



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

OHIO HISTORY CONNECTION Page 1 of 12

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

Delaware County

Board of Elections

(local government entity)

Karla Herron,

(unit)
Director

(signature of responsible official)

Karla B. Herron

(name)

(title)

(date)

8/29/18

Section B: Records Commission

Delaware County Records Commission

740.833.2140

(telephone number)

2079 US Rte 23 North/PO Box 8006

Delaware County

43015

Delaware

(address)

(city)

(zip code)

(county)

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

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.

Jeff Barton

10/19/18

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Fred Probst

Signature

State Archivist

Title

10-31-2018

Date

Section D: Auditor of State

Martin E. McBride

Signature

Title

11-14-18

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

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

Delaware County

Board of Elections

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or LGRP	(6) RC-3 Required by LGRP
18-01	Absentee Ballot Applications: Civilian and Military	Retain 4 years, then destroy	Paper/ Electronic		
18-02	Absentee Voter Register: Civilian – record of absentee voters	Retain permanently	Paper/ Electronic		✓
18-03	Absentee Voter Register: Military – record of absentee voters	Retain permanently	Paper/ Electronic		✓
18-04	Abstract of Votes – abstract of votes cast in all elections	Retain permanently	Paper/ Electronic		✓
18-05	Audit Report – report of the state examiner	Retain 1 copy permanently	Paper		✓
18-06	All Ballots: Used and Unused	Retain 60 days after an election or 22 months after a federal election then destroy pending no court action or court order (R.C. 3505.31)	Paper		
18-07	Ballots: Sample – record of bond issues and tax levies in form or sample ballots	Retain 20 years in office, then transfer to archives for permanent retention	Paper		✓
18-08	Bids: Unsuccessful – copies of unsuccessful bids	Retain 2 years after contract awarded, then destroy	Paper		
18-09	Bids: Successful with Contract – copies of successful bids, contracts and related documents from vendors for various goods and/or services	Retain for 8 years, then may destroy	Paper		
18-10	Cash Book – record of fees collected	Retain 10 years and until audited by Auditor of State and audit report is released, then destroy	Paper		
18-11	Campaign Expense Reports – candidates' expense reports filed	Retain 6 years then destroy	Paper/ Electronic		
18-12	Central Committee Notices – notices of political party meetings and committee member lists	Notices: retain 2 years, then may destroy; Member list: 2 or 4 years depending on term of office, then may destroy	Paper		
18-13	Correspondence – general office correspondence	Retain 1 year then destroy	Paper/ Electronic		
18-14	Certificates of Annexation – copy of annexation ordinance and any related paperwork	Retain permanently	Paper/ Electronic		✓

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

Delaware County (local government entity)			Board of Elections (unit)		
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or LGRP	(6) RC-3 Required by LGRP
18-15	Election Charge-Back Record – election expenses charged back to entity	Retain 3 years and until audited by the Auditor of State and audit report is released, then destroy	Paper/ Electronic		
18-16	Ledger of Receipts and Expenditures – BOE financial records	Retain 6 years and until all items are cleared and audited by Auditor of State and audit report is released, then destroy	Paper		
18-17	Petitions of Candidates – accepted and rejected petitions for elections	Retain 6 years, then destroy	Paper/ Electronic		
18-18	Pollbooks, Poll Lists and Related Materials – pollbooks, poll lists or 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 may destroy Per R.C. 3505.31	Paper/ Electronic		
18-19	Poll Officials Record/Precinct Record – list maintained by county boards of elections that contain the contact information of qualified individuals available to serve as judges or precinct election officials	Retain 2 years, then may destroy	Paper/ Electronic		
18-20	Receipts and Expenditures: Candidates – campaign financial history for candidates	Retain 6 years, then destroy	Paper/ Electronic		
18-21	Receipts and Expenditures: Questions and Issues – campaign financial history: for/against questions and issues	Retain 2 years, then destroy	Paper/ Electronic		
18-22	Receipt Books: Election Papers – office receipt book for ethics material & campaign financing statements and issues	Retain 1 year, then destroy	Paper/ Electronic		
18-23	Receipt Books: Monies – office copy of financial receipts issued	Retain until audited by Auditor of State and audit report is released, then destroy	Paper		
18-24	Resolutions on Bond Issues that Pass - copies of resolutions by governmental bodies authorizing placement of issues on the ballot	Retain for life of bonds, then destroy	Paper/ Electronic		
18-25	Resolutions Except for Bond Issues that Pass – copies of resolutions by governmental bodies authorizing placement of issues on the ballot	Retain 5 years after election, then destroy	Paper/ Electronic		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Delaware County****Board of Elections**

(local government entity)

(unit)

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18-26	Vouchers – office copy of Voucher sent to County Auditor	Retain until audited by Auditor of State and audit report is released, then destroy	Paper/ Electronic		
18-27	Ward & Precinct Maps – political sub-division precinct boundaries	Retain permanently	Paper/ Electronic		✓
18-28	Withdrawal of Candidacy Notices – notices of withdrawal received	Retain 1 year after election, then destroy	Paper		
18-29	Minutes of the Board of Elections – record of proceedings	Retain permanently	Paper/ Electronic		✓
18-30	Change of Name, Deaths, and Disenfranchised Voters Reports – original reports issued by the Probate Court, Clerk of Courts, and Health Department	Retain 2 years after filing, then destroy	Paper		
18-31	Registration Cards: Active – master and precinct cards files for currently registered voters	Retain permanently	Paper/ Electronic		
18-32	Registration Cards: Inactive – cancelled voter registration cards	Retain permanently	Paper/ Electronic		
18-33	Transfer of Registrations – record of voters' transfer of registration from one area to another	Retain 4 years, then destroy	Paper		
18-34	Campaign Expense Reports – original Political Action Committee campaign financial reports	Retain in office 6 years, then transfer to Records Center for 6 years, then destroy	Paper/ Electronic		
18-35	Change of Address/Name Notifications – Written notices from registered voters of a change of address or name, including R.C. 3503.16(B)(1) notice of change of name (SOS prescribed form 10-L).	Retain 4 years, then may destroy	Paper/ Electronic		
18-36	Elector Application for Correction or Challenge Form – Forms to be completed pursuant to R.C. 3505.20, R.C. 3513.19 and R.C. 3513.20.	Retain 2 years then may destroy	Paper		
18-37	Absentee Identification Envelopes – Statement of absentee voter and absent voter's ballot identification envelope supplement.	Retain 90 days after an election, or 22 months after a federal election, then may destroy, provided no pending court action or order	Paper		

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Delaware County (local government entity)			Board of Elections (unit)		
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18-38	Provisional ballot affirmations – 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		
18-39	Payroll Records for County Boards – Payroll records of pollworkers, election extras, part-time workers and workers no longer employed at the boards.	Retain 4 years, then may destroy provided audited and audit report has been released	Paper/ Electronic		
18-40	Registration Confirmation Notices – Confirmation notices sent by the county boards to residents to verify registration records and returned with updated information.	County Board will retain 5 years, then destroy	Paper		
18-41	Directives/Advisories – Letters of instruction, information and guidance sent to all county board of elections concerning the election process and new election laws.	Retain in office for 1 year, then transfer to storage for an additional 5 years. 6 year retention needed to provide information for a complete election cycle for U.S. Senate and Supreme Court Justices	Paper/ Electronic		
18-42	Confirmation Notice Responses – Information indicating whether a person has responded to a confirmation notice. A confirmation notice is mailed to a voter to confirm the person's residency or other required information.	County Board will retain for 5 years, then destroy	Paper		
18-43	Confirmation or Acknowledgement Notice Lists – Lists of names and addresses of persons who were sent confirmation or acknowledgement notices.	County Board will retain 5 years, then destroy	Paper		
18-44	Acknowledgement or Confirmation Cards – Acknowledgement or confirmation cards returned undeliverable.	Retain 4 years, then destroy	Paper		
18-45	Voter Verified Paper Audit Trail – Voter Verified Audit Trail (VVPAT) official ballot to be used for recount purposes	Retain 60 days, or 22 months for federal elections, then destroy provided no pending court action or court order (R.C. 3506.18)	Paper		

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Delaware County (local government entity)			Board of Elections (unit)		
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18-46	Voting Machine Reports - This record series includes, but is not limited to, logic & 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 60 days, or 22 months after a federal election, then may destroy provided no pending court action or order	Paper/ Electronic		
18-47	Chain of custody form and voting unit event log – This record series includes chain of custody forms and voting unit event log.	Retain 2 years, then may destroy	Paper		
18-48	Proclamations of elections or legal advertisement of questions and issues	Retain 1 year, then destroy	Paper		
18-49	Challenge forms – Challenge forms pursuant to R.C. 3505.20	Retain 2 years, then destroy	Paper		
18-50	Observer forms – Observer forms pursuant to R.C. 3505.21	Retain 1 year, then destroy	Paper		
18-51	Census block reprecincting waiver form and accompanying maps	Retain 4 years, then destroy	Paper/ Electronic		
18-52	Verification of handicapped accessible parking spaces and polling locations	Retain 1 year, then destroy	Paper/ Electronic		
18-53	Certification of training hours completed	Retain 2 years, then destroy	Paper		
18-54	Election calendars	Retain until no longer of administrative value, then destroy	Paper/ Electronic		
18-55	Mailing envelope containing voted absentee voter ballot	Retain 90 days after election, then may destroy provided no pending court action or court order	Paper		
18-56	Ballot proofs	Retain 60 days after an election, then destroy provided no pending court action or court order	Paper/ Electronic		
18-57	Report forms for local questions & issues including approved ballot language	Retain 60 days after an election, then destroy provided no pending court action or court order	Paper/ Electronic		
18-58	Certifications by most populous county of overlapping local questions and issues	Retain 60 days after an election, then destroy provided no pending court action or court order	Paper		

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Delaware County (local government entity)			Board of Elections (unit)		
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18-59	Certificates of results – certificates of results pursuant to R.C. 3505.32 and 3513.22	Retain 6 years, then destroy	Paper		
18-60	Copies of state issues petitions or statewide candidate petitions	Retain 60 days after an election, then destroy provided no pending court action or court order	Paper/ Electronic		
18-61	Unofficial election results	Retain 60 days after an election, then destroy provided no pending court action or court order	Paper		
18-62	Evidence used in protest hearing – evidence or materials provided or used in conjunction with a protest hearing	Retain 1 year, then destroy provided no pending court action or court order	Paper/ Electronic		
18-63	SOS expenses of conducting elections – Yearly report to Secretary of State of the expenses of conducting elections	Retain 4 years, then destroy	Paper/ Electronic		
18-64	Organization or Reorganization of Boards of Elections – Report forms on organization or reorganization of board of elections	Retain 6 years, then destroy	Paper		
18-65	Reimbursement of poll worker training – reimbursement records of costs of training poll workers	Retain 2 years or until audited, then destroy	Paper/ Electronic		
18-66	Duplicate reports generated by the statewide voter registration database	Retain 60 days or no longer of administrative value, then destroy	Paper/ Electronic		
18-67	Duplicate or incomplete voter registration forms	Retain 4 years, then destroy	Paper		
18-68	Returned undeliverable 60 day notices	Retain until the elector appears to vote or until the elector names is removed from the voter registration list, then destroy	Paper		
18-69	Transmittal forms that accompany voter registration forms from agencies	Retain 2 years, then destroy	Paper		
18-70	Copies of identification provided by electors – copies of identifications provided with a voter registration form or absentee ballot application	Retain for the longer of these periods: 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		

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Delaware County			Board of Elections		
(local government entity)			(unit)		
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or LGRP	(6) RC-3 Required by LGRP
18-71	Copies of Identification provided by electors with an absentee ballot and identification envelope	Retain for 90 days from the date received, then destroy	Paper		
18-72	Copies of Identification provided by Uniformed and Overseas Citizens Absentee Voting Act voter with a Federal Postcard application	Retain 4 years from the date received, then destroy	Paper		
18-73	Federal Postcard Voting Application (FVAP) – 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/ Electronic		
18-74	Election Administration and Voting Survey Biennial Reports – 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 may destroy	Paper/ Electronic		
18-75	Election Administration Plans – 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, then may destroy	Paper/ Electronic		
18-76	Precinct Election Officials Performance Assessment – 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 may destroy	Paper/ Electronic		
18-77	Local Option Petitions – Local option petitions filed with county boards of election	Retain 4 years, then may destroy	Paper/ Electronic		
18-78	Notice of County Board of Elections Public Meeting – 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 may destroy	Paper/ Electronic		
18-79	Certificates of Appointment – 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 may destroy	Paper		
18-80	County Jobs & Family Services Voter Registrations Report – Quarterly report of number of voter registration forms received from county job and family services offices	Retain 1 year, then may destroy	Paper		

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18-81	Returned Undeliverable Notices – Notices sent to electors that are returned as undeliverable (i.e. change of precinct, polling location or voting district, notice of cancellation of voter registration following receipt of notification of the death of a registered elector)	Retain 4 years, then may destroy	Paper		
18-82	Authority to Vote Slips – form given to elector at polling place indicating permission to cast a ballot	Retain 60 days after election, then may destroy provided no court action or court order	Paper		
18-83	Post-Election Audit Reports – 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 may destroy	Paper/ Electronic		
18-84	Ethics forms - 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 may destroy	Paper		
18-85	Attorney-in-Fact Forms – 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 is no longer registered in county	Paper		
18-86	Elected Official and Appointment Certification Forms – 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 may destroy	Paper/ Electronic		
18-87	Division of Liquor Control Requests – 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 may destroy	Paper		
18-88	Precinct Election Officials Notices – Notices of acceptance, rejection, replacement or removal of precinct election officials (R.C. 3501.22)	Retain 1 year, then may destroy	Paper/ Electronic		

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or LGRP	(6) RC-3 Required by LGRP
18-89	Former Resident Presidential Ballot – 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 Secretary of State	Retain for 22 months after the federal election, then may destroy provided no pending court action or order	Paper/ Electronic		
18-90	Authorization for Elector to Update Signature - 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 may destroy	Paper		
18-91	Certifications of District Candidates - 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 may destroy	Paper/ Electronic		
18-92	Election Hardware Inventory – 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 may destroy	Paper/ Electronic		
18-93	Election Day Precinct Incident Log – Log submitted by precinct election officials to county board of elections regarding incidents occurring at a precinct on Election Day	Retain 60 days, or 22 months after a federal election, then may destroy provided no pending court action or order	Paper/ Electronic		
18-94	Declaration of Intent to Change Political Party – declaration filed by an elected official prior to their submission of declaration of candidacy and petition for partisan office. R.C. 3513.191(C)	Retain for 10 years, then may destroy	Paper/ Electronic		
18-95	Absentee Voter Challenge – Statement of person challenged as to party affiliation when requesting an absentee voter's ballot	Retain 60 days, or 22 months after a federal election, then may destroy provided no pending court action or order	Paper		
18-96	Provisional Voter Precinct Verification – 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 may destroy	Paper		
18-97	Correspondence for DOB – Letters sent by Board of Elections requesting a registered voter to provide their date of birth	Retain until no longer of administrative value, then may destroy	Paper/ Electronic		

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18-98	State and Territorial Exchange of Vital Events (STEVE) files – 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 may destroy	Paper/ Electronic		
18-99	Cancellation of Registration of Deceased Elector - 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 may destroy	Paper		
18-100	Documentation of Campaign Finance Filings Examinations – Includes letters and audit checklists concerning examinations of campaign finance filings filed with the board of elections	Retain in office 6 years, then may destroy	Paper/ Electronic		
18-101	Precinct Official Registration List – complete and official registration list for each precinct of all qualified registered voters, prepared 14 days before election and made available for public viewing	Retain 2 years, then may destroy	Paper / Electronic		
18-102	Backup Signature Pollbook: printed, blank signature pollbooks to be used in case of problems with electronic pollbooks	Retain for 60 days or until no longer of administrative value, then may destroy	Paper		
18-103	Verification of UOCAVA Compliance: copy of form submitted to Ohio Secretary of State to verify compliance	Retain 2 years, then may destroy	Paper		
18-104	Safe at Home Confidential Voter Registration Request	Retain permanently	Paper / Electronic		
18-105	Safe at Home Acknowledgement Notice	Retain 4 years, then may destroy	Paper / Electronic		
18-106	Safe at Home Confidential Voter Registration Cancellation	Retain permanently	Paper		
18-107	Safe at Home Absentee Identification Envelope Supplement	Retain 90 days, or 22 months after a federal election, then may destroy provided no pending court action or order	Paper		
18-108	Electronic Pollbook Records: audit and transaction records, signature images captured by electronic pollbooks	Retain 6 years, then may destroy	Paper / Electronic		

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(local government entity)

Board of Elections

(unit)

Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Connection recommends that digital imaged records of permanent or greater than 10 year retention periods be maintained in either paper or microfilm formats in addition to digital formats.

All audits and audit discrepancies regarding the record titles listed below must be settled before the records may be disposed of.

The retention periods specified are either required by statute or have been determined by acceptable and best practice. Where a lawsuit or agency proceeding is pending, a legal hold on the records is required. Records that may have a bearing on the proceeding should be retained until the legal hold has been removed.

ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using an electronic mailing system. E-mail is not a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this or the Delaware County General Schedule.

**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.**