



1 RECORDS RETENTION SCHEDULE : Registrar of Voters

2 EFFECTIVE DATE: 1/14/2025

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3 CUSTODIAN OF RECORD	4 TITLE & DESCRIPTION OF RECORD	5 VITAL	6 ARCHIVES	7 TOTAL RETENTION	8 LEGAL AUTHORITY & POLICY PREFERENCE & COMMENTS
1 Registrar of Voters	VOTE BY MAIL VOTER IDENTIFICATION ENVELOPES: FEDERAL			22 Months	EC §17301
2 Registrar of Voters	VOTE BY MAIL VOTER IDENTIFICATION ENVELOPES: STATE, LOCAL, OR RETIREMENT ELECTION			6 Months	EC §17302
3 Registrar of Voters	AFFIDAVITS OF VOTER REGISTRATION: CANCELED	Yes		Cancellation + 5 years	Paper may be destroyed (if imaged) following the first general election after the date of cancellation. EC §17000 NVRA section 8(d)(2) allows cancellation after notice sent to voter and no activity for 2 Federal General Elections.
4 Registrar of Voters	AFFIDAVITS OF VOTER REGISTRATION: UNCANCELED (Active, inactive, unresolved, etc.)	Yes		Permanent	Paper may be destroyed (if imaged) following the first general election after the date of cancellation. EC §17000. NVRA section 8(d)(2) allows cancellation after notice sent to voter and no activity for 2 Federal General Elections.
5 Registrar of Voters	APPLICATION TO VIEW VOTER REGISTRATION INFORMATION			5 Years	Completed applications for voter registration information shall be retained by the elections official for five years from the date of application. EC §2188(f)
6 Registrar of Voters	BALLOT COUNTING PROGRAM - FEDERAL: Automated vote counting applications			22 Months from date of Election	EC §§ 17301 and 17601 unless a contest is commenced prior to the 22 month period or if there is a criminal prosecution re: fraudulent use, marking or falsification of ballots or forgery of vote by mail voters' signatures.
7 Registrar of Voters	BALLOT COUNTING PROGRAM - STATE, LOCAL, OR RETIREMENT ELECTION: Automated vote counting applications			6 Months from date of Election	EC §§ 17302 and 17602 unless a contest is commenced prior to the 22 month period or if there is a criminal prosecution re: fraudulent use, marking or falsification of ballots or forgery of vote by mail voters' signatures.
8 Registrar of Voters	BALLOTS - FEDERAL: Voted, unvotes, and spoiled: paper record copies, vote by mail, provisional, ballot receipts			22 Months	EC §17301
9 Registrar of Voters	BALLOTS - STATE, LOCAL OR RETIREMENT BOARD: Voted ballots, paper records, vote by mail, provisional ballots, provisional envelopes, spoilt, cancelled, unused surrendered mail ballots, ballot receipt, etc.			6 Months	EC §17302
10 Registrar of Voters	CAMPAIGN STATEMENTS (FPPC 400 Series Forms): ELECTED OFFICIALS			Permanent	Paper must be retained for at least 2 years. CCP§583.320(a)(3); GC §81009(b)(g)
11 Registrar of Voters	CAMPAIGN STATEMENTS (FPPC 400 Series Forms): UNSUCCESSFUL CANDIDATES			7 Years	Department Preference; only required for 5 years. Paper must be retained for at least 2 years. GC §81009(b)(g)
12 Registrar of Voters	CAMPAIGN STATEMENTS (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL REGISTRAR OF VOTERS (copies)			4 Years	Paper must be retained for at least 2 years. GC §81009(b)(g)
13 Registrar of Voters	CAMPAIGN STATEMENTS (FPPC 400 Series Forms): OTHER COMMITTEES (PACS)			7 Years	Paper must be retained for at least 2 years; GC §81009(c)(g)
14 Registrar of Voters	CANDIDATE STATEMENTS			When No Longer Required	Drafts (printed in sample ballot); GC §26202

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Legal Authority Abbreviations

B&P Business and Professions Code	CFR Code of Federal Regulations	GC Government Code	LC Labor Code
CC County Code (San Bernardino)	EC Elections Code	H&S Health and Safety Code	PC Penal Code
CCP Code of Civil Procedure	EVC Evidence Code	IRC Internal Revenue Code	R&T Revenue and Taxation Code
CCR California Code of Regulations	FC Family Code	IRS Internal Revenue Service	UFC Uniform Fire Code

Schedule Abbreviations

USC United States Code		DP Department Preference	Page 1 of 3
VC Vehicle Code		CR Custodian of Record	
WC Water Code		Form RMP 3	
W&I Welfare and Institutions Code		Rev. 02/2024	



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15 Registrar of Voters	CANDIDATE'S FILE: Code of Fair Campaign Practices, Declaration of Candidacy, In- Lieu of Filing Fee Petition, FPPC Form 700's - Statement of Economic Interests, Nomination Papers, etc.			8 Years	Department preference; CA law states term of office and 4 years after the expiration of term for nomination papers, and does not delineate between elected and not elected. FPPC Form 700s are required for 4 years (Not FPPC 400 forms - see Campaign Statements). EC §17100, GC §81009(f)(g)
16 Registrar of Voters	CHALLENGED & ASSISTED VOTERS LIST: FEDERAL			22 Months	EC §17303(3)(4)
17 Registrar of Voters	CHALLENGED & ASSISTED VOTERS LIST: STATE, LOCAL OR RETIREMENT BOARD			6 Months	EC §17304(3)(4)
18 Registrar of Voters	CORRESPONDENCE TO OR FROM VOTERS: Official Notices (Death, Mental Incompetence, Felony, etc.), VNC, ARC, 8d(2) Cards, NCOA, Prior Registration Notices, etc.			2 Years	GC §26202
19 Registrar of Voters	ELECTION FILE: HISTORICAL Includes: Sample ballot, Resolutions, Almanac - sample ballots, flyers			Permanent	Retained for historical value. GC §26202
20 Registrar of Voters	GIS Data			Indefinite	Department preference (data is interrelated). GC §26202, EC § 17501
21 Registrar of Voters	INDEX TO AFFIDAVITS OF VOTER REGISTRATION (Report of Registration)			5 Years	Law requires 5 year. EC §17001
22 Registrar of Voters	INSPECTOR RECEIPTS FOR BALLOTS			6 Months	EC §17302, §17306
23 Registrar of Voters	PETITIONS: Initiative, Recall or Referendum			8 Months	After election results or final examination if no election. Applies unless a legal/FPPC proceeding. Petitions are confidential, and may be viewed only by the proponent(s) and their representatives. EC §17200, §17400
24 Registrar of Voters	PRECINCT OFFICER APPOINTMENTS - FEDERAL: Includes Appointment Letters and Declaration of Intention required by EC §12321			22 Months	EC §17502
25 Registrar of Voters	PRECINCT OFFICER APPOINTMENTS - STATE, LOCAL OR RETIREMENT BOARD: Includes Appointment Letters and Declaration of Intention required by EC §12321. Form of declaration: Precinct board member, Election officer, inspector			6 Months	EC §17503
26 Registrar of Voters	PROVISIONAL ENVELOPES: FEDERAL			22 Months	EC §17301
27 Registrar of Voters	PROVISIONAL ENVELOPES: STATE, LOCAL OR RETIREMENT BOARD			6 Months	EC §17302
28 Registrar of Voters	ROSTER OF VOTERS			5 Years	EC §17300
29 Clerk of the Board / Registrar of Voters	STATEMENT OF ECONOMIC INTERESTS (FPPC 700 Series Forms): PUBLIC OFFICIALS (elected & not elected)			4 Years	Copies only; original statements are filed with FPPC; Clerk of the Board retains the statements after elections are held. GC §81009(f)(g)
30 Registrar of Voters	STATEMENT OF VOTES CAST			Permanent	Retained for historical value. GC §26202
31 Registrar of Voters	TALLY SHEETS: FEDERAL			22 Months	Two tally sheets are required; EC §17303(1)
32 Registrar of Voters	TALLY SHEETS: STATE, LOCAL OR RETIREMENT BOARD			6 Months	Two tally sheets are required; EC §17304(1)

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Schedule Abbreviations

DP Department Preference	Page 2 of 3
CR Custodian of Record	Form RMP 3
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33	Registrar of Voters	VOTER INDEX - FEDERAL: Copies used as the Voting Record at Polling Places			22 Months	A copy of the index used as the voting record is required for 22 months. EC §17303(2)
34	Registrar of Voters	VOTER INDEX - STATE, LOCAL, OR RETIREMENT BOARD: Copies used as the Voting Record at Polling Places			6 Months	A copy of the index used as the voting record is required for 22 months. EC §17303(2)
35	Registrar of Voters	VOTER INDEX: Original			5 Years	EC §17001
36	Registrar of Voters	VOTER REGISTRATION DATABASE			Indefinite	Data is interrelated; EC §17001
37	Registrar of Voters	WORKING / ADMINISTRATIVE FILE: Correspondence, etc.			4 Years	Department preference, retained for administrative value. GC §26202
38	Registrar of Voters	SD CARDS			1 Year	GC §26202.6

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