



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

APR 16 2021

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 and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Delaware County

Board of Elections

(Local Government Entity)

(Unit)

Karla B. Herron
 (Signature of Responsible Official)

Karla Herron
 (Name)

Director
 (Title)

4/2/2021
 (Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Delaware County

(740) 833-2140

(Telephone Number)

2079 US Rte. 23 North/PO Box 8006
 (Address)

Delaware
 (City)

43015
 (Zip Code)

Delaware
 (County)

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

cshaw@co.delaware.oh.us

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 Benton
 Records Commission Chair Signature

4/14/2021
 Date

Section C: Ohio History Connection - State Archives

Signature

Local Government Records Archivist
 Title

5/4/2021
 Date

Section D: Auditor of State

Records Manager

Signature

Title

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

RECEIVED

APR 06 2021

DELAWARE COUNTY
 RECORDS CENTER

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
21-01	Absentee Ballot Applications: Civilian and Military.	4 years, then destroy	Paper/ Electronic		<input type="checkbox"/>
21-02	Absentee Voter Register: Civilian – record of absentee voters.	Permanent	Paper/ Electronic/ Microfilm		<input checked="" type="checkbox"/>
21-03	Absentee Voter Register: Military – record of absentee voters.	Permanent	Paper/ Electronic/ Microfilm		<input checked="" type="checkbox"/>
21-04	Absentee Identification Envelopes: Statement of absentee voter and absent voter's ballot identification envelope supplement.	90 days after an election or 22 months after a federal election, then destroy provided no pending court action or court order	Paper		<input type="checkbox"/>
21-05	Absentee Voter Challenge: Statement of person challenged as to party affiliation when requesting an absentee voter's ballot.	60 days or 22 months after a federal election then destroy provided no pending court action or court order	Paper		<input type="checkbox"/>
21-06	Abstract of Votes: Abstract of votes cast in all elections.	Permanent	Paper/ Electronic/ Microfilm		<input checked="" type="checkbox"/>
21-07	Acknowledgement or Confirmation Cards: Acknowledgement or confirmation cards returned undeliverable.	4 years, then destroy	Paper		<input type="checkbox"/>
21-08	Affirmation of voter who does not possess any appropriate identification for voting purposes— affirmation of voter who does not possess any appropriate identification for voting purposes – (SOS prescribed form #10-T).				
21-09	All Ballots: Used and Unused.	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		<input type="checkbox"/>
21-10	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).	Until revoked or elector is no longer registered in county	Paper		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
21-11	Audit Report: Report of the state examiner.	1 copy Permanent	Paper/ Electronic/ Microfilm		<input type="checkbox"/>
21-12	Authority to Vote Slips: Form given to elector at polling place indicating permission to cast a ballot.	60 days after election then destroy provided no court action or court order	Paper		<input type="checkbox"/>
21-13	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).	Until signature updated or person no longer registered in county, then destroy	Paper		<input type="checkbox"/>
21-14	Backup Signature Poll Book: Printed, blank signature poll books to be used in case of problems with electronic poll books.	60 days or until no longer of administrative value then destroy	Paper		<input type="checkbox"/>
21-15	Ballot Proofs	60 days after election then destroy provided no pending court action or court order	Paper/ Electronic		<input type="checkbox"/>
21-16	Ballots: Sample: record of bond issues and tax levies in form or sample ballots.	20 years in office then transfer to archives for permanent retention	Paper/ Electronic/ Microfilm		<input checked="" type="checkbox"/>
21-17	Bids: Successful with Contract: copies of successful bids, contracts and related documents from vendors for various goods and/or services	8 years then destroy	Paper		<input type="checkbox"/>
21-18	Bids: Unsuccessful: Unsuccessful bid information.	2 years after contract awarded then destroy	Paper/ Electronic		<input type="checkbox"/>
21-19	Cash Book: record of fees collected.	10 years and until audited by the Auditor of State and audit report is released, then destroy	Paper/ Electronic		<input type="checkbox"/>
21-20	Campaign Expense Reports: Original Political Action Committee campaign financial report(s).	6 years then destroy	Paper/ Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
21-21	Campaign Expense Reports: Candidates' expense reports filed	6 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-22	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)	2 years then destroy	Paper		<input type="checkbox"/>
21-23	Census Block: representing waiver form and accompanying maps.	4 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-24	Central Committee Notices: Notices of political party meetings and committee member lists.	Notice: 2 years then destroy Member list: 2 or 4 years depending on term of office, then destroy	Paper		<input type="checkbox"/>
21-25	Certification of Training: Hours completed.	2 years then destroy	Paper		<input type="checkbox"/>
21-26	Certificates of Annexation: Copy of Annexation ordinance and any related paperwork.	Permanent	Paper/ Electronic/ Microfilm		<input checked="" type="checkbox"/>
21-27	Certificates of Appointment: Copies of certificates of appointment to elected office. The certificate contains the name of the appointed official, the office held, and the beginning and ending terms of the appointment.	4 years then destroy	Paper		<input type="checkbox"/>
21-28	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 office (R.C. 3505.01; R.C. 3513.05).	6 months then destroy	Paper/ Electronic		<input type="checkbox"/>
21-29	Certificates of Results: Certificates of results pursuant to R.C. 3505.32 and R.C. 3513.22.	6 years then destroy	Paper		<input type="checkbox"/>
21-30	Certifications by most populous county of overlapping local questions and issues – Certifications by most populous county of overlapping local questions and issues.	Retain 60 days after election, then may destroy provided no pending court action or court order.	2010, revised 2015		<input type="checkbox"/>
21-31	Chain of Custody Form and Voting Unit Event Log: Record series includes chain of custody forms and voting unit event log.	2 years then destroy	Paper		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
21-32	Change of Address/Name Notification: 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).	4 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-33	Change Name, Death and Disenfranchised Voters Reports: Original reports issued by the Probate Court, Clerk of Courts and Health Department.	2 years after filing then destroy	Paper		<input type="checkbox"/>
21-34	Challenge Forms: Challenge forms pursuant to R.C. 3505.20.	2 years then destroy	Paper		<input type="checkbox"/>
21-35	Confirmation or Acknowledgement Notice Lists: Lists of names and addresses of persons who were sent confirmation or acknowledgements notices.	5 years then destroy	Paper		<input type="checkbox"/>
21-36	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.	5 years then destroy	Paper		<input type="checkbox"/>
21-37	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 date of receipt or 45 days from date of election for which the absentee ballot was issued then destroy	Paper		<input type="checkbox"/>
21-38	Copies of State Issues Petitions or Statewide Candidate Petitions	60 days after election then destroy provided no pending court action or court order	Paper/ Electronic		<input type="checkbox"/>
21-39	Copies of Identification provided by Electors: with an absentee ballot and identification envelope.	90 days from the date received then destroy	Paper		<input type="checkbox"/>
21-40	Copies of Identification provided by Uniformed and Overseas Citizens Absentee Voting Act: Voter with a Federal Postcard application.	4 years from the date received then destroy	Paper		<input type="checkbox"/>
21-41	Correspondence: General office correspondence.	1 year then destroy	Paper/ Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
21-42	County Jobs and Family Services Voter Registrations Report: Quarterly report of number of voter registration forms received from County Job and Family Services office.	1 year then destroy	Paper		<input type="checkbox"/>
21-43	Correspondence for Date of Birth: Letters sent by the Board of Elections requesting a registered voter to provide their date of birth.	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-44	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).	10 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-45	Directives/Advisories: Letters of instruction, information and guidance sent to all County Board of Elections concerning the election process and new election laws.	1 year in office then transfer to storage for 5 years. 6 year retention needed to provide information for a complete election cycle for U.S. Senate and Supreme Court Justices	Paper/ Electronic		<input type="checkbox"/>
21-46	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.	6 months then destroy	Paper		<input type="checkbox"/>
21-47	Documentation of Campaign Finance Filings Examinations: Includes letters and audit checklists concerning examinations of campaign finance filings filed with the Board of Elections.	6 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-48	Duplicate or incomplete voter registration forms.	4 years then destroy	Paper		<input type="checkbox"/>
21-49	Duplicate Reports: Generated by the statewide voter registration database.	60 days or until no longer of administrative value then destroy	Paper/ Electronic		<input type="checkbox"/>
21-50	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.	6 years then destroy	Paper/ Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
21-51	Election Administration Plans: Plans created by County Boards of Elections indicating preparations for conducting elections and handling of possible emergency situations on election day.	4 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-52	Election Administration and Voting Survey Biennial Report: Report that includes information on voter registration, changes of name/address, absentee ballots, ballots cast provisionally and other election related information.	2 years and 3 months then destroy	Paper/ Electronic		<input type="checkbox"/>
21-53	Election Charge-Back Record: Election expenses charged back to entity.	3 years and until audited by the Auditor of State and audit report is released then destroy	Paper/ Electronic	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	<input type="checkbox"/>
21-54	Election Calendars	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-55	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.	60 days or 22 months after a federal election then destroy provided no pending court action or court order	Paper/ Electronic		<input type="checkbox"/>
21-56	Election Hardware Inventory: Listing of election hardware (servers) providing make, model type, and quantity, date of installation and software/firmware version.	Until no longer of administrative value then destroy	Paper/ Electronic		<input type="checkbox"/>
21-57	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	2 years then destroy	Paper		<input type="checkbox"/>
21-58	Electronic Poll Book Records: Audit and transaction records, signature images captured by electronic poll books.	6 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-59	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	1 year then destroy	Paper		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	and/or any temporary persons employed to assist with the election.				
21-60	Evidence Used in Protest Hearing: Evidence or materials provided or used in conjunction with a protest hearing.	1 year then destroy provided no pending court action or court order	Paper/ Electronic		<input type="checkbox"/>
21-61	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	Permanent	Paper/ Electronic/ Microfilm		<input type="checkbox"/>
21-62	Federal Write-in Absentee Ballot (FWAB) Election Notice: A notice required to be prepared prior to an election that provides the list of offices and questions and issues that will appear on the ballot and which includes specific instructions for uniformed services and overseas voters on casting the FWAB. (R.C. 3511.16)	1 year then destroy	Paper/ Electronic		<input type="checkbox"/>
21-63	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 the Secretary of State.	22 months after the federal election then destroy provided no pending court action or court order	Paper/ Electronic		<input type="checkbox"/>
21-64	Help America Vote Act (HAVA) Records: Records of grants received for election related equipment.	Until state and federal audits have been conducted, audit report released and audit resolutions issued or resolved then destroy	Paper/ Electronic		<input type="checkbox"/>
21-65	Ledger of Receipts and Expenditures: Board of Elections financial records.	6 years and until all items are cleared and audited by the Auditor of State and audit report is released, then destroy	Paper/ Electronic		<input type="checkbox"/>
21-66	Local Option Petitions: Local option petitions filed with county board of elections.	4 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-67	Mailing Envelope: Contains voted absentee voter ballot.	90 days after election the	Paper		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
		destroy provided no pending court action or court order			
21-68	Minutes of the Board of Elections: Record of proceedings.	Permanent	Paper/ Electronic/ Microfilm		<input checked="" type="checkbox"/>
21-69	Notice of County Board of Elections Public Meeting: Notice of public meeting of a county board of elections. Includes regular, special or emergency meetings. Required by R.C. 121.22(F).	2 years and 6 months then destroy	Paper/ Electronic		<input type="checkbox"/>
21-70	Notice of Voter Registration Cancellation: A notice or letter returned by a voter in response to a notification regarding possible cancellation of the voter's registration.	5 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-71	Observer Forms: Observer forms pursuant to R.C. 3505.21	1 year then destroy	Paper		<input type="checkbox"/>
21-72	Organization or Reorganization of Board of Elections: Report forms on organization or reorganization of board of elections.	8 years then destroy	Paper		<input type="checkbox"/>
21-73	Payroll Records for County Boards: Payroll records of poll workers, election extras, part-time workers and workers no longer employed at the boards.	4 years then destroy provided audited and audit report has been released	Paper/ Electronic		<input type="checkbox"/>
21-74	Petitions of Candidates: Accepted and rejected petitions for elections; declarations of intent to be write-in candidates.	6 years, then destroy	Paper/ Electronic		<input type="checkbox"/>
21-75	Poll Books, Poll Lists and Related Material: Poll books, poll lists or signature poll books, tally sheets, summary statements and other records and returns of an election delivered to the Board of Elections from polling places.	2 years then destroy Per R.C. 3505.31	Paper/ Electronic		<input type="checkbox"/>
21-76	Poll Officials Record/Precinct Record: Lists maintained by county board of elections that contain the contact information of qualified individuals available to serve as judges or precinct election officials.	2 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-77	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 election verifying the accuracy of the election process.	4 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-78	Precinct Election Official Training Material: This series includes, but not limited to, training manuals, quick reference guides	1 year or until replaced by updated	Paper/ Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	and related materials that are used to train precinct election officials prior to an election.	training materials whichever occurs first then destroy			
21-79	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.	15 months then destroy	Paper/ Electronic		<input type="checkbox"/>
21-80	Precinct Election Officials Notices: Notices of acceptance, rejection, replacement or removal of precinct election officials (R.C. 3501.22)	1 year then destroy	Paper/ Electronic		<input type="checkbox"/>
21-81	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.	2 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-82	Proclamations: Of elections or legal advertisement of questions and issues.	1 year then destroy	Paper/ Electronic		<input type="checkbox"/>
21-83	Provisional Ballot Affirmations: Affirmations filled out by an elector voted a ballot provisionally.	4 years then destroy unless used as a voter registration form then retain permanently	Paper/ Electronic/ Microfilm if voter registration form		<input type="checkbox"/>
21-84	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.	4 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-85	Receipts and Expenditures: Candidates. Campaign financial history for candidates	6 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-86	Receipts and Expenditures: Questions and Issues. Campaign financial history for/against questions and issues.	2 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-87	Receipt Books: Election Papers. Office receipt book for ethics material and campaign financing statements and issues.	1 year then destroy	Paper/ Electronic		<input type="checkbox"/>
21-88	Receipt Books: Monies. Office copy of financial receipts issued.	Until audited by the Auditor of State and audit report released then destroy	Paper/ Electronic		<input type="checkbox"/>
21-89	Recounts: Records produced by the recounting of ballots and reexamination of the	6 years then destroy	Paper/ Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	reconciliation of records of the official results of an election (R.C. 3515).				
21-90	Registration Cards: Active. Master and precinct card files for currently registered voters.	Permanent	Paper/ Electronic/ Microfilm		<input checked="" type="checkbox"/>
21-91	Registration Cards: Inactive. Cancelled voter registration cards.	Permanent	Paper/ Electronic/ Microfilm		<input checked="" type="checkbox"/>
21-92	Registration Confirmation Notices: Confirmation notices sent by the county boards to residents to verify registration records and returned with updated information.	5 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-93	Reimbursement of Poll Worker Training: Reimbursement records of costs of training poll workers.	2 years or until audited by Auditor of State then destroy	Paper/ Electronic		<input type="checkbox"/>
21-94	Report Forms: For local questions and issues including approved ballot language.	60 days after an election then destroy provided no pending court action or court order	Paper/ Electronic		<input type="checkbox"/>
21-95	Resolutions Except for Bond Issues that Pass: Copies of resolutions by governmental bodies authorizing placement of Issues on the ballot.	5 years after election, then destroy	Paper/ Electronic		<input type="checkbox"/>
21-96	Resolutions on Bond Issues that Pass: Copies of resolutions by governmental bodies authorizing placement of Issues on the ballot.	For life of bond(s) then destroy	Paper/ Electronic		<input type="checkbox"/>
21-97	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).	4 years then destroy	Paper		<input type="checkbox"/>
21-98	Returned Undeliverable 60 Day Notices	Until the elector appears to vote or until the elector name is removed from the voter registration list then destroy	Paper		<input type="checkbox"/>
21-99	Safe at Home Absentee Identification Envelope Supplement	90 days or 22 months after a federal election then destroy provided no	Paper		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
		pending court action or court order			
21-100	Safe at Home Acknowledgement Notice	4 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-101	Safe at Home Confidential Voter Registration Cancellation	Permanent	Paper/ Electronic/ Microfilm		<input type="checkbox"/>
21-102	Safe at Home Confidential Voter Registration Request	Permanent	Paper/ Electronic/ Microfilm		<input type="checkbox"/>
21-103	Secretary of State (SOS) Expenses of Conducting Elections: Yearly report to SOS of the expenses of conducting elections.	4 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-104	State and Territorial Exchange of Vital Events (STEVE) Files: Files 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.	2 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-105	Transmittal Forms: That accompany voter registration forms from agencies.	2 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-106	Transfer of Registrations: Record of voters' transfer of registration from one area to another.	4 years then destroy	Paper		<input type="checkbox"/>
21-107	Unofficial Election Results	60 days after an election then destroy pending no court action or court order	Paper/ Electronic		<input type="checkbox"/>
21-108	Verification of UOCAVA Compliance: Copy of form submitted to Ohio Secretary of State to verify compliance.	2 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-109	Verification of handicapped accessible parking spaces and polling locations	Retain one (1) year, then destroy	2010		<input type="checkbox"/>
21-110	Voter Verified Paper Audit Trail: Voter Verified Audit Trail (VVPAT) official ballot to be used for recount purposes.	60 days or 22 months for federal election then destroy provided no pending court action or court order (R.C. 3506.18)	Paper/ Electronic		<input type="checkbox"/>
21-111	Voting Machine Reports: Includes, but not limited to, logic and accuracy testing, test decks, tapes, testing result records, zero tapes, close of poll tapes, cards downloaded, used	60 days or 22 months for federal election then destroy	Paper/ Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	seal/lock records, independent verification and validation testing (IV and V) of new voting equipment.	provided no pending court action or court order			
21-112	Vouchers: Office copy of vouchers sent to the County Auditor.	Until audited by Auditor of State and audit report is released then destroy	Paper/ Electronic		<input type="checkbox"/>
21-113	Ward and Precinct Maps: Political sub-division precinct boundaries.	Permanent	Paper/ Electronic/ Microfilm		<input checked="" type="checkbox"/>
21-114	Withdrawal of Candidacy Notice: Notice of withdrawal received by the BOE.	1 year after election	Paper/ Electronic		<input type="checkbox"/>

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.