 year after filing of termination report <u>and</u> at least 1 year after elected candidate leaves office</p> <p>Unsuccessful Candidate Committees: 1 year after filing of termination report <u>and</u> at least 1 year from date of filing of report</p> <p>Independent Expenditures: 1 year after filing of termination report <u>and</u> at least 1 year from date of filing of statement</p> <p>Issue Committee: 1 year after filing of termination report <u>and</u> at least 1 year from date of filing of report</p>

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
5. CANVASS RECORDS.	See: Tabulation and Canvass Records below	
6. CONTESTED ELECTION RECORDS. All election records pertaining to the election that is being contested.	Elections	If the election is contested, retain all pertinent election records for at least 25 months and until the contest has been finally resolved and all rights to appeal have expired
7. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation	
8. ELECTION FILES. Files containing the permanent records for each County-administered election.	Elections	Permanent
9. ELECTION JUDGE RECORDS.		
A. Acceptances to Serve. Written acceptance of commitment to serve as election judge, alternate judge or clerk of election.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
B. Expense Statements. Statement of expenses of election judges and supporting documentation such as receipts.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
C. Instructions. Written instructions issued to election judges regarding conduct of election.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
D. Internet Criminal History Checks.	See: Internet Criminal History Checks below	
E. Lists of Election Judges. Listings prepared by the election official of election judges and alternates names, addresses and telephone numbers.	Elections	For Specific Elections: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later Database: Until superseded
10. ELECTIONS PANEL RECORDS.	See: Section 2 Board, Commission and Authority Records	

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
11. EQUIPMENT RECORDS.		
<p>A. Component and Maintenance Records. Detailed records for each component of any voting system used in County elections, including the manufacturer, make, model, serial number, hardware, software version or release number, date of acquisition, description of services, repairs, maintenance, upkeep and version updates, dates of performance of such services.</p>	Elections	Life of equipment, or 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
<p>B. Contracts for Election Equipment.</p>	See: Section 15 General Records – Contracts and Agreements	
<p>C. Internet Criminal History Checks – Vendor Employees.</p>	See: Internet Criminal History Checks below	
<p>D. Performance Bonds and Bond Updates. Bonds posted by equipment vendors and proof of posting with Secretary of State.</p>	Elections	Life of equipment
12. FINANCIAL RECORDS.	See: Section 13 Financial Records	
13. FORMS – ELECTION. Election-related forms.	Elections	Until superseded
<p>14. INTERNET CRIMINAL HISTORY CHECKS (ICHC). Requested from CBI for all full-time or part-time and permanent or contract County employees who staff the counting center and have access to the electromechanical voting systems or electronic vote tabulating equipment; for election judges if requested by the County Clerk; and for vendors' employees who have access to the electromechanical voting systems or electronic vote tabulating equipment.</p>	Elections	25 months after the <u>last election</u> of the year or until time has expired for which the record would be needed in any contest proceedings, whichever is later
<p>15. MAPS – ELECTION. Maps showing precinct and district designations and boundaries for County elections.</p>	Elections	Permanent
<p>16. NOTICES OF ELECTION. Copies of notices required to be posted, published or mailed regarding the election, including the "ballot issue notice" required by Section 20(3)(b) of Article X of the State Constitution containing summaries of comments on ballot issues.</p>	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
<p>17. OATHS AND AFFIDAVITS. Sworn statements made by electors or election officials, including oaths or affidavits made by electors at the time of registration, judges and clerks of election, by electors requesting absentee ballots, at the time of a challenge of an elector's right to vote, oaths of watchers and substitute watchers and similar documents.</p>	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
18. PAYROLL AND PERSONNEL RECORDS.	See: Section 23 Payroll Records and Section 24 Personnel Records	
19. PETITION RECORDS – ELECTION.		
A. Candidate Nomination Petitions. Petitions for placement of a candidate’s name on a County election ballot.	Elections	Elected Candidates: 2 years after term of office ends, or 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later Unsuccessful Candidates: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
B. Certifications of Petitions. Certifications prepared by the election official regarding the sufficiency or insufficiency of election petitions.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
C. Initiative and Referendum Petitions. Petitions submitted by citizens in accordance with legal requirements regarding the placement of citizen-initiated or citizen-referred measures on the County election ballot.	Elections	Sufficient Petitions: 3 years after submission, except retain one copy of representative pages permanently Insufficient Petitions: 3 years after all appeals have been closed, except retain one copy of representative pages permanently
D. Protest Records - Petitions. Records relating to protests submitted to the election official regarding the sufficiency of election-related petitions, protest process and hearings and findings of the hearing official regarding the protest.	Elections	3 years after the protest is finally resolved
E. Recall Petitions. Petitions submitted in accordance with legal requirements by citizens demanding the removal of an elected County official from office.	Elections	Sufficient Petitions: 3 years after submission, except retain one copy of representative pages permanently Insufficient Petitions: 3 years after all appeals have been closed, except retain one copy of representative pages permanently
20. POLICIES AND PROCEDURES – ELECTION.	See Section 15 General Records – Policies and Procedures Documentation	

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
21. POLLING PLACE RECORDS		
A. Poll Site Records. Documentation of selection of site and arrangements for use as a polling place.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
B. Poll Site Summaries. Summaries of logistical problems experienced at polling sites.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
22. RECEIPTS, ACCOUNTING AND TRACKING FORMS. Receipts and accounting or tracking forms documenting the chain of custody for transfers and sealing of election materials; statements accounting for ballots voted, spoiled, delivered to voters, unused and returned to the County; and other similar election receipts, accounting and tracking forms.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
23. RESOURCE BINDERS. Reference notebooks retained to provide a convenient reference regarding how an election was conducted and to provide templates for actions, forms, formats, etc.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later, then evaluate for continuing reference value
24. TABULATION AND CANVASS RECORDS		
A. Abstracts of Election. Summaries of election results recorded with the County Clerk and Recorder.	Elections	Permanent
B. Canvass Records. Certifications of County election results for candidates and issues prepared by the election official.	Elections	Unofficial Preliminary Certifications of Election Results: 25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later Final Certification of Election Results: Permanent
C. Internet Criminal History Checks (IHC).	See: Internet Criminal History Checks above	
D. Surveillance Video Recordings. Video recordings of secured areas used for elections.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later

Douglas County – Records Retention Schedule

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E. Tally Lists. Worksheets included in poll books or prepared by the election official for use of the judges of election to keep track of votes cast at the time ballots are opened and read.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
F. Tabulation Test Results. Records of testing of the tabulation equipment prior to and/or after the machine tabulation of ballots.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
25. VOTER REGISTRATION RECORDS.		
A. Street Research Forms. Forms used to collect information to enter into the computerized voter registration system.	Elections	Until after the next General Election <i>Duplicate Copies:</i> Until superseded
B. Voter Registration Forms. Oaths or affirmations, applications for affidavit registration, federal postcard applications, applications for change of residence or change of name, and other voter registration forms.	Elections	Until after the next General Election
C. Voter Registration Database. Master listing of registered voters in the County containing name, address, other identifying information, precinct number, party affiliation, etc.	Elections	Until superseded
D. Voter Registration Lists. Lists of voters eligible to vote in a specific election.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
26. VOTING RECORDS.		
A. Absentee Voter Records. Records documenting the casting of and accounting for absentee voter ballots, including absentee voter affidavits and oaths, applications for absentee ballots, and lists prepared by the election official of electors receiving absentee ballots.	Elections See also Return Signature Envelopes below	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
B. Early Voter Forms. Records documenting the casting of and accounting for early voter ballots, including early voter affidavits and oaths, applications for early ballots, lists prepared by the election official of electors receiving early ballots, and voter signature forms signed by voters at the time of early voting to establish identity and request a ballot.	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
<p>C. Poll Books. A paper or electronic list kept by election judges of eligible or provisional electors to whom ballots are delivered or who are permitted to enter a voting machine for the purpose of casting their votes at an election.</p>	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
<p>D. Poll Lists. Paper or electronic lists of registered electors for the election provided to election judges for use in verifying voter registrations at polling places.</p>	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
<p>E. Return Signature Envelopes. Envelopes bearing the voter's signature and identifying information for verification purposes, used by the voter to return ballots in a mail ballot election or to return absentee ballots.</p>	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later
<p>F. Voter Signature Forms. Records documenting the casting of and accounting for ballots, including voter signature forms signed by voters at the polls to establish identity and request a ballot.</p>	Elections	25 months after the election or until time has expired for which the record would be needed in any contest proceedings, whichever is later