



**LIBRARY OF VIRGINIA**

Archives, Records, and Collections Services  
800 E. Broad St., Richmond VA 23219  
(804) 692-3600

RECORDS RETENTION AND DISPOSITION SCHEDULE  
SPECIFIC SCHEDULE NO. 132-020  
Elections, State Board of

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

AGENCY APPROVAL

AGENCY HEAD OR DEPUTY \_\_\_\_\_

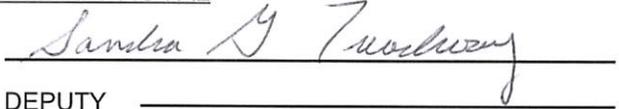
AGENCY RECORDS OFFICER \_\_\_\_\_

  
Monica B. Brissette

STATE APPROVAL

STATE ARCHIVIST \_\_\_\_\_

COMPTROLLER OR DEPUTY \_\_\_\_\_

  
\_\_\_\_\_

EFFECTIVE SCHEDULE DATE: November 6, 2013

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.



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Absentee Readiness Report</u>	200165	2 Years after event	Confidential Destruction

This series documents the requirement for local electoral boards to order absentee ballots and send them to voters in a timely manner. This series may include, but is not limited to: reports that include election date and information required by the State Board of Elections for compliance with federal and state requirements. COV 24.2-612; 42 USC 1971ff-1

<u>Abstract of Votes</u>	005496		Permanent, Archives
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This series documents the certified record of election results as sent to the State Board of Elections by the local electoral board. These abstracts are used to tabulate official election results and consist of preprinted forms filled in to show the name of the locality, title of the elective office and district, names of the candidates, total vote each received, statement of certification and date, the signatures of the local electoral board, and the seal of the board. This series may include, but is not limited to: abstracts of votes. COV 24.2-675

<u>Campaign Expense Accounts</u>	005500		Permanent, Archives
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This series documents campaign expense accounts that include the source and the amount of funding for all candidates running for office in Virginia and for all political committees. This series may include, but is not limited to: correspondence, campaign finance disclosure reports, statements and forms for a candidate or for a committee supporting candidates for nomination or election to state, local, and constitutional offices. COV 24.2-946.2

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<u>Candidate Qualification Records</u> This series documents the processes and required filings for qualifying candidates for federal, statewide, and local offices in all elections. This series may include but is not limited to: Methods of Nomination, Certificates of Candidate Qualification, Declaration of Candidacy, petitions, Certification of Candidates, and Certification of filings of Statements of Economic Interest. COV 24.2-612; COV 24.2-501 to 517	005501		Permanent, Archives
<u>Constitutional Amendments and Statewide Referenda</u> This series documents questions placed on ballots and their neutral explanations, as well as their distribution of the local registrar offices. COV 30-19.9; COV 30-19.10	200167		Permanent, Archives
<u>Correspondence with Voter Registration, Clerk of Court, and Political Party Officials</u> This series documents incoming and outgoing memorandums and letters related to explanations or clarifications of elections laws and procedures from the Board of Elections staff to local officials.	005505		Permanent, Archives
<u>Electoral College Records</u> This series documents the meeting of the electoral college after a Presidential election. This series may include, but is not limited to: minutes, program, Certificate of Vote, and Certificate of Ascertainment signed by the Governor. COV 24.2-202; COV 24.2-203; COV 24.2-204	200168		Permanent, Archives
<u>Virginia Election and Registration Information Records</u> This series documents the administration of elections in the Commonwealth, including records in the Virginia Election and Registration Information System (VERIS). This series includes, but is not limited to: voter registration records, election administration records, including election results, prohibited voter records and reports. COV 24.2-404; 42 USC 1974; 42 USC 15483	200166		Permanent, In Agency



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<u>Voting Equipment Certification Records</u>	200169	2 Years after equipment, facility, or property sold or no longer in use	Confidential Destruction
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This series documents the certification of voting equipment by the State Board of Elections. This series may include, but is not limited to: certifications of equipment filed by local electoral boards. COV 24.2-669; COV 24.2-668; 42 USC 1974; COV 24.2-629; COV 24.2-625.1

<u>Voting Equipment Security Plans</u>	200170	2 Years after event	Confidential Destruction
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This series documents local electoral board voting equipment security plan requirements and administration. This series may include, but is not limited to: security plans. COV 24.2-669; COV 24.2-668; 42 USC 1974; COV 24.2-629; COV 24.2-625.1

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