

STATE OF NEW JERSEY



COUNTY BOARD OF ELECTIONS AND SUPERINTENDENT OF ELECTIONS

C440000-006



Prepared by:
DORES Records Management Services
33 West State St. 5th Floor, PO Box 661 Trenton NJ 08646-0661
<https://www.nj.gov/treasury/revenue/rms/>
609-292-8711

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	(N.J.S.A. 19:9.3; 52 U.S.C.A.

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						Election; 1 Year If Other			20701)
0015-0000	Returned Sample Ballots					P 2 Years If Federal Election; 6 Months If Other		Destroy	(<u>N.J.S.A. 19:14-26</u> ; <u>52 U.S.C.A. 20701</u>)
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.					P 2 Years If Federal Election; 1 Year If Other		Destroy	(<u>N.J.S.A. 19:31-18.3</u> ; <u>52 U.S.C.A. 20701</u>)
0019-0000	Voting Authority Cards/Sheets					P 2 Years If Federal Election, 1 year if non- Federal		Destroy	(<u>N.J.S.A. 19:52-2.1</u> ; <u>52 U.S.C.A. 20701</u>)
0025-0000	Poll Books - Digital --- Digital file types include: Voter Credits, Signature, Full Export and Delta. Note: As per <u>N.J.S.A. 19:31-35</u> , effective 2021, Electronic Poll Books required for use during early voting and on Election Day.					P 6 Years		Destroy	<u>N.J.S.A. 19:31-3.3</u>
0027-0000	Affidavit Of Residency File --- File includes: Signature Comparison, Disability Certificate and Identification Statement and Temporary Registration.					P 2 Years		Destroy	<u>N.J.S.A. 19:31 A-8</u>
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.		X			P 10 Years		Destroy	<u>N.J.S.A. 19:31-3.1</u>
0030-0000	Death Notice List					2 Years		Destroy	
0031-0000	Declination Of Voter Registration					P 2 Years		Destroy	
0033-0000	Confirmation/Verification Notice - Address								
0033-0001	Confirmation/Verification Notice - Address In County ---					P 2 Years		Destroy	<u>N.J.S.A. 19:10-1</u>

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	Used for a change of address within the county.									
0033-0002	Confirmation/Verification Notice - Address Out Of County --- Used for a change of address out of the county.					P	2 Years		Destroy	N.J.S.A. 19:10-1
0033-0003	Confirmation/Verification Notice - Address - Undeliverable					P	2 Years		Destroy	N.J.S.A. 19:10-1
0101-0000	Vote By Mail Ballots - Affirmation And Envelopes					P	2 Years After election		Destroy	N.J.S.A. 19:18-7
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 --- Including original Mail Registration Form, Certificate of Signature, Disability Certificate and Identification Statement, and Provisional Ballot Affirmations.									
0105-0001	Voter Registration And Record Of Voting Form – Deleted (Original)		X			P	5 Years After deleted		Destroy	
0105-0002	Voter Registration And Record Of Voting Form – Deleted (Copy)					P	Upon input and verification of electronic		Destroy	

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							data system		
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	Affirmation Of Voter Registration For The Use Of The Provisional Ballot		X			P	2 Years After deleted		Destroy
0105-0006	Voter Registration Applications - Rejected					P	2 Years If Federal Election; 1 Year If Other		Destroy (52 U.S.C.A. 20701)
0105-0007	Voter Registration Information – Electronic --- Includes: 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.					P	2 Years		Destroy (52 U.S.C.A. 20701)
0107-0000	Turnout Report --- Lists people on ballot and total votes per machine.					P	5 Years		Destroy (N.J.S.A. 19: 18- 7)
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 N.J.S.A. 19:18-7 and N.J.S.A. 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.					P	2 Years After election		Destroy N.J.S.A. 19:10-1 N.J.S.A. 19:31A- 8
0111-0000	Disability Certificate Of Voter Assistance ---					P	2 Years		Destroy N.J.S.A. 19:31A- 8

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	File includes original Mail Registration Form, Certificate of Signature, Disability Certificate and Identification Statement and Provisional Ballot Affirmations.								
0112-0000	Ballot Drop Box --- Interior Ballot Storage Container Chain of Custody Log, Election Night Closing Checklist, Interior Ballot Storage Container Opening Log				P	2 Years		Destroy	(N.J.S.A. 19:10-1; N.J.S.A. 19:18-4)
0113-0000	Voting Machines Ballots - Hardcopy				P	2 Years After election		Destroy	N.J.S.A. 19:18-7
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				P	2 Years After election		Destroy	N.J.S.A. 19:18-7
0118-0000	Emergency Ballots				P	2 Years After election		Destroy	N.J.S.A. 19:18-7
0119-0000	Audit Reports - Hardcopy --- File includes audit reports and ballots drawn for the audit.				P	5 Years		Destroy	