



**Ohio Historical Society
State Archives of Ohio
Local Government Records
Program**

1982 Velma Avenue
Columbus, Ohio 43211-2497

For State Archives - LGRP Use Only

Date Received:
Date Reviewed:
Items requested for transfer: YES NO
If YES, attach copy of transfer form

Board of Elections

RECORDS RETENTION SCHEDULE (RC-2) -- Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Trumbull County

Board of Elections

(local government entity)

Kelly S. Pallante

Kelly S. Pallante

(unit)

Director

September 10, 2010

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Trumbull County

Records Commission

330-675-2518

(telephone number)

118 High St. NW

(address)

WARREN

(city)

44481

(zip code)

Trumbull

(county)

To have this form returned to the Records Commission electronically, include an email address:

RSVARNER@Co.Trumbull,Oh.US

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

X Paul E. Hillger

9-15-10

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Footprints

Signature

Assistant State Archivist

Title

9-24-10

Date

Section D: Auditor of State

Martin E. March

Signature

10-14-10

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form.

RECEIVED
11-24-200
from OHS

MAILED
9-15-2010
to OHS for
approval



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

TRUMBULL COUNTY
(local government entity)

BOARD OF ELECTIONS
(unit)

(1) Schedule Number	(2) Record title and description	(3) Retention Period (Media – Paper/electronic)	(4) For use by Auditor of State or OHS-LGRP
CBE-01	Absentee ballot applications	Retain four (4) years, then may destroy	
CBE-02	Absentee voter register – record of civilian absentee voters	Retain permanently	
CBE-03	Absentee voter register – record of military absentee voters	Retain permanently	
CBE-04	Abstract of votes – abstract of votes cast in an election	Retain permanently	
CBE-05	Audit report – report of the state examiner	Retain one (1) copy permanently	
CBE-06	Ballots used and unused	Retain until sixty (60) days after a non-federal election or twenty-two (22) months after a federal election, then may destroy provided no pending court action or court order (R.C. 3505.31)	
CBE-07	Ballots (sample) – record of bond issues and tax levies in form of sample ballots	Retain twenty (20) years by office, then transfer to county archives for permanent retention	
CBE-08	Bids - unsuccessful	Retain two (2) years after successful bid in group awarded, then may destroy	
CBE-09	Bids – successful bid with contract	Retain fifteen (15) years after completion of contract, then may destroy	
CBE-10	Cash book – record of fees collected	Retain (10) years and until audited by Auditor of State and audit report is released, then may destroy	
CBE-11	Campaign expense reports – expense reports filed	Retain six (6) years, then may destroy	
CBE-12	Central committee notices – notices of political party meetings and committee members lists	Notices retain two (2) years, then may destroy; members list: two (2) or four (4) years depending on term of committee members of the political party, then may destroy	
CBE-13	Correspondence – general office correspondence	Retain one (1) year, then may destroy	

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CBE-14	Certificates of annexation – copy of annexation ordinance, etc.	Retain permanently	
CBE-15	Chargeback record – election expenses charged back to subdivisions	Retain three (3) years and until audit report is released, then may destroy	
CBE-17	Ledger of receipts and expenditures – financial records of boards of elections	Retain six (6) years and until all items are audited and cleared by Auditor of State and audit report is released, then may destroy	
CBE-18	Petitions of candidates – accepted and rejected petitions for elections	Retain six (6) years, then may destroy	
CBE-19	Poll books and summary sheets – signatures of electors voting and precinct summary statements	Retain six (6) years, then may destroy	
CBE-20	Poll lists – list of voters by precinct	Retain two (2) years, then may destroy	
CBE-21	Poll officials record/precinct records – list of judges	Retain two (2) years, then may destroy	
CBE-25	Receipt books – office copy of fiscal receipts issued	Retain until audited by Auditor of State and audit report is released, then may destroy	
CBE-26A	Resolutions on bond issues that pass – copies of resolutions by governmental bodies authorizing placement of bond issues on the ballot	Retain for life of bonds, then may destroy	
CBE-26B	Resolutions except for bond issue resolutions – copies of resolutions by governmental bodies authorizing placement of issues on the ballot	Retain for five (5) years after election, then may destroy	
CBE-27	Vouchers – copy sent to county auditor	Retain until audited by Auditor of State and audit report is released, then may destroy	
CBE-28	Ward & precinct maps – political subdivision precinct boundaries	Retain permanently	
CBE-29	Withdrawal of candidacy notices – record of a signed candidate’s withdrawal notice/letter	Retain one (1) year after election, then may destroy	
CBE-30	Minutes of BOE meetings – record of proceedings	Retain permanently	
CBE-31	Change of name, death, and disenfranchised voters reports – original reports issued by the probate court, clerk of courts, and health department	Retain two (2) years after filing, then may destroy	

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CBE-32	Registration cards (active) – master and precinct cards files for currently registered voters	Retain permanently	
CBE-33	Registration cards (active) – cancelled voter registration cards	Retain permanently	
CBE-34	Transfer of Registrations – record of voters’ transfer from one area to another	Retain four (4) years, then may destroy	
CBE-35	Directives/Advisories – instruction, information and guidance sent to all county board of elections concerning the election process and new election laws	Retain one (1) year in office, transfer to county record center for five (5) years, then may destroy	
CBE-36	Change of address/name notifications – written notices from registered voters of a change of address or name	Retain four (4) years, then may destroy	
CBE-37	Primary voter challenge – forms which are signed by registered voters when they want to vote for a different political party’s candidates than which they are currently listed	Retain two (2) years, then may destroy	
CBE-38	Absentee identification envelopes – envelopes which identify a voter by name/address. This envelope contains the voted ballots and is used to prove ballot security until counted.	Retain sixty (60) days after non-federal election or twenty-two (22) months after a federal election, then must destroy, provided no pending court action or court order	
CBE-40	Provisional ballot affirmations – affirmation an elector voted a ballot provisionally	Retain four (4) years, then may destroy unless used as a voter registration form, then retain permanently	
CBE-42	Payroll records for BOEs – payroll records of poll workers, election extras, part-time workers and workers no longer employed at the boards	Retain four (4) years, then may destroy	
CBE-44	Registration Confirmation Notices – confirmation notices sent by the county boards to resident to verify registration records and returned with updated information	Retain four (4) years, then may destroy	
CBE-45	Confirmation notice responses – information indicating whether a person has responded to a confirmation notice	Retain five (5) years, then may destroy	

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CBE-46	Confirmation or acknowledgement notice lists – list of names and addresses of persons who were sent confirmation or acknowledgement notices	Retain five (5) years, then may destroy	
CBE-47	Acknowledgements or confirmation cards returned undeliverable	Retain four (4) years, then may destroy	
CBE-48	Voter verified paper audit trail (VVPAT) official ballot to be used for recount purposes	Retain sixty (60) days or twenty-two (22) months for federal elections, then may destroy provided no pending court action or court order (R.C.3506.18)	
CBE-49	Voting machine reports (logic & accuracy testing, test decks, tapes, testing result records, zero tapes, close of polls tapes, cards downloaded, used seal/lock records)	Retain sixty (60) days after non-federal election or twenty-two (22) months for federal elections, then may destroy provided no pending court action or court order (R.C.3506.18)	
CBE-50	Chain of custody forms, voting unit event log, and election day precinct incident log	Retain two (2) years, then may destroy	
CBE-51	Proclamations of elections or legal advertisement of questions and issues	Retain one (1) year, then may destroy	
CBE-52	Challenge forms pursuant to R.C.3505.20	Retain two (2) years, then may destroy	
CBE-53	Observer forms pursuant to R.C.3505.21	Retain one (1) year, then may destroy	
CBE-54	Census block reprecincting waiver form and accompanying maps	Retain four (4) years, then may destroy	
CBE-55	Affirmation of voter who does not possess any appropriate identification for voting purposes (SOS prescribed form #10-T)	Retain two (2) years, then may destroy	
CBE-56	Verification of handicapped accessible parking spaces and polling locations	Retain one (1) year, then may destroy	
CBE-57	Certification of training hours completed	Retain two (2) years, then may destroy	
CBE-58	Election calendars	Retain until no longer of administrative value, then may destroy	
CBE-59	Mailing envelope containing voted absent voter ballot	Retain sixty (60) days after election, then may destroy provided no pending court action or court order	

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CBE-60	Proofs of ballots	Retain sixty (60) days after election, then may destroy provided no pending court action or court order	
CBE-61	Report Forms for local questions & issues including approved ballot language	Retain sixty (60) days after election, then may destroy provided no pending court action or court order	
CBE-62	Certifications by most populous county of overlapping candidates or local questions and issues	Retain sixty (60) days after election, then may destroy provided no pending court action or court order	
CBE-63	Certificates of results pursuant to R.C.3505.32 and 3513.22	Retain six (6) years, then may destroy	
CBE-64	Copies of state issues petitions or statewide candidate petitions	Retain sixty (60) days after election, then may destroy provided no pending court action or court order	
CBE-65	Unofficial election results	Retain sixty (60) days after election, then may destroy provided no pending court action or court order	
CBE-66	Evidence or materials provided or used in conjunction with a protest hearing	Retain one (1) year, then may destroy provided no pending court action or court order	
CBE-67	Yearly report to Secretary of State of the expenses of conducting elections	Retain four (4) years, then may destroy	
CBE-68	Report forms on organizations or reorganization of board of elections	Retain six (6) years, then may destroy	
CBE-69	Reimbursement records of costs of training poll workers	Retain two (2) years or until audited, then may destroy	
CBE-70	Duplicate reports generated by the statewide voter registration database	Retain for sixty (60) days or no longer of administrative value, then may destroy	
CBE-71	Duplicate or incomplete voter registration forms	Retain four (4) years, then may destroy	
CBE-72	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 may destroy	
CBE-73	Transmittal forms that accompany voter registration forms from agencies	Retain two (2) years, then may destroy	

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CBE-74	Copies of identification provided by electors with a voter registration form or absentee ballot application	Retain for the longer of these periods: six (6) months from the date of receipt; or forty-five (45) days from the date of the election for which the absentee ballot was issued, then must destroy	
CBE-75	Copies of identification provided by electors with an absentee ballot and identification envelope	Retain for ninety (90) days from date received, then may destroy	
CBE-76	Copies of identification provided by a UOCAVA (<i>Uniformed and Overseas Citizens Absentee Voting Act</i>) voter with a Federal Postcard application	Retain four (4) years from date received, then may destroy	

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.