1 Records Retention
   Do I have to keep ALL this stuff?

2 Where to start?
   • Connecticut State library
   • Municipal Records Retention Schedule
   • Electors and Election Records

3 What records do we retain?
   • Official record copy only
   ▪ Includes: Paper, electronic
   ▪ Pertains to Retention NOT disclosure of records.

4 OBSOLETE RECORDS

   Records designated as “OBSOLETE” or “SERIES CLOSED”
   • no longer created or received in the normal course of business.
   • BUT...Records custodians should request approval for the appropriate disposition
     of any records so designated as soon as the retention period has passed.

5 Required paperwork
   https://ctstatelibrary.org/publicrecords/municipal

6

7 Ballots Pop Quiz
   Unvoted ballots may be destroyed:
   a. (14) days after an uncontested election.
   b. After 22 months
   c. After 60 days
   • LEAD Communication May 18, 2017
   • http://portal.ct.gov/SOTS/Election-Services/LEAD-Communications/2017-LEAD-COMMUNICATIONS
8 ☐ Ballots (M6-010)
   Includes:
   • machine test ballots
   • spoiled/abandoned ballots
   • executed optical machine ballots

9 ☐ Ballots (M6-010)
   • 180 days after a state or local election, if not contested [CGS §9-302]
   • 22 months after a federal election [42 USC 1974]
   • 60 days; per SOTS 5/16/17, see LEAD Communications
   • RC-075 not required

10 ☐ Canvass (M6-020)
   • Retention:
     • Current year plus 1
     • RC-075 required
   • Includes:
     • National Change of Address notification
     • Department of Motor Vehicles (DMV) Tumbleweed system notifications
     • other related records, such as those documenting mail, telephone, and door-to-door inquiries.

11 ☐ Canvass –
   • History of Removals from Voter List (M6-030)
     • Consists of the list of removals from voter list. Also known as “Offs.”
     • Current year plus 1 year
     • Destroy after receipt of signed Form RC-075

   • Notice of Confirmation of Residence (M6-040)
     • Moving voter to inactive status.
     • Until elector omitted from registry list for 5 years
     • [CGS §9-35 and §9-58]
     • Destroy after receipt of signed Form RC-075

12 ☐ Convicted Persons, list of (M6-060)
   Retention:
   • 2 years after notification of removal
   • Destroy after receipt of signed Form RC-075
13 Emergency Contingency plan (M6-070)
- Public Act 11-46
- Plan developed for elections, primaries and referenda.
- Until superseded [Public Act 11-46 §2(a)]
- Form RC-075 needed

14 Emergency Plan, cont.
- Including but not limited to:
  - solutions for ballot shortages, and strategies to implement in the event of a shortage
  - absence of poll workers, loss of power
  - fire or the sounding of an alarm within a polling place
  - voting machine malfunctions
  - a weather or other natural disaster
  - the need to remove a poll worker or moderator and to replace such worker or moderator
  - disorder in and around the polling place.

15 Lists (M6-070- M6-170)

16 Enrollment Lists

1 Corrected and Supplemental M6-080
- List of voters’ party affiliations as of 45 days before a primary election.
- Until new list printed [CGS §9-55(e)]
- Destroy after receipt of signed Form RC-075

2 Notice of Intent to Erase Party Affiliation M6-090
- List of individuals who are removed from party membership.
- Until elector omitted from registry list for 5 years
- Destroy after receipt of signed Form RC-075
- CGS §9-60, §9-62, and §9-63.

17 Monthly Reports

1 Monthly Change Detail (M6-110)
- Obsolete
- You can still use but no requirement for disposition.

2 Motor Vehicle Monthly Change of Address List (M6-120)
- List of individuals who checked off the voter registration section on driver’s license or motor vehicle registration.
- 2 years [42 USC 20 §1973gg- 6(i) (National Voter Registration Act of 1993)]
- Destroy after receipt of signed Form RC-075
- CGS §9-35(c).
18 Registry Lists

- **Final and Supplementary – Registrar’s Copy (M6-140)**
  - List of registered voters.
  - 2 years [CGS §9-39]
  - Destroy after receipt of signed Form RC-075
  - See M6-490 for Town Clerk’s requirements.
  - **Preliminary List (M6-150)**
  - Obsolete

19 Other lists

- (M6-470) Petition for Call to Amend Town Party Rules Petition for caucus or convention to amend existing party rules.
  - 3 years
  - signed Form RC-075 needed
- M6-130 Polling Place Officials, List of List of workers,
  - certified and signed by the registrar, for both general and primary elections
  - Includes oaths. 14 days after election
  - If not contested Destroy after receipt of signed Form RC-075 CGS §9-258 and §9-436.
  - If attached to moderator’s return, retain for same period as the return.

20 Misc. Paperwork

- **Signatures of Electors – Failure to Present ID (M6-160)**
  - Sign-in sheet for electors who did not present identification at polls.
  - 180 days - state or local
  - 22 months- federal
  - RC-075
- **Unofficial Checkers – Request for Appointment**
  - Requests from persons seeking appointment as unofficial checkers for elections, referendum, and primary candidate checkers.
  - 14 days after election, if not contested
  - Destroy after receipt of signed Form RC-075
  - CGS §9-235 and §9-436a.

21 Voter Registration Records

22 5 YEARS FROM WHEN?

- “UNTIL VOTER HAS BEEN OMITTED FROM REGISTRY FOR FIVE (5) YEARS.”
- 4 YEARS INACTIVE AND 1 YEAR OFF
- OR OFF 5 YEARS
- CGS 9-35e and CGS 9-58
23 Relevant statutes
   • CGS 35e: “name is PLACED on inactive registry list for 4 years. At the expiration of the 4 years on inactive voter shall be REMOVED from registry list.”
   • CGS 9-58 “except that any such application of an elector whose name has been REMOVED from the registry list for a period of at least five years may be placed on microfilm, destroyed or otherwise disposed of, in the manner provided in section 7-109, by such registrars.”

24 Voter Registration--M6-180 & M6-190
   1. Cancellation of M6-180
      • From former town to new town
      • Most done on CVRS (99%)
      • Keep until elector omitted from registry for five (5) years.
      • CGS 9-21
   2. Continuance of M6-190
      • Response of voter to any inquiry regarding voter’s residence.
      • Canvass, ERIC, Monthly letters
      • Until elector omitted from the list 5 years

25 Voter Registration – Removal for non-Residence (M6-200)
   • When Registrars are NOT in agreement
   • All evidence kept permanently
   • CGS 9-43

26 Registration Cards

27 Voter Registration Card (M6-210)
   • Application for admittance
   • Change of party
   • Change of name
   • Change of address
   • DMV or other agency registrations
   • Keep until elector omitted from registry list for five (5) years

28 Voter Registration Card (M6-210)
1. **Rejected Applications**
   - No Signature, date, birthdate
   - citizen unchecked
   - Ineligibility (not old enough)
   - **RETURN CARD**

2. **Exact Duplicates**
   - **EXACT**
   - DMV and agencies
   - Disposal is at registrars’ discretion once verified.

29. **Incomplete Cards**
   **FOI Questions:**
   - Despite retention schedule it is suggested the we keep the card.
   - Contact voter; ask him/her to fill out new card per Ted.

30. **Card: application for retention on voter list (M6-220)**
    - **Permanent; kept in Municipality**
    - Consists of an application by an elector challenged as non-resident or a transfer of registration / enrollment within town. [CGS 9-43](http://www.conneticu.gov/cga/sections/9-43)

31. **Federal Card (M6-230)**
    - Includes FPCA/members of armed forces
    - Same five (5) years

32. **Voter Registration Information Requests (M6-080)**
    - Name and address of person requesting information
    - Or to whom notice of registration status was sent
    - 2 years (NVRA 1993)
    - No form required