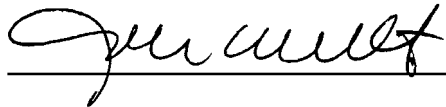


**RECORDS RETENTION AND DISPOSITION SCHEDULE  
GENERAL SCHEDULE NO. 1  
COUNTY AND MUNICIPAL GOVERNMENTS  
VOTER REGISTRATION AND ELECTION RECORDS**

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The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition conditions listed below:

APPROVED: \_\_\_\_\_



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EFFECTIVE SCHEDULE DATE ~~1/1/2010~~ 7-1-2010

PAGE 1 OF 8 PAGES

**POLICIES FOR RECORDS RETENTION AND DISPOSITION**

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, § 42.1-76, et seq. of the *Code of Virginia* for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the Certificate of Records Destruction (RM-3 Form). A signed RM-3 Form must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 Form must be sent to Library of Virginia (LVA).
4. Any records created prior to 1913 must be offered, in writing, to LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from LVA. A copy of the offer must be attached to the RM-3 Form when it is submitted to LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations, or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. Microfilming must be done in accordance with 17VAC15-20-10, et seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy-protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Ultimate destruction is accomplished through shredding, pulping, burning, and overwriting or physically destroying media. Deletion of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Records containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
9. Under the *Virginia Public Records Act*, § 42.1-79, LVA is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. LVA may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.



**RECORDS RETENTION AND DISPOSITION SCHEDULE  
GENERAL SCHEDULE NO. 1  
COUNTY AND MUNICIPAL GOVERNMENTS  
VOTER REGISTRATION AND ELECTION RECORDS**

EFFECTIVE SCHEDULE DATE May 26, 2010

PAGE 2 OF 8 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Abstracts</u> This series documents the summary by Electoral Board of the official results. This series may include, but is not limited to: total number of voters, write-in certification, and total votes for each candidate/issue.</p>	006048	Retain permanently in agency, or may be offered to the Archives, Library of Virginia for permanent retention.
<p><u>Administrative Management Records: Registrar</u> This series documents reference and management reports. This series may include, but is not limited to: policies, reference materials, management assessments, and reports.</p>	006049	Retain 5 years or until superseded, whichever is longer, then destroy in compliance with No.8 on schedule cover page.
<p><u>Ballots: Counted and Uncounted- (Federal)</u> This series documents ballots used in all federal elections.</p>	006052	Retain 2 years by Circuit Court after election then destroy in compliance with No. 8 on schedule cover page. Code of Virginia §24.2-669 .
<p><u>Ballots: Counted and Uncounted -(Non- federal)</u> This series documents ballots used in all non-federal elections.</p>	006053	Retain 1 year by Circuit Court after election then destroy in compliance with No. 8 on schedule cover page. Code of Virginia §24.2-669.
<p><u>Ballots: Unused</u> This series documents unused ballots for all elections.</p>	006054	Retain by Circuit Court until time has expired for initiating a recount, contest, or other proceeding then destroy in compliance with No. 8 on schedule cover page. Code of Virginia §24.2-669.
<p><u>Candidate Campaign Finance Forms</u> This series consists of filings required by the Campaign Finance Disclosure Act. This series includes: Statement of Organization, scheduled reports, and exemption requests. Code of Virginia §24.2-947 et seq.</p>	006055	Retain 1 year after the final report is filed or through the next general election for that office, whichever is later, then destroy in compliance with No. 8 on schedule cover page. Code of Virginia §24.2-946.2(B).

**RECORDS RETENTION AND DISPOSITION SCHEDULE**  
**GENERAL SCHEDULE NO. 1**  
**COUNTY AND MUNICIPAL GOVERNMENTS**  
**VOTER REGISTRATION AND ELECTION RECORDS**

EFFECTIVE SCHEDULE DATE May 26, 2010

PAGE 3 OF 8 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Candidate Qualification Forms: Non Campaign Finance</u>            This series consists of all forms (other than campaign finance forms) and changes filed by a candidate to document qualifications or satisfy eligibility requirements. This series includes: Petition of Qualified Voters, Declaration of Candidacy, Certificate of Candidate Qualification, and Statement of Economic Interest.</p>	000509	Retain 5 years or through the next general election for that office, whichever is later, then destroy in compliance with No. 8 on schedule cover page. Code of Virginia 2.2-3114 and 2.2-3115.
<p><u>Change of Address Confirmation Records (NVRA)</u>            This series includes lists of voters to whom address confirmation requests have been sent. Lists provided for public dissemination must not include the registrant's social security number, birth date, birth month, or the residence address of any protected voter. Code of Virginia 24.2-444(B) and (C).</p>	006061	Retain 2 years after deadline for response then destroy in compliance with No. 8 on schedule cover page. Code of Virginia § 24.2-444(B) and 42 USC 1973gg-6(i).
<p><u>Damaged Applications: Voter Registration Applications</u>            This series documents forms, returned by U.S. Postal Service due to damage during handling, that are illegible and cannot be associated with any individual.</p>	006065	Retain 4 years after date received then destroy in compliance with No. 8 on schedule cover page.
<p><u>Election Materials</u>            This series consists of documents for particular elections. These records may be retained within the Registrar's office unless required to be sent to the Circuit Court. This series includes, but is not limited to: copies of Virginia absentee ballot applications (SBE-701), certificates of mailing, affirmation of identity and eligibility forms, poll books and poll book countsheets, officer of election oaths, statement of results, tally sheets, recounts, election day logs, incident reports, voting equipment testing and security logs.</p>	000510	Retain 2 years after applicable election then destroy in compliance with No. 8 on schedule cover page.



**RECORDS RETENTION AND DISPOSITION SCHEDULE  
 GENERAL SCHEDULE NO. 1  
 COUNTY AND MUNICIPAL GOVERNMENTS  
 VOTER REGISTRATION AND ELECTION RECORDS**

EFFECTIVE SCHEDULE DATE May 26, 2010

PAGE 4 OF 8 PAGES

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<p><u>Electoral Board: Administrative Records</u>            This series consists of reference and management reports. This series may include, but is not limited to: policies, reports, accessibility audit reports and action plans, certification of training programs, officer of election responses to notice of appointment, and voting equipment documentation that is not election specific.</p>	000511	Retain as long as administratively necessary then destroy in compliance with No. 8 on schedule cover page.
<p><u>Electoral Board: Minutes</u>            This series consists of minutes of the electoral board and related documentation filed with the minutes.</p>	000512	Retain permanently in agency. Exception: receipts and certificates for ballots are transferred to election materials after the period for litigation expires.
<p><u>List of Those Who Voted (LTWV): Pre-1970</u>            This series documents a list of those who voted by locality and precinct. This series includes name, residence address, zip code, gender, and registration date. These records have significant historical value.</p>	006069	Retain permanently in agency, or may be offered to the Archives, Library of Virginia for permanent retention.
<p><b>Defunct series</b>  <u>Monthly Transaction Summary</u>            This series documents daily transactions received by State Board of Elections through their automated Virginia Voter Registration System (VVRS).</p>	006072	Retain 2 years after receipt then destroy in compliance with No.8 on schedule cover page.
<p><u>Officer of Election List: Appointments</u>            This series consist of the public list of officers appointed by the Electoral Board as required by the Code of Virginia §24.2-115.</p>	000513	Retain until superseded with a new list then destroy.



**RECORDS RETENTION AND DISPOSITION SCHEDULE  
 GENERAL SCHEDULE NO. 1  
 COUNTY AND MUNICIPAL GOVERNMENTS  
 VOTER REGISTRATION AND ELECTION RECORDS**

EFFECTIVE SCHEDULE DATE May 26, 2010

PAGE 5 OF 8 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><b><u>Precinct Redistricting Materials</u></b>            This series consists of data supporting decennial redistricting. This series includes: census data, changes to election districts, new voter information, voting precinct maps, and geographical representations of districts.</p>	006077	Retain permanently in agency, or may be offered to the Archives, Library of Virginia for permanent retention.
<b>Defunct series</b>		
<p><b><u>Precinct Roster (Registered Voters' List/RVL) Federal Election</u></b>            This series documents the official listing of all currently registered voters in the precinct for a particular election and is used to record on it the voting record of all voters who vote in the election. Includes run date, locality, precinct, election date, code, description, line, vote received, name, birth date, residence address and registrants' primary districts for House of Representatives. The List of Those Who Voted is produced from this document. <i>Code of Virginia</i>. 24.2-114(10), 24.2-406.</p>	006078	Retain 2 years after election then destroy in compliance with No.8 on schedule cover page. Code of Virginia 24.2-114(10), 24.2-406.
<b>Defunct series</b>		
<p><b><u>Precinct Roster (Registered Voters' List/RVL) State Election</u></b>            This series documents the official listing of all currently registered voters in the precinct for a particular election and is used to record on it the voting record of all voters who vote in the election. Includes run date, locality, precinct, election date, code, description, line, vote received, name, birth date, residence address and registrants' primary districts for State Senate, and House of Delegates. The List of Those Who Voted is produced from this document. <i>Code of Virginia</i> 24.2-114(10), 24.2-406.</p>	006079	Retain 2 years after election then destroy in compliance with No.8 on schedule cover page. Code of Virginia §§; 24.2-114(10), 24.2-406.



**RECORDS RETENTION AND DISPOSITION SCHEDULE  
 GENERAL SCHEDULE NO. 1  
 COUNTY AND MUNICIPAL GOVERNMENTS  
 VOTER REGISTRATION AND ELECTION RECORDS**

EFFECTIVE SCHEDULE DATE May 26, 2010

PAGE 6 OF 8 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><b>Defunct series</b></p> <p><u>Precinct Roster- Final Page</u>            This series documents last page of precinct roster. Contains aggregate data for each precinct.</p>	006080	Retain 2 years after election then destroy in compliance with No.8 on schedule cover page.
<p><b>Defunct series</b></p> <p><u>Recap Report</u>            This series documents daily report activity from VVRS.</p>	006081	Retain until receipt of VVRS Monthly Report then destroy in compliance with No.8 on schedule cover page.
<p><u>Receipts and Certificates for Ballots (SBE Forms 616 through 621)</u>            This series documents Commonwealth of Virginia receipts and Certificates for Ballots. Includes certification that the seals of the packages of Official Ballots (paper) are intact and that no tampering with them appears to have occurred.</p>	006082	Retain 2 years after applicable election then destroy in compliance with No. 8 on schedule cover page.
<p><b>Defunct series</b></p> <p><u>Reports on Death</u>            This series documents reports forwarded from the Department of Vital Statistics.</p>	006084	Retain 4 years after receipt of report then destroy in compliance with No.8 on schedule cover page.
<p><b>Defunct series</b></p> <p><u>Reports on Felons</u>            This series documents reports forwarded from the Virginia State Police and Circuit Court Clerk for that jurisdiction.</p>	006085	Retain 4 years after receipt of report then destroy in compliance with No.8 on schedule cover page.



**RECORDS RETENTION AND DISPOSITION SCHEDULE  
 GENERAL SCHEDULE NO. 1  
 COUNTY AND MUNICIPAL GOVERNMENTS  
 VOTER REGISTRATION AND ELECTION RECORDS**

EFFECTIVE SCHEDULE DATE May 26, 2010

PAGE 7 OF 8 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
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**Defunct series**

Roster Registration Date Exception Report

This series documents those who voted by locality and precinct. Includes name, residence address, zip code, gender, and registration date.

006089

Retain 2 years after receipt of report then destroy in compliance with No. 8 on schedule cover page.

Virginia Election and Registration Information System (VERIS): Database and Documentation

This series documents transactions and daily reports created through VERIS and related records used to operate the database. This series may include but is not limited to: Absentee Ballots list, Alpha Roster, Confirmation List, lists of persons denied registration, Registration Statistic Report, Locality Precinct Statistics, Error and Validation report, Street File Activity Report, and List of Those Who Voted(post 1969). Code of Virginia § 24.2-404.

000514

Retain database reports as long as administratively necessary then destroy in compliance with No. 8 schedule cover page. Other series address records relating to particular individuals or elections. Refer to series "006095- Voter Registration Applications", "000516-Denied Applications", and "000510 - Election Materials".

Voter/ Election Mail: Returned

This series consists of mail that is returned as undeliverable. This series may include, but is not limited to: voter cards and confirmation notices (NCOA). Code of Virginia 24.2-428.1. Absentee ballots returned as undeliverable must be sent to the circuit court for retention under series "000510-Election Materials".

000515

Retain 2 years after receipt then destroy in compliance with No. 8 on schedule cover page. Code of Virginia §24.2-444(B).



**RECORDS RETENTION AND DISPOSITION SCHEDULE  
GENERAL SCHEDULE NO. 1  
COUNTY AND MUNICIPAL GOVERNMENTS  
VOTER REGISTRATION AND ELECTION RECORDS**

EFFECTIVE SCHEDULE DATE May 26, 2010

PAGE 8 OF 8 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Voter Registration Applications: Approved, Cancelled and Transferred Out</u> This series consists of all voter registration applications approved, cancelled, or transferred out by the Registrar and related records relevant to voter eligibility. This series includes but is not limited to: circuit court adjudications of incapacity or felony conviction, active and inactive voter registration applications, returned confirmations of voter registration outside Virginia, and documentation of restoration of voting rights.</p>	006095	Retain 4 years after cancellation then destroy in compliance with No. 8 on schedule cover page. Code of Virginia §§ 24.2-114(8) and 24.2-404(A)(5).
<p><u>Voter Registration Applications: Denied</u> This series consists of all voter registration applications that are denied as incomplete or ineligible and related records relevant to applicant eligibility.</p>	000516	Retain 4 years after denial then destroy in compliance with No. 8 on schedule cover page. Code of Virginia § 24.2-114(8).
<p><u>Voting Rights Act /United States Department of Justice (USDOJ) Correspondence</u> This series documents preclearance reviews and bailouts under the Voting Rights Act.</p>	006093	Retain permanently in agency, or may be offered to Archives, Library of Virginia for permanent retention.