

Records Retention and Disposition Schedule		Agency: C440000	Schedule: 004	Page #:1 of 7
Department:	COUNTY BOARD OF ELECTIONS AND SUPERINTENDENT OF ELECTIONS	Agency Representative:	Robert Giles	
Division:		Title:	DIRECTOR, NJ DIVISION OF ELECTIONS	
Bureau:		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.

Status	Last Updated Date/Time	Approved Date	Effective Date
Published	11/22/2010 3:35 PM		11/10/2010

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	

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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		
0014-0000	Receipts For Ballots And Supplies					P	2 Years If Federal Election; 1 Year If Other		Destroy	(NJSA 19:9.3-5; 42 USC 1974-1974e)
0015-0000	Returned Sample Ballots					P	2 Years If Federal Election; 6 Months If Other		Destroy	(NJSA 19:14-26; 42 USC 1974-1974e)
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 County Clerk.					P	2 Years If Federal Election; 1 Year If Other		Destroy	(NJSA 19:31-18.3 42 USC 1974-1974e)
0019-0000	Voting Authority Cards/Sheets					P	2 Years If Federal Election; 6 Months If Other		Destroy	(NJSA 19:10-1; USC 1974-1974e)
0025-0000	Poll Books					P	6 Years		Destroy	(NJSA 19:31-23)
0027-0000	Affidavit Of Residency --- Includes: Signature Comparison, Disability Certificate and Identification Statement, and Temporary Registration.					P	5 Years		Destroy	
0029-0000	Voter Declaration Of Party Affiliation		X			P	10 Years		Destroy	
0030-0000	Death Notice List						2 Years		Destroy	
0031-0000	Declination of Voter Registration						5 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.					P	2 Years		Destroy	
0033-0002	Confirmation/Verification Notice - Address Out Of County --- Used for a change of address out of the county.					P	4 Years		Destroy	
0033-0003	Confirmation/Verification Notice - Address - Undeliverable					P	4 Years		Destroy	
0101-0000	Vote By Mail Ballots					P	2 Years After election		Destroy	
0102-0000	Vote By Mail Applications									
0102-0001	Vote By Mail Ballots And Applications – Single Election Option					P	2 Years After election		Destroy	
0102-0002	Vote By Mail Ballots And Applications – Calendar Year Option					P	2 Years After Calendar Year Of Application		Destroy	
0102-0003	Vote By Mail Ballots And Applications – All General Elections Option		X			P	5 Years After Subsequent Declination Of Option Or Deletion From Voting List		Destroy	
0103-0000	Certified List Of Vote By Mail Ballot Applications (Copy) --- Original maintained by County Clerk.					P	2 Years		Destroy	

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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 --- 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 data system		Destroy	
0105-0003	Voter Registration Application --- Includes: new voters, change of name, and change of address.		X			P	5 Years After deleted		Destroy	
0105-0004	Voter Registration Application – Duplicate --- 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	5 Years After deleted		Destroy	
0105-0006	Voter Registration Applications - Rejected					P	2 Years If Federal Election; 1 Year If Other		Destroy	(42 USC 1974-1974e)
0105-0007	Voter Registration Information – Electronic --- Includes: registration date, birth date of registrant, party affiliation if any, voting record.		X			P	5 Years After deleted		Erase	(NJSA 19:31-3.1)

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0106-0000	Canvasser's Report --- Statistical Return of Registered Voters.					P	2 Years		Destroy	(42 USC 1974-1974e.)
0107-0000	Turnout Report --- Lists people on ballot and total votes per machine.					P	5 Years		Destroy	(NJSA 19: 18-7)
Retired Record Series										
0001-0000	Absentee Ballots And Applications					P	2 Years After election		Destroy	
0003-0000	Certified List Of Absentee Ballot Applications (Copy) --- Original maintained by County Clerk.					P	2 Years		Destroy	
0006-0000	Criminal Conviction Registration Card					P	1 Years After restoration of voting rights		Destroy	
0007-0000	Election District Board Error Listing --- Consists of a listing of all voting tally errors discovered					P	5 Years		Destroy	
0009-0000	Index Cards Of Registered Voters					P	2 Years After inactive		Destroy	
0011-0000	Permit Issued To An Agent Or A Challenger --- Used to permit said person to remain within the polling place while the election is in progress					P	2 Years		Destroy	
0016-0000	Voter Registration And Record Of Voting Form - Deleted --- Including original Mail Registration Form, Certificate of Signature, Disability Certificate and Identification Statement									

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0016-0001	Voter Registration And Record Of Voting Form - Deleted (Original)					P	5 Years After deleted		Destroy	
0016-0002	Voter Registration And Record Of Voting Form - Deleted (Copy)					P	Upon input and verification of electronic data system		Destroy	
0020-0000	Voter Registration Application --- Includes: new voters, change of name, and change of address					P	5 Years		Destroy	
0021-0000	Duplicate Voter Registration --- Occurs when a voter has registered twice by mistake					P	2 Years And after correction made		Destroy	
0022-0000	Statistical Return Of Registered Voters --- (42 USC 1974-1974e)					P	2 Years		Destroy	42 USC 1974-1974e
0023-0000	Return Sheet --- Lists people on ballot and total votes per machine (NJSA 19:18-7)					P	5 Years		Destroy	NJSA 19:18-7
0024-0000	Peremptory List - Obsolete --- Consists of a list of people not allowed to vote					P	5 Years		Destroy	
0026-0000	Affirmation Of Voter Registration For The Use Of The Provisional Ballot					P	5 Years		Destroy	
0028-0000	Voter Registration Information - Electronic --- Includes: Registration Date, Birthdate of Registrant, Party Affiliation if any, Voting record. (NJSA 19:31-3.1)					P	10 Years		Erase	NJSA 19:31-3.1

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0032-0000	Rejected Voter Registration Applications 42 USC 1974-1974E --- (42 USC 1974-1974e)					P	1 Years But if federal election then 2 yrs		Destroy	42 USC 1974-1974e