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*Gregory F. Laughlin*

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800 E. Broad St., Richmond VA 23219  
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## RECORDS RETENTION AND DISPOSITION SCHEDULE

### GENERAL SCHEDULE NO. GS-01

### COUNTY AND MUNICIPAL GOVERNMENTS

### Voter Registration and Elections

EFFECTIVE SCHEDULE DATE: 9/14/2023

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Candidate Qualification: Campaign Finance - Final Report Filed</u>  This series documents filings required by the Virginia Campaign Finance Disclosure Act for individuals who have filed a final report. The records of the current election cycle are retained through the successive general election, plus one year. This series may include, but is not limited to: Statements of Organization, expenditure reports, exemption requests, and related correspondence. COV 24.2-946.2(B)	006055	1 Year after election	Confidential Destruction
<u>Candidate Qualification: Campaign Finance - Final Report Not Filed</u>  This series documents filings required by the Virginia Campaign Finance Disclosure Act for individuals who have not filed a final report, and seek election to the same office in a successive election. The records of the current election cycle are retained through the successive general election. This series may include, but is not limited to: expenditure reports, exemption requests, and related correspondence. COV 24.2-946.2(B)	200779	0 Years after election	Confidential Destruction
<u>Candidate Qualification: Campaign Finance – Final Report Not Filed – Dormant</u>  This series documents filings required by the Virginia Campaign Finance Disclosure Act for individuals who have not filed a final report and whose campaign committee file has been found dormant. This series may include, but is not limited to: Statements of Organization, exemption requests, expenditure reports, and related correspondence.	200780	100 Years after last action	Confidential Destruction
<u>Candidate Qualification: Non-Campaign Finance</u>  This series documents candidate qualifications and compliance with eligibility requirements (excluding campaign finance disclosures). This series may include, but is not limited to: Petitions of Qualified Voters, Declarations of Candidacy, Certificates of Candidate Qualification, and Statements of Economic Interest filed or verification thereof. COV 24.2-502	000509	2 Years after receipt	Confidential Destruction

EFFECTIVE SCHEDULE DATE: 9/14/2023

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Elections: Absentee Ballots - Applicant List</u>	200781	2 Years after election	Confidential Destruction

This series documents the individuals who applied for an absentee ballot for federal and non-federal elections. This series may include, but is not limited to: the absentee voter applicant list and supplementary lists containing the names of individuals voting absentee in person. COV 24.2-710

Elections: Absentee Ballots –

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<u>Elections: Ballots – Unused</u>  This series documents the ballots that are unused in all elections, but which must be retained until the time has expired for initiating a recount, contest, or other proceeding. This series includes: unused ballots. COV 24.2-669	006054	0 Years after expiration	Confidential Destruction
<u>Elections: Election Materials</u>  This series documents single elections. This series may include, but is not limited to: cancelled and single-election absentee voting materials, including copies of absentee ballot applications for single elections, change forms, assistance forms, statements, identity confirmation forms, eligibility forms, and Certificates of Mailing (COM); single-election precinct updates, including emergency polling place relocation forms; ballot management records, including oaths related to ballots, receipts, and drop-box ballot collection forms; and election day materials, including officer of election Election Day oaths, Statements of Results, poll books, poll book count sheets, tally sheets, election day logs, incident reports, voting equipment testing, chain of custody documentation, recount records, audit records, certifications, and reports. COV 24.2-611; COV 24.2-669; COV 24.2-711(B)	000510	2 Years after election	Confidential Destruction
<u>Elections: Officers of Election Appointments</u>  This series documents the appointment of officers of election by the electoral board. This series may include, but is not limited to: public lists. COV 24.2-115	000513	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction

EFFECTIVE SCHEDULE DATE: 9/14/2023

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Precincts: Oversight and Updates</u>  This series documents permanent updates to precincts and polling places including, but not limited to, the decennial redistricting process and communication with United States Department of Justice and the Virginia Office of the Attorney General regarding the provisions of the National Voting Rights Act and the Virginia Voting Rights Act, respectively. This series may include, but is not limited to: correspondence; preclearance reviews and bailouts; and redistricting materials, including census data, changes to election districts, new voter information, voting precinct maps, and geographical representations of districts.	006077		Permanent, In Agency
<u>Precincts: Voting Equipment Security</u>  This series documents the non-election-specific security protocols for voting equipment. This series may include, but is not limited to: security plans.	200784	0 Years after superseded, obsolete, or rescinded	Confidential Destruction
<u>Voter Registration: Applications – Approved, Cancelled, and Transferred Out</u>  This series documents the approvals, cancellations, and transfers of voter registration applications. This series may include, but is not limited to: active and inactive voter registration applications; related correspondence, including registration and cancellation notices; and records related to voter eligibility. COV 24.2-404(A)(5); COV 24.2-114(8)	006095	4 Years after expiration	Confidential Destruction
<u>Voter Registration: Applications – Damaged</u>	006065	4 Years after receipt	Confidential Destruction



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<u>Voter Registration: Applications – Denied</u>  This series documents the denial of incomplete or ineligible voter registration applications. This series may include, but is not limited to: denied voter registration applications, notices of denial, and records related to applicant eligibility. COV 24.2-114 (8)	000516	4 Years after last action	Confidential Destruction
<u>Voter Registration: Pre-1970 (Defunct, Permanent)</u>  This series documents voter registration before 1970 and provides evidence of changes to the voter registration process following the Voting Rights Act of 1965. This series may include, but is not limited to: lists of voters, voter registration cards, and voter registration transfer documentation.	006069		Permanent, Archives
<u>Voter Registration: Updates</u>  This series documents the assurance of the accuracy of registration records. This series may include, but is not limited to: lists of the names and addresses of all persons to whom notices are sent; information concerning whether each person has responded to the notice; and voter correspondence regarding registration updates. COV 24.2-444(B)(C); 42 USC 1973gg-6(i)	006061	2 Years after closed	Confidential Destruction
<u>Voter Registration: Voter/Election Mail - Returned</u>  This series documents mail that is returned as undeliverable. This series may include, but is not limited to: voter cards and confirmation notices (National Change of Address). This series does not include absentee ballots returned as undeliverable, which are covered by series 000510. COV 24.2-444(B)	000515	2 Years after receipt	Confidential Destruction