

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
- <https://ctstatelibrary.org/wp-content/uploads/2015/05/M6.pdf>

3 What records do we retain?

- 1 • Official record copy only
 - Includes: Paper, electronic
 - Pertains to Retention NOT disclosure of records.

2

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:

- (14) days after an uncontested election.
 - After 22 months
 - 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)**

1 • Retention:

- Current year plus 1
- RC-075 required

2 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 –**

1 **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

2 **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)**

- 2
 - 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 - Until superseded [Public Act 11-46 §2(a)]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 Lists1 **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.

2 **Preliminary List (M6-150)**

- Obsolete

19 Other lists1 (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

2 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. Paperwork1 **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

2 **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 Records22 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

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