

STATE OF NEW JERSEY



COUNTY BOARD OF ELECTIONS AND SUPERINTENDENT OF ELECTIONS

C440000-007



Prepared by:
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Records Retention and Disposition Schedule				Agency: C440000				Schedule: 007				Page #:0 of 1			
Department:		COUNTY BOARD OF ELECTIONS AND SUPERINTENDENT OF ELECTIONS						Agency Representative:				Donna Barber			
								Title:				ACTING DIRECTOR, NJ DIVISION OF ELECTIONS			
								Phone #:							
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.															
Agency Representative Signature:				Date:				Secretary, State Records Committee Signature:				Date:			
Record Series #	Record Title and Description			Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation			
									Total Retention Period	Minimum Period in Agency					
0002-0000	Board Worker Applications - Organization Certificates --- Consists of District Board Worker job applications.							P	2 Years		Destroy				
0004-0000	Certified List Of Polling Places							P	2 Years		Destroy				
0005-0000	Challenger List For Permits Issued							P	2 Years		Destroy				
0008-0000	Election District Maps --- Including re-adjustments. Maps are also maintained permanently by the Division of Elections.							P	3 Years After update		Destroy				
0010-0000	Official Instructions And Procedures Manual (Original)							P	1 Years After update		Destroy				
0012-0000	Prosecutor's Letter Of Voter Disqualification --- Consists of correspondence notifying the Election Board of a disqualified voter.							P	5 Years		Destroy				
0013-0000	Prosecutor's List Of Criminal Convictions For Voter Disqualification							P	5 Years		Destroy				
0014-0000	Receipts For Ballots And Supplies ---							P	2 Years If Federal		Destroy				

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	(<u>N.J.S.A.</u> 19:9.3; 52 USC 20701)							Election; 1 Year If Other			
0015-0000	Returned Sample Ballots --- (<u>N.J.S.A.</u> 19:14-26; 52 USC 20701)					P	2 Years If Federal Election; 6 Months If Other		Destroy		
0017-0000	Voter Registration Investigation Reports					P	5 Years		Destroy		
0018-0000	Voter Registry Lists (Copy) --- Consists of registered voters per district and addresses. Original maintained by the Office of the County Clerk. (<u>N.J.S.A.</u> 19:31-18.3; 52 USC 20701)					P	2 Years If Federal Election; 1 Year If Other		Destroy		
0019-0000	Voting Authority Cards/Sheets --- (<u>N.J.S.A.</u> 19:52-2.1;52 USC 20701)					P	2 Years		Destroy		
0025-0000	Poll Books - Digital --- Digital file types include: Voter Credits, Signature, Full Export and Delta. Note: As per <u>N.J.S.A.</u> 19:31-35, effective 2021, Electronic Poll Books required for use during early voting and on Election Day. <u>N.J.S.A.</u> 19:31-3.3					P	6 Years		Destroy		
0027-0000	Affidavit Of Residency File --- File includes: Signature Comparison, Disability Certificate and Identification Statement and Temporary Registration. <u>N.J.S.A.</u> 19:31 A-8					P	2 Years		Destroy		
0029-0000	Voter Declaration Of Party Affiliation --- File contains: voter registrations, affirmation statement from provisional ballot, party change forms, and written declaration from registered voter. <u>N.J.S.A.</u> 19:31-3.1			X		P	10 Years		Destroy		
0030-0000	Death Notice List						2 Years		Destroy		
0031-0000	Declination Of Voter Registration					P	2 Years		Destroy		
0033-0000	Confirmation/Verification Notice - Address										

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0033-0001	Confirmation/Verification Notice - Address In County --- Used for a change of address within the county. <u>N.J.S.A.</u> 19:10-1					P	2 Years		Destroy		
0033-0002	Confirmation/Verification Notice - Address Out Of County --- Used for a change of address out of the county. <u>N.J.S.A.</u> 19:10-1					P	2 Years		Destroy		
0033-0003	Confirmation/Verification Notice - Address - Undeliverable --- <u>N.J.S.A.</u> 19:10-1					P	2 Years		Destroy		
0101-0000	Vote By Mail Ballots - Affirmation And Envelopes --- <u>N.J.S.A.</u> 19:18-7					P	2 Years After election		Destroy		
0102-0000	Vote By Mail Ballot Applications										
0102-0001	Vote By Mail Ballot Applications – Single Election Option					P	2 Years After election		Destroy		
0102-0002	Vote By Mail Ballot Applications – Calendar Year Option					P	2 Years After Calendar Year Of Application		Destroy		
0102-0003	Vote By Mail Ballot Applications – All Future Elections		X			P	5 Years		Destroy		
0103-0000	Certified List Of Vote By Mail Ballot Applications (Copy) --- Original maintained by the Office of the County Clerk.					P	2 Years		Destroy		
0104-0000	List Of Permits Issued To Agents Or Challengers --- Used to permit said person to remain within the polling place while the election is in progress.					P	2 Years		Destroy		
0105-0000	Voter Registration And Record Of Voting Form File (Hardcopy And Electronic) --- File contains but is not limited to: Voter Registration Application, Mail Voter Registration Form, Record of Voting, Certificate of Signature, Disability Certificate and Identification Statement, Provisional Ballot Affirmation Statement, Deleted Voter documentation, Voter Registration History and supporting documentation.										

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0105-0001	Voter Registration And Record Of Voting Form – Deleted Voter Listing		X			P	5 Years After deleted		Destroy		
0105-0002	Voter Registration And Record Of Voting Form – Deleted Voter Data Entry Form					P	Upon input and verification of electronic data system		Destroy		
0105-0003	Voter Registration Application --- Includes: new voters, change of name and change of address.		X			P	2 Years		Destroy		
0105-0004	Voter Registration Application – Duplicate --- Duplication occurs when a voter has registered twice by mistake.					P	2 Years After Correction Made		Destroy		
0105-0005	Voter Registration Application - Affirmation Statement For The Use Of The Provisional Ballot		X			P	2 Years After deleted		Destroy		
0105-0006	Voter Registration Applications - Rejected --- (52 USC 20701)					P	2 Years If Federal Election; 1 Year If Other		Destroy		
0105-0007	Voter Registration Information – History --- Includes: name, address, registration date, birth date of registrant, party affiliation if any and voting record.		X			P	10 Years After deleted		Erase	(N.J.S.A. 19:31-3.1)	
0106-0000	Canvasser's Report --- Statistical Return of Registered Voters. (52 USC 20701)					P	2 Years		Destroy		
0107-0000	Turnout Report --- Lists people on ballot and total votes per machine. (N.J.S.A. 19: 18-7)					P	5 Years		Destroy		
0108-0000	Supervisor Board Worker Early Voting Binder - Seal Verification --- File contains Daily Ballot Reconciliation Form, Seal Audit Log and Ballot Transfer Form.					P	2 Years		Destroy		
0109-0000	Supervisor Board Worker Early Voting Binder - Zero Proof And Results --- File contains Zero Proof and Results from the Voting Machines.					P	5 Years		Destroy		

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	<u>N.J.S.A.</u> 19:18-7 and <u>N.J.S.A.</u> 47:3-9m										
0110-0000	Vote By Mail Ballots --- File contains: Batch Cover Sheet, Batch Tracking Sheet, Certification - Ballot Counting, Batch Information Sheet, Control Log, Rejected Ballot Log, Missing Signature/Board Referral Log, Ballot Tracking Sheet, Cure Form and Return Cure Letter. <u>N.J.S.A.</u> 19:10-1 <u>N.J.S.A.</u> 19:31A-8					P	2 Years After election		Destroy		
0111-0000	Disability Certificate Of Voter Assistance --- File includes original Mail Registration Form, Certificate of Signature, Disability Certificate and Identification Statement and Provisional Ballot Affirmations. <u>N.J.S.A.</u> 19:31A-8					P	2 Years		Destroy		
0112-0000	Ballot Drop Box --- Interior Ballot Storage Container Chain of Custody Log, Election Night Closing Checklist, Interior Ballot Storage Container Opening Log (<u>N.J.S.A.</u> 19:10-1; <u>N.J.S.A.</u> 19:18-4)					P	2 Years		Destroy		
0113-0000	Voting Machines Ballots - Hardcopy --- <u>N.J.S.A.</u> 19:18-7					P	2 Years After election		Destroy		
0114-0000	Voting Machine Ballots - Electronic --- Ballot Images for tabulators.					P	5 Years		Destroy		
0115-0000	Voting Machines - Pre Logic And Accuracy Testing And Logic And Accuracy Testing --- Logic and Accuracy (L&A) Testing of ballots for voting machines					P	2 Years		Destroy		
0116-0000	Election Day Incident Reports					P	2 Years After election		Destroy		
0117-0000	Provisional Ballots - Envelopes --- <u>N.J.S.A.</u> 19:18-7					P	2 Years After election		Destroy		
0118-0000	Emergency Ballots --- <u>N.J.S.A.</u> 19:18-7					P	2 Years After election		Destroy		
0119-0000	Audit Reports - Hardcopy --- File includes audit reports and ballots drawn for the audit.					P	5 Years		Destroy		

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0120-0000	Secretary Of State's Ballot Counting Guide (Copy) --- Department of State, Division of Elections-generated publication for County Boards of Elections regarding ballot counting procedures. File contains the Secretary of State's Ballot Counting Guide publication, County Board of Elections Signature Review and Acknowledgment forms and supporting documentation. The Guide is distributed to the Counties for every election. Original maintained by the Department of State, Division of Elections.									P	Periodic review		Destroy	