

**MASTER RECORDS RETENTION SCHEDULE
COUNTY BOARD OF ELECTIONS - CBE
REVISIONS - JUNE 2024
APPROVED- SEPTEMBER 17, 2025**

	This record of retention has been established for County Boards of Elections. No records shall be retained, transferred or destroyed in violation of this schedule. No record shall be destroyed if it pertains to any pending case, claim or action.			
Series Number/ Authorization #	Description of Records	Retention Period	Method of Destruction	Origin Date
CBE-1 (050-0031)	Absentee Ballot Applications: Civilian and Military - Applications.	Retain 4 years then destroy	Paper Wastepaper	1983 Rev. 3/8/11
CBE-2 (050-0032)	Absentee Voter Register: Civilian - Record of absentee voters.	Paper permanent, or can be destroyed if available in electronic form; Electronic - Permanent	Electronic	1983 Rev. 3/8/11 Rev. 2024
CBE-3 (050-0033)	Absentee Voter Register: Military - Record of absentee voters.	Paper permanent, or can be destroyed if available in electronic form; Electronic - Permanent	Electronic	1983 Rev. 3/8/11 Rev. 2024
CBE-4 (050-0034)	Abstract of Votes - Abstract of votes cast in all elections.	Retain permanently	Paper	1983 Rev. 3/8/11
CBE-5 (050-0035)	Audit Report - Report of the State Examiner.	Retain 1 copy permanently	Paper	1983 Rev. 3/8/11
CBE-6 (050-0036)	All Ballots: Used and unused.	Retain for eighty-one (81) days after an election or 22 months after a federal election, then destroy provided no pending court action or court order (R.C. 3505.31)	Paper Electronic	1983 Rev. 2010 Rev. 3/8/11 Rev. 2023
CBE-7 (050-0037)	Ballots (sample) -Record of bond issues and tax levies in form of sample ballots.	Paper: Retain paper copies 8 years in office, then contact State Archives for review and possible transfer. Paper copies may be scanned and electronic files reviewed by State Archives. Paper copies may then be destroyed. Electronic: Retain electronic copies 8 years, then contact State Archives for review and possible transfer.	Paper- Archives & Electronic- Archives	1983 Rev. 3/8/11 Rev. 2022
CBE-8 (050-0038)	Bids: Unsuccessful - Copies of unsuccessful bids.	Retain 2 years after contract awarded, then destroy.	Paper	1983 Rev. 3/8/11
CBE-9 (050-0039)	Bids: Successful with contract - This record series contains copies of successful bids, contracts and related documents from vendors for various goods and/or services.	Retain 8 years then destroy	Paper	1983 Rev. 2013 Rev. 6/25/14
CBE-10 (050-0040)	Cash Book -Record of fees collected.	Retain 10 years and until audited by Auditor of State and audit report is released, then destroy	Paper	1983 Rev. 3/8/11
CBE-11 (050-0041)	Campaign Expense Reports - Candidates' expense reports filed.	Retain 6 years then destroy	Paper	1983 Rev. 3/8/11

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CBE-12 (050-0042)	Central Committee Notices - Notices of political party meetings and committee member lists.	Notices: retain 2 years, then destroy; Members List: retain 2 or 4 years depending on term of committee members of the political party, then destroy	Paper	1983 Rev.8/10/15
CBE-13 (050-0043)	Correspondence - General office correspondence.	Retain 1 year, then destroy.	Paper	1983 Rev. 3/8/11
CBE-14 (050-0044)	Certificates of Annexation - Copy of annexation ordinances, etc.	Retain permanently	Paper	1983 Rev. 3/8/11
CBE-15 (050-0045)	Election Charge-Back Record - Election expenses charged back.	Retain 3 years and until audited by Auditor of State and audit report is released, then destroy	Paper	1983 Rev. 3/8/11
CBE-17 (050-0047)	Ledger of receipts and expenditures - Board's Financial Record.	Retain 6 years and until all items are cleared and audited by Auditor of State and audit report is released, then destroy	Paper	1983 Rev. 3/8/11
CBE-18 (050-0048)	Petitions of Candidates - Accepted and rejected petitions for elections;declarations of intent to be write-in candidates.	Retain 6 years, then destroy	Paper	1983 Rev. 3/8/11 Rev. 2020
CBE-19 (050-0049)	Poll Books, Poll Lists and Related Materials - This record series includes, but is not limited to pollbooks, poll lists or signature pollbooks, tally sheets, summary statements, and other records and returns of an election delivered to the BOE from polling locations.	Retain 2 years, then destroy	Paper	1983 Rev.3/8/11 Rev.2015
CBE-21 (050-0052)	Poll Officials Record/Precinct Records - List maintained by county BOE's that contains contact information of qualified individuals available to serve as judges/precinct election officials.	Retain 2 years, then destroy	Paper	1983 Rev.2012
CBE-22 (050-0053)	Receipts and Expenditures: Candidates - Campaign Financial history for candidates.	Retain 6 years, then destroy	Paper	1983 Rev. 2012
CBE-23 (050-0054)	Receipts and Expenditures: Questions and Issues - Campaign financial history: for/against questions and issues.	Retain 2 years, then destroy	Paper	1983
CBE-24 (050-0055)	Receipt Books: Election Papers - Office receipt book for ethics material and campaign financing statements issued.	Retain 1 year, then destroy	Paper	1983 Rev 3/8/11
CBE-25 (050-0056)	Receipt Books:Monies - Office copy of financial receipts issued.	Retain until audited by Auditor of State and audit report is released, then destroy	Paper	1983
CBE-26A (050-0057)	Resolutions on Bond Issues That Pass - Copies of resolutions by governmental bodies authorizing placement of ISSUES on ballot.	Retain for life of bonds, then destroy	Paper	1983 Rev. 3/8/11
CBE-26B (050-0058)	Resolutions Except for Bond Issues that Pass - Copies of resolutions by governmental bodies authorizing placement of ISSUES on the ballot.	Retain until 5 years after election, then destroy	Paper	1983 Rev. 3/8/11
CBE-27 (050-0059)	Vouchers - Office copy of voucher sent to County Auditor.	Retain until audited by Auditor of State and audit report is released, then destroy	Paper	1983 Rev 3/8/11
CBE-28 (050-0060)	Ward & Precinct Maps - Political sub-division precinct boundaries.	Retain permanently	Paper	1983 Rev. 3/8/11

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CBE-29 (050-0061)	Withdrawal of Candidacy Notices - Notices of withdrawal received.	Retain until 1 year after election, then destroy	Paper	1983 Rev. 3/8/11
CBE-30 (050-0062)	Minutes of BOE Meetings - Record of proceedings.	Retain permanently	Paper	1983 Rev. 3/8/11
CBE-31 (050-0063)	Change of Name, Deaths, and Disenfranchised Voter Reports -Original reports issued by Probate Court, Clerk of Courts, and Health Departments.	Retain until 2 years after filing, then destroy	Paper	1983 Rev. 3/8/11
CBE-32 (050-0064)	Registration Cards: Active - Master and precinct cards files for currently registered voters.	Retain permanently	Paper	1983 Rev. 3/8/11
CBE-33 (050-0065)	Registration Cards: Inactive - Cancelled voter registration cards.	Electronic-permanent; Paper-permanent, unless scanned and scans kept permanently, then shred	Paper Electronic	1983 Rev. 3/8/11 Rev. 2024
CBE-34 (050-0066)	Transfer of Registrations - Record of voters' transfer of registration from one area to another.	Retain 4 years, then destroy	Paper	1983 Rev. 2010
CBE-35 (050-0084)	Campaign Expense Reports - Original PAC campaign finance reports.	Retain 12 years then destroy	Paper	1992
CBE-36 (050-0087)	Change of Address/Name Notifications - Written notices from registered voters of a change of address or name, including R.C. 3503.16(B) (1) notice of change of name (SOS prescribed form 10-L).	Retain 4 years, then destroy	Paper	1994 Rev 8/10/15
CBE-37 (050-0088)	Elector Application for Correction or Challenge Form - Forms to be completed pursuant to R.C. 3505.20, R.C. 3513.19 and R.C. 3513.20.	Retain 2 years, then destroy	Paper	1994 Rev.8/10/15
CBE-38 (050-0090)	Absentee Identification Envelopes - Statement of absentee voter and absent voter's ballot identification envelope supplement.	Retain 90 days after an election or 22 months after a federal election, then destroy, provided no pending court action or court order	Paper	1994 Rev.2016
CBE-40 (050-0092)	Provisional Ballot Affirmations - Affirmations filled out by an elector that voted a ballot provisionally.	Retain 4 years, then destroy unless used as a voter registration form, then retain permanently	Paper	1994 Rev. 2010
CBE-42 (050-0094)	Payroll Records for BOE's - Payroll records of poll workers, election extras, part-time workers and workers no longer employed at the boards.	Retain 4 years, then destroy provided audited & audit report has been released	Paper	1994 Rev. 2010 Rev. 2015 Rev. 8/24/16
CBE-44 (050-0096)	Registration Confirmation Notices - Confirmation notices sent by the county boards to voters in order to verify registration records; and returned confirmation notices with updated or confirmed information. Boards maintain a list of these responses.	Retain 5 years, then destroy	Paper	1996 Rev. 3/8/11 Rev. 2017
CBE-45 (050-0086)	Directives/Advisories - Letters of instruction, information & guidance sent to all county BOE's concerning the election process and new election laws.	Retain in office for 1 year, then transfer to storage for an additional 5 years	Paper	1994 Rev. 3/8/11
CBE-46 (050-0098)	Confirmation or Acknowledgement Notice Lists - Lists of names and addresses of persons who were sent a confirmation or acknowledgement notices.	Retain 5 years, then destroy	Paper	1996 Rev. 2010 Rev. 3/8/11

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CBE-47 (50030006)	Acknowledgement or Confirmation Cards Returned - Returned undeliverable.	Retain 4 years, then destroy	Paper	2010 Rev. 3/8/11
CBE-48 (50030007)	Voter Verified Paper Audit Trail (VVPAT) - Official ballot to be used for recount purposes.	Retain for eighty-one (81) days after an election or 22 months after a federal election, then destroy, provided no pending court action or court order (R.C. 3506.18)	Paper - shred Electronic- delete	2010 Rev. 3/8/11 Rev. 2023
CBE-49 (50030008)	Voting Machine Reports - This record series includes, but is not limited to, logic & accuracy testing, test decks, tapes, testing result records, zero tapes, close of polls tapes, cards downloaded, used seal/lock records, independent verification and validation testing (IV & V) of new voting equipment.	Retain 60 days after federal election or 22 months after a federal election, then destroy, provided no pending court action or court order	Paper	2010 Rev. 2013
CBE-50 (50030005)	Chain of Custody Form, Voting Unit Event Log - This record series includes chain of custody forms and voting unit event log.	Retain 2 years, then destroy	Paper	2010 Rev. 2015
CBE-51 (50030009)	Proclamations of elections or legal advertisement of questions and issues.	Retain 1 year, then destroy	Paper	2010 Rev. 3/8/11
CBE-52 (50030010)	Challenge Forms - Challenge forms pursuant to R.C. 3505.20.	Retain 2 years, then destroy	Paper	2010 Rev. 3/8/11
CBE-53 (50030011)	Observer forms - Forms Pursuant to R.C.3505.21.	Retain 1 year, then destroy	Paper	2010 Rev. 3/8/11
CBE-54 (50030036)	Census block reprecincting waiver form and accompanying maps.	Retain 4 years, then destroy	Paper	2010 Rev. 3/8/11
CBE-55 (50030012)	Affirmation of voter who does not possess any appropriate identification for voting purposes - SOS prescribed form #10-T.	For any Form 10-T completed prior to the May 6, 2014 Primary Election, retain 2 years, then destroy. For any Form 10-T completed during the May 6, 2014 Primary Election, retain until May 6, 2016, then destroy.	Paper	2010 Rev. 2015
CBE-56 (50030013)	Verification of handicapped accessible parking spaces and polling locations.	Retain 1 year, then destroy	Paper	2010 Rev. 3/8/11
CBE-57 (50030014)	Certification of training hours completed.	Retain 2 years, then destroy	Paper	2010 Rev. 3/8/11
CBE-58 (50030032)	Election calendars.	Retain until no longer of administrative value, then destroy	Paper	2010 Rev. 3/8/11
CBE-59 (50030029)	Mailing Envelope Containing Voted Absent Voter Ballot.	Retain 90 days after election, then destroy provided no pending court action or court order	Paper	2010 Rev.3/08/11 Rev. 2016
CBE-60 (50030030)	Proofs of ballots.	Retain 60 days after election, then destroy provided no pending court action or court order	Paper	2010 Rev. 3/8/11
CBE-61 (50030015)	Report Forms for local questions & issues including approved ballot language.	Retain 60 days after election, then destroy provided no pending court action or court order	Paper	2010 Rev.3/8/11
CBE-62 (50030035)	Certifications by Most Populous County of Overlapping Local Questions and Issues.	Retain 60 days after election, then destroy provided no pending court action or court order	Paper	2010 Rev.3/8/11 Rev. 2015
CBE-63 (50030037)	Certificates of results - Pursuant to R.C. 3505.32 and 3513.22.	Retain 6 years, then destroy	Paper	2010 Rev. 3/8/11

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CBE-64 (50030033)	Copies of State Issues Petitions or Statewide Candidate Petitions.	Retain 60 days after election, then destroy provided no pending court action or court order	Paper	2010 Rev. 3/8/11
CBE-65 (50030031)	Unofficial election results.	Retain 60 days after election, then destroy provided no pending court action or court order	Paper	2010 Rev. 3/8/11
CBE-66 (50030016)	Evidence used in protest hearing - Evidence or materials provided or used in conjunction with a protest hearing.	Retain 1 year, then destroy provided no pending court action or court order	Paper	2010 Rev. 3/8/11
CBE-67 (50030017)	SOS Expenses of Conducting Elections - Yearly report to SOS of the expenses of conducting elections.	Retain 4 years, then destroy	Paper	2010 Rev. 3/8/11
CBE-68 (50030027)	Organization or Reorganization of Boards of Elections - Report forms on organization or reorganization of BOE's.	Retain 6 years, then destroy	Paper	2010 Rev. 3/8/11
CBE-69 (50030018)	Reimbursement of poll worker training - Reimbursement records of costs of training poll workers.	Retain 2 years or until audited, then destroy	Paper	2010 Rev. 3/8/11
CBE-70 (50030019)	Statewide Voter Registration Database Reports - This record series includes, but is not limited to, data quality reports and duplicate reports generated by the statewide voter registration database and sent to BOE's to correct or add to a voter's record.	Retain 60 days or until no longer of administrative value, then destroy	Paper	2010 Rev. 2017
CBE-71 (50030020)	Duplicate or incomplete voter registration forms.	Retain 4 years, then destroy	Paper	2010 Rev. 3/8/11
CBE-72 (50030028)	Returned undeliverable 60- day notices.	Retain until the elector appears to vote or until the elector named is removed from the voter registration list, then destroy	Paper	2010 Rev. 3/8/11
CBE-73 (50030021)	Transmittal forms that accompany voter registration forms from agencies.	Retain 2 years, then destroy	Paper	2010 Rev. 3/8/11
CBE-74 (50030022)	Copies of identification provided by electors with a voter registration form or absentee ballot application.	Retain for the longer of these periods: 6 months from the date of receipt; or 45 days from the date of the election for which the absentee ballot was issued, then destroy	Paper	2010 Rev. 3/8/11
CBE-75 (50030023)	Copies of identification provided by electors with an absentee ballot and identification envelope.	Retain 90 days from date received, then destroy	Paper	2010
CBE-76 (50030024)	Copies of identification provided by a UOCAVA voter with a Federal Postcard application. - (UOCAVA) = "Uniform and Overseas Citizens Absentee Voting Act."	Retain 4 years from date received, then destroy	Paper	2010 Rev. 3/8/11
CBE-77 (50030057)	Federal Post Card Application (FPCA) - Form used by absent Uniformed Service members, their families, and citizens residing outside the United States. It may be used to register to vote, request an absentee ballot or update their contact information.	Retain 4 years, then destroy unless used as a voter registration form, then retain permanently.	Paper-shred Electronic- delete	2012 Rev. 6/25/14 Rev, 2024

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CBE-78 (50030060)	Election Administration and Voting Survey Biennial Reports - Election administration and voting survey biennial reports that include information on voter registrations, changes of name/address, absentee ballots, ballots cast provisionally and other election related information.	Retain 2 years, 3 months, then destroy	Paper	2012 Rev. 6/25/14
CBE-79 (50030061)	Election Administration Plans - Administrative plans created by county BOE's indicating preparations for conducting elections and handling of possible emergency situations on election day. (EAP)	Retain for 4 years, then destroy	Paper	2012 Rev.6/25/14 Rev. 2015
CBE-80 (50030052)	Precinct Election Officials Performance Assessment - Review to be conducted after each presidential primary and even-numbered general election to determine whether precinct election officials are satisfactorily performing their duties	Retain 15 months, then destroy	Paper	2012 Rev 6/25/14
CBE-81 (50030053)	Local Option Petitions - Local option petitions filed with the county BOE's.	Retain 4 years, then destroy	Paper	2012 Rev. 6/25/14
CBE-82 (50030054)	Notice of County BOE's Public Meeting - Notice of a public BOE meeting - including regular, special or emergency meetings. Required by R.C. 121.22 (F).	Retain 2 years, 6 months then destroy	Paper	2012 Rev. 6/25/14
CBE-83 (50030065)	Certificates of Appointment - Copies of certificates of appointment to elected office. The certificate contains the name of the appointed official, the office held, and beginning and ending terms of the appointment	Retain 4 years, then destroy	Paper	2012 Rev. 6/25/14
CBE-84 (50030066)	County Job & Family Services Voter Registrations Report - Quarterly report of number of voter registration forms received from county job & family services offices.	Retain 1 year, then destroy	Paper	2012 Rev. 6/25/14
CBE-85 (50030067)	Returned Undeliverable Notices - Notices sent to electors that are returned as undeliverable (i.e. change of precinct, polling location or voting district, notice of cancellation of voter registration following receipt of notification of the death of a registered elector).	Retain 4 years, then destroy	Paper	2012 Rev. 6/25/14 Rev.2015
CBE-86 (50030055)	Authority to Vote Slips - Form given to elector at polling place indicating permission to cast a ballot.	Retain 60 days after election, then destroy provided no court action or court order	Paper	2012 Rev. 6/25/14
CBE-87 (50030100)	Post-Election Audit Reports- The original audit workbook verifying that the county BOE has conducted an audit of the election process. To be completed after each even numbered year general election and after presidential primary elections verifying the accuracy of the election process.	Retain for 4 years then destroy	Paper	2013 Rev. 6/25/14 Rev.2015
CBE-88 (50030093)	Ethics Forms- Forms required to be completed by BOE staff verifying that they have been trained on and will comply with the SOS's ethics policy and Ohio ethics law. Original signed forms will be provided to the Ohio SOS Office for BOE permanent employees. Original signed forms will be retained for BOE precinct election workers, rovers and/or any temporary persons employed to assist with the elections.	Retain 1 year, then destroy.	Paper	2013 Rev. 6/25/14
CBE-90 (50030086)	Attorney In Fact Forms- An elector may designate another individual as an Attorney-In- Fact to complete election related documents (R.C.3501.11;R.C.3501.382).	Retain until revoked or elector no longer registered in county.	Paper	2013 Rev. 6/25/14 Rev.2015
CBE-91 (50030087)	Elected Official and Appointment Certification Forms - Forms to report certifications of persons elected to office; report of certification of persons appointed to elective office;report appointments to fill vacancies in nomination on the ballot and/or report political affiliation of previous office holder certified by the BOE directors	Retain 6 years, then destroy	Paper	2013 Rev. 6/25/14 Rev. 2018

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CBE-92 (50030098)	Division of Liquor Control Requests- Copies of responses to the Division of Liquor Control regarding precinct boundaries or other local liquor option inquiries received from the Division of Liquor Control.	Retain 6 months, then destroy	Paper	2013 Rev. 6/25/14
CBE-93 (50030094)	Precinct Election Officials Notices- Notices of acceptance, rejection, replacement or removal of precinct election officials (R.C. 3501.22).	Retain 1 year, then destroy	Paper	2013 Rev.6/25/14
CBE-94 (50030095)	Former Resident Presidential Ballot- Form required to be completed under Chapter 3504 of the ORC, submitted to county BOE requesting a presidential ballot. Copy sent to the SOS office.	Retain for 22 months after the federal election, then destroy pending no court action or order	Paper	2013 Rev. 6/25/14
CBE-95 (50030097)	Authorization for Elector to Update Signature- Allows an elector to update his or her voter signature with the county BOE per R.C. 3501.05(AA).	Retain until signature updated or person no longer registered in county, then destroy	Paper	2013 Rev. 6/25/14
CBE-96 (50030088)	Certifications of District Candidates- Certification by the board of the most populous county in a district to overlap counties in that district, of the names of the candidates to appear on the primary or general election ballot for district offices. (R.C. 3505.01; R.C. 3513.05)	Retain 6 months, then destroy	Paper	2013 Rev. 6/25/14
CBE-97 (50030089)	Election Hardware Inventory- Listing of election hardware (servers) providing make, model type, quantity, date of installation and software/firmware version.	Retain until no longer of administrative value, then destroy	Paper	2013 Rev. 6/25/14
CBE-98 (50030090)	Election Day Precinct Incident Log- Log submitted by precinct election officials to county BOE's regarding incidents occurring at a precinct on Election Day.	Retain 60 days after an election or 22 months after a federal election-then destroy provided no pending court action or order	Paper	2013 Rev.6/25/14
CBE-99 (50030096)	Declaration of Intent to Change Political Party- Filed by an elected official prior to their submission of declaration of candidacy and petition for partisan office R.C. 3513.191 ©.	Retain for 10 years, then destroy	Paper	2013 Rev. 6/25/14
CBE-100 (50030091)	Absentee Voter Challenge - Statement of person challenged as to party affiliation when requesting an absentee voter's ballot.	Retain 60 days after an election or 22 months after a federal election, then destroy provided no pending court action or order	Paper	2013 Rev. 6/25/14
CBE-101 (50030092)	Provisional Voter Precinct Verification - Form completed by a precinct election official when a voter's name does not appear in the poll book/list and the voter insists on voting in the wrong precinct of a multiple-precinct polling location.	Retain for 4 years, then destroy	Paper	2013 Rev. 6/25/14
CBE-102 (50030108)	Correspondence for DOB- Letters sent by BOE requesting a registered voter to provide their date of birth.	Retain until no longer of administrative value, then destroy	Paper	8/10/2015
CBE-103 (50030115)	State and Territorial Exchange of Vital Events (STEVE) files- File containing county statewide voter registration database (SWVRD) records that have been matched with records of decedents for the purpose of cancelling the registrations of deceased voters.	Retain 2 years, then destroy	Paper Electronic Delete	8/10/2015
CBE-104 (50030118)	Cancellation of Registration of Deceased Elector- Includes Notice of Death of Registered Voter (R.C.3503.21(A)(3)) and Notice of Cancellation of Voter Registration (R.C.3503.21(F)) following receipt of notification of death of a registered elector. (SOS prescribed forms 255-C and 255-D)	Retain 2 years, then destroy	Paper	8/10/2015
CBE-105 (50030128)	Documentation of Campaign Finance Filings Examinations - Includes letters and audit checklists concerning examinations of campaign finance filings filed with the BOE	Retain in office for 6 years, then destroy	Paper	2016

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CBE-106 (50030130)	Precinct Official Registration List- The complete and official registration list for each precinct of all qualified registered voters in the precinct that must be prepared fourteen (14) days before an election. Per R.C. 3503.23, this list (in paper or electronic form) is to be made available at the BOE for viewing by the public during normal business hours.	Retain 2 years, then destroy	Paper Electronic	2017
CBE-107 (50030131)	Backup Signature Pollbook - Printed, blank signature pollbooks that have been prepared as backup in case of problems with the electronic pollbook, but then not used during the election	Retain for 60 days or until no longer of administrative value, then destroy	Paper	2017
CBE-108 (50030132)	Verification of UOCAVA Compliance - Copy of form to be completed by county BOE's verifying compliance with the Uniformed and Overseas Civilian Absentee Voting Act (UOCAVA) and submitted to the Ohio SOS office.	Retain 2 years, then destroy	Paper-Shred Electronic-Delete	2017
CBE-109 (50030144)	Safe At Home Confidential Voter Registration Request- This record series includes, but is not limited to, the Request to Have a Confidential Voter Registration Record and any related materials.	Retain permanently	Paper & Electronic Permanent	2018
CBE-110 (50030139)	Safe At Home Acknowledgement Notice- This record series includes, but is not limited to, Acknowledgement Notices sent to Safe At Home participants that have been returned undeliverable and any related materials.	Retain for 4 years then destroy	Paper Electronic	2018
CBE-111 (50030143)	Safe At Home Confidential Voter Registration Cancellation- This record series includes, but is not limited to, the Request to Cease Having a Confidential Voter Registration Record and any related materials.	Retain permanently	Paper Electronic	2018
CBE-112 (50030142)	Safe At Home Absentee Identification Envelope Supplement- This recorded series includes, but is not limited to, the Absent Voter's Ballot Identification Envelope Supplement and any related materials.	Retain 90 Days after election, or 22 months after a federal election, then destroy, provided no pending court action or order	Paper Electronic	2018
CBE-114 (50030145)	Electronic Pollbook Records- This record series includes, but is not limited to, audit and transaction records and images of signatures captured that are produced by electronic pollbooks.	Retain 6 years then destroy	Electronic	2018
CBE-115 (50030148)	Federal Write-in Absentee Ballot (FWAB) Election Notice - A notice required to be prepared prior to an election that provides the list of offices and questions and issues that will appear on the ballot, and which includes specific instructions for uniformed services and overseas voters on casting the FWAB. (R.C. 3511.16)	Retain 1 year then destroy	Paper Electronic	2020
CBE-116 (50030154)	Recounts - Records produced by the recounting of ballots and re-examination of the reconciliation of records of the official results of an election (R.C.3515).	Retain for 6 years then destroy	Paper Electronic	2020
CBE-117 (50030152)	Notice of Voter Registration Cancellation - A notice or letter returned by a voter in response to a notification regarding possible cancellation of the voter's registration.	Retain for 5 years then destroy	Paper	2020

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CBE-118 (50030153)	Help America Vote Act (HAVA) Records - Records of grants received for election related equipment.	Retain until state & federal audits have been conducted, audit reports released, and audit resolutions issued or resolved, then destroy	Paper Electronic	2020
CBE-119 (50030150)	Precinct Election Official Training Materials - This series includes, but is not limited to, training manuals, quick reference guides and related materials that are used to train precinct election officials prior to an election.	Retain for 1 year or until replaced by updated training materials, whichever occurs first, then destroy.	Paper Electronic	2020
CBE-120 (50030155)	Election Night Reporting - This record series covers any documents created or used for Election night reporting. This includes, but is not limited to, test scripts, test reports, mock election instructions, mock election proofing material or candidate proofing material.	Retain for 2 years, then destroy.	Paper Electronic	2021
CBE-121 (50030158)	Political Party Change Reports - This record series includes reports done after a Primary Election that reflect political party affiliation changes and any support materials.	Retain for 3 years, then destroy	Paper Electronic	2022
CBE-122 (50030161)	Notices to Voter Registration Records Pending Cancellation - This record series includes notices sent to addresses of voter registration records that are subject to cancellation under federal and state law.	Retain for 5 years, then destroy	Paper Electronic	2022

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	Hamilton County Records Retention Schedule (Local BOE #'s)			
BOE-500	Video of Security Monitor Recordings of Board Facility.	Retain 21 Days Provided no legal action	Electronic	2020
BOE-501	Precinct Election Day Documents - Supply lists, supplemental lists, various signs, placards, street listings, etc.	Retain until contest period expires (15 days after certification or 10 days after recount certification)	Paper	2009 Rev. 2010 Rev. 3/8/11
BOE-502	Non-record messages, sent or received, including personal messages; drafts of documents, reports, memoranda; telephone messages, etc.	Delete at any time (No RC-3 required)	Electronic & Paper	2020
BOE-503	Transitory record messages, sent or received, including meeting notices; drafts of documents, reports, memoranda; telephone messages, etc.	Delete when no longer of administrative value (No RC-3 required)	Electronic & Paper	2020
BOE - 504	Oath of Office - Forms signed by our Board Members, Full-time employees, and Seasonal employees to uphold Election laws while working at the BOE.	Board Members - Retain 3 years following separation from service. Full, P/T Employees - Retain 3 years following termination of employment. Seasonal Employees - Retain 2 years following certification of	Paper	2025
BOE-505	Vehicle Mileage Logs - Log of mileage and expenses incurred in county-owned vehicles.	Retain until vehicle is sold	Paper	2025

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BOE-506	Travel Requests/Expense Reports - Requests for reimbursement for employee travel.	Retain for 3 years then destroy	Paper	2025
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The following scheduled items are part of the Hamilton County General Retention Schedule				
92-01	Accident Reports	2 Fiscal yrs. Provided audited	Paper	1992
92-02	Accounts Receivable ledger and documents	4 fiscal years after payment provided audited	Paper	1992
92-03	Automatic data processing and electronic data processing media used for temporary storage or control	Erase when no longer of administrative value. Separately schedule ADP or EDP media maintained as files	Electronic	1992
92-04	Annual Budgets	Permanent	Paper	1992
92-05	Annual Reports	Permanent	Paper	1992
92-06	Applications for employment (Unsuccessful/ Not Hired)	2 yrs. After receipt	Paper	1992
92-07	Audit Reports- Federal, State, and Internal	5 Fiscal yrs.		1992
92-08	Bank Deposit Receipts	4 fiscal yrs. provided audited	Paper	1992
92-09	Bank Statements	4 fiscal yrs. provided audited	Paper	1992
92-10	Blank Forms- Obsolete or Superseded	30 days after obsolescence	Paper	1992
92-11	Bulletins	30 days after obsolescence		1992
92-12	Bids and Proposals (Unsuccessful and Successful)	3 Fiscal yrs. provided audited	Paper	1992
92-13	Bond Coupons	2 Fiscal yrs. Provided audited	Paper	1992
92-14	Bond Registers	20 yrs. After issue called	Paper	1992
92-15	Bonds (Redeemed)	2 Fiscal yrs. after redeemed Provided audited	Paper	1992
92-16	Cancelled Checks	4 fiscal yrs. provided audited	Paper	1992
92-17	Cash Books and Cash Journals (O.R.C. 311.11)	4 fiscal yrs. provided audited	Paper	1992
92-18	Check Registers	4 fiscal yrs. provided audited	Paper	1992
92-19	Claims and Litigation Records	5 yrs. After case is closed & appeals exhausted		1992
92-20	Contracts (O.R.C. 2305.06)	15 Years	Paper	1992
92-21	Copies- Extra Carbon, Photo Copies, etc.	Destroy when no longer of Admin. value	Paper	1992 Rev. 1/9/03
92-22	Correspondence (Executive)	4 yrs. Review by OHS for possible transfer. Destroy if of no historical value	Electronic	1992
92-23	Correspondence- Administrative	2 yrs. provided audited	Electronic	1992
92-24	Correspondence (Routine standard form letters)	1 year	Electronic	1992

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92-25	Federal Grant files and supporting financial records and documents	Retain until State and Federal audits have been conducted, audit reports released, and all litigation, claims & audit findings involving the records have been resolved	Paper	1992
92-26	Insurance Policies (O.R.C. 2305.10)	2 yrs. after expiration, provided all claims have been settled	Paper	1992
92-27	Inventories (Annual of Public property)	3 Fiscal yrs. provided audited	Paper	1992
92-28	Invoices (Paid)	4 fiscal yrs. provided audited	Paper	1992
92-29	Job Descriptions	Until superseded or classification abolished	Paper	1992
92-30	Leases	5 yrs. After expiration, provided audited	Paper	1992
92-31	Leave Requests (Sick and Vacation)	4 fiscal yrs. provided audited	Paper	1992
92-32	Management Reports or Feasibility Studies	5 Years		1992
92-33	Officials' Bonds (O.R.C. 2305.12)	10 yrs. after expiration provided audited	Paper	1992
92-34	Pay Ins to Treasury Records	4 fiscal yrs. provided audited	Paper	1992
92-35a	Payroll Records- Originals held by County Auditor or Chief Fiscal Officer	Permanent	Paper	1992
92-35b	Payroll Records- Copies of payroll records held by appointing authority	3 Fiscal yrs. provided audited	Paper	1992
92-36	Personnel Files	Permanent by the appointing authority	Paper	1992
92-37	Petty Cash Records	2 Fiscal yrs. Provided audited	N/A	1992
92-38	Preliminary Drafts of: Letters, Memoranda, Worksheets, Reports, and Informal Notes	Until no longer of admin. value to the office	Electronic	1992 Rev. 1/9/03
92-39	Professional Association Records	Until no longer of admin. value to the office		1992
92-40	Publications	8 yrs. Then OHS will evaluate for historical value	Paper	1992
92-41	Publication Stock	30 days after obsolescence	Paper	1992
92-42	Purchase Orders	4 fiscal yrs. provided audited	Paper	1992
92-43	Receipt Documents	4 fiscal yrs. provided audited	Paper	1992
92-44	Records of Accrued Fees	4 fiscal yrs. provided audited	Paper	1992
92-45	Records of Receipts and Expenditures	10 Fiscal yrs. provided audited	Paper	1992
92-46	Requisitions	3 Fiscal yrs. provided audited	Paper	1992
92-47	Tape Recordings, Video Recordings, & Short Hand Notes of Meetings	30 days after transcribed or minutes approved		1992
92-47a	Tape Recordings, etc. of Statutory Boards and Commissions	2 years		1992
92-47b	Courts must separately schedule Electronic Recordings & Stenographic notes	Courts must schedule retention period		1992
92-48	Telecommunication Service Requests	2 Fiscal yrs. provided audited		1992
92-49	Telephone Bills and Telephone Long Distance Logs	2 Fiscal yrs. Provided audited	Paper	1992
92-50	Telephone Messages	Until no longer of admin. value		1992 Rev. 1/9/03
92-51	Time Cards and Time & Sign-In Sheets (O.R.C. 2305.11)	3 Fiscal yrs. provided audited	Paper	1992
92-52	Travel Expense Reports	4 fiscal yrs. provided audited	Paper	1992
92-53	Voucher Registers or Journals	4 fiscal yrs. provided audited	Paper	1992
92-54	Vouchers	4 fiscal yrs. provided audited	Paper	1992
92-55	Warrant Register or Journals	4 fiscal yrs. provided audited	Paper	1992
92-56	Warrants (Paid)	4 fiscal yrs. provided audited	Paper	1992

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92-57	W-2's	4 fiscal yrs. provided audited	Paper	1992
03-17	Nonrecord e-mail materials, sent or received, including personal messages; publicly available publications; list serve messages; etc.	Delete at any time. (No RC-3 Required)	Electronic	2003
03-18	Nonrecord e-mail materials, sent or received, including personal messages; publicly available publications; list serve messages; etc.	Delete at any time. (No RC-3 Required)	Paper	2003
03-19	Transitory record e-mail materials, sent or received, including meeting notices; drafts of documents, reports, memoranda; telephone messages, etc.	Delete when no longer of administrative value (No RC-3 Required)	Electronic	2003
03-20	Transitory record e-mail materials, sent or received, including meeting notices; drafts of documents, reports, memoranda; telephone messages, etc.	Delete when no longer of administrative value (No RC-3 Required)	Paper	2003
	*NOTE: AS USED IN SCHEDULED ITEMS 92-01 THRU 92-57, "PROVIDED AUDITED" MEANS:			
	THE FISCAL YEAR ENCOMPASSED BY THE RECORDS HAVE BEEN AUDITED BY			
	THE AUDITOR OF STATE AND THE REPORT HAS BEEN RELEASED!			