



**LIBRARY OF VIRGINIA**

Government Records Services  
800 E. Broad St., Richmond VA 23219  
(804) 692-3600

**RECORDS RETENTION AND DISPOSITION SCHEDULE**

GENERAL SCHEDULE NO. GS-01

COUNTY AND MUNICIPAL GOVERNMENTS

Voter Registration and Elections

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition policies listed below:

APPROVED:

  
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EFFECTIVE SCHEDULE DATE: 9/14/2023

**POLICIES FOR RECORDS RETENTION AND DISPOSITION**

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, § 42.1-76, et seq. of the Code of Virginia for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the Certificate of Records Destruction (RM-3 Form). A completed RM-3 Form must be approved by an agency-designated records officer before records can be destroyed.
4. Any records created prior to 1912 must be offered, in writing, to the Library of Virginia (LVA) before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA.
5. All known audits, requests for records pursuant to the Virginia Freedom of Information Act, § 2.2-3700, et seq., and retention schedule renegotiations regarding the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations, or litigation that reasonably may involve the listed records suspends any disposal and/or operational reformatting processes until all issues are resolved.
6. The retentions and dispositions listed on the attached page(s) apply regardless of format, e.g., paper, microfilm, electronic image, etc. Unless prohibited by law, records may be reformatted at the agency's discretion. Microfilming must be done in accordance with 17VAC15-20-10, et seq. of

- the Virginia Administrative Code, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency to do so.
7. Records custodians must ensure that confidential or privacy-protected information contained in records and non-records is ultimately destroyed to prevent unauthorized disclosure. Confidential destruction of paper is accomplished only through shredding, pulping, or burning. For electronic information, it is accomplished by overwriting the data or physically destroying the media. Merely deleting confidential or privacy-protected information is not sufficient. Documents containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
  8. Under the Virginia Public Records Act, § 42.1-79, the Library of Virginia is the official custodian and trustee of all state-agency records transferred to the State Archives, which may purge select records in accordance with professional archival practices in order to ensure efficient preservation and access.
  9. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year, as appropriate. Retention periods start at that time. Other event-based filing cutoffs (e.g., "after last action") must be defined and consistently applied by the agency.



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Candidate Qualification: Campaign Finance - Final Report Filed</u>  This series documents filings required by the Virginia Campaign Finance Disclosure Act for individuals who have filed a final report. The records of the current election cycle are retained through the successive general election, plus one year. This series may include, but is not limited to: Statements of Organization, expenditure reports, exemption requests, and related correspondence. COV 24.2-946.2(B)	006055	1 Year after election	Confidential Destruction
<u>Candidate Qualification: Campaign Finance - Final Report Not Filed</u>  This series documents filings required by the Virginia Campaign Finance Disclosure Act for individuals who have not filed a final report, and seek election to the same office in a successive election. The records of the current election cycle are retained through the successive general election. This series may include, but is not limited to: expenditure reports, exemption requests, and related correspondence. COV 24.2-946.2(B)	200779	0 Years after election	Confidential Destruction
<u>Candidate Qualification: Campaign Finance – Final Report Not Filed – Dormant</u>  This series documents filings required by the Virginia Campaign Finance Disclosure Act for individuals who have not filed a final report and whose campaign committee file has been found dormant. This series may include, but is not limited to: Statements of Organization, exemption requests, expenditure reports, and related correspondence.	200780	100 Years after last action	Confidential Destruction
<u>Candidate Qualification: Non-Campaign Finance</u>  This series documents candidate qualifications and compliance with eligibility requirements (excluding campaign finance disclosures). This series may include, but is not limited to: Petitions of Qualified Voters, Declarations of Candidacy, Certificates of Candidate Qualification, and Statements of Economic Interest filed or verification thereof. COV 24.2-502	000509	2 Years after receipt	Confidential Destruction



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<u>Elections: Absentee Ballots - Applicant List</u> This series documents the individuals who applied for an absentee ballot for federal and non-federal elections. This series may include, but is not limited to: the absentee voter applicant list and supplementary lists containing the names of individuals voting absentee in person. COV 24.2-710	200781	2 Years after election	Confidential Destruction
<u>Elections: Absentee Ballots – Contracts for Printing and Mailing</u> This series documents contracts with third parties for the printing, assembly, and/or mailing of ballots. This series may include, but is not limited to: contracts. 1VAC20-70-90 (B)(5)	200782	2 Years after expiration	Confidential Destruction
<u>Elections: Absentee Ballots - Drop Box Surveillance</u> This series documents the surveillance of absentee ballot drop box locations. This series may include, but is not limited to: audiovisual recordings.	200783	30 Days after closed	Confidential Destruction
<u>Elections: Abstracts</u> This series documents the certification of official election results by local electoral boards. The abstracts are used to tabulate official election results and include the total number of voters, total votes for each candidate/issue, and write-in certification. This series may include, but is not limited to: abstracts. COV 24.2-675	006048		Permanent, In Agency
<u>Elections: Ballots – Federal</u> This series documents ballots used in all federal elections. This series may include, but is not limited to: counted and uncounted ballots and ballot images. COV 24.2-669; 52 USC 20701	006052	2 Years after election	Confidential Destruction
<u>Elections: Ballots – Non-Federal</u> This series documents ballots used in non-federal elections. This series may include, but is not limited to: counted and uncounted ballots. COV 24.2-669	006053	1 Year after election	Confidential Destruction



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<u>Elections: Ballots – Unused</u>  This series documents the ballots that are unused in all elections, but which must be retained until the time has expired for initiating a recount, contest, or other proceeding. This series includes: unused ballots. COV 24.2-669	006054	0 Years after expiration	Confidential Destruction
<u>Elections: Election Materials</u>  This series documents single elections. This series may include, but is not limited to: cancelled and single-election absentee voting materials, including copies of absentee ballot applications for single elections, change forms, assistance forms, statements, identity confirmation forms, eligibility forms, and Certificates of Mailing (COM); single-election precinct updates, including emergency polling place relocation forms; ballot management records, including oaths related to ballots, receipts, and drop-box ballot collection forms; and election day materials, including officer of election Election Day oaths, Statements of Results, poll books, poll book count sheets, tally sheets, election day logs, incident reports, voting equipment testing, chain of custody documentation, recount records, audit records, certifications, and reports. COV 24.2-611; COV 24.2-669; COV 24.2-711(B)	000510	2 Years after election	Confidential Destruction
<u>Elections: Officers of Election Appointments</u>  This series documents the appointment of officers of election by the electoral board. This series may include, but is not limited to: public lists. COV 24.2-115	000513	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction



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<p><u>Precincts: Oversight and Updates</u></p> <p>This series documents permanent updates to precincts and polling places including, but not limited to, the decennial redistricting process and communication with United States Department of Justice and the Virginia Office of the Attorney General regarding the provisions of the National Voting Rights Act and the Virginia Voting Rights Act, respectively. This series may include, but is not limited to: correspondence; preclearance reviews and bailouts; and redistricting materials, including census data, changes to election districts, new voter information, voting precinct maps, and geographical representations of districts.</p>	006077		Permanent, In Agency
<p><u>Precincts: Voting Equipment Security</u></p> <p>This series documents the non-election-specific security protocols for voting equipment. This series may include, but is not limited to: security plans.</p>	200784	0 Years after superseded, obsolete, or rescinded	Confidential Destruction
<p><u>Voter Registration: Applications – Approved, Cancelled, and Transferred Out</u></p> <p>This series documents the approvals, cancellations, and transfers of voter registration applications. This series may include, but is not limited to: active and inactive voter registration applications; related correspondence, including registration and cancellation notices; and records related to voter eligibility. COV 24.2-404(A)(5); COV 24.2-114(8)</p>	006095	4 Years after expiration	Confidential Destruction
<p><u>Voter Registration: Applications – Damaged</u></p> <p>This series documents voter registration applications that are returned by the U.S. Postal Service as damaged and cannot be associated with any individual. This series includes: damaged applications.</p>	006065	4 Years after receipt	Confidential Destruction



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<u>Voter Registration: Applications – Denied</u>  This series documents the denial of incomplete or ineligible voter registration applications. This series may include, but is not limited to: denied voter registration applications, notices of denial, and records related to applicant eligibility. COV 24.2-114 (8)	000516	4 Years after last action	Confidential Destruction
<u>Voter Registration: Pre-1970 (Defunct, Permanent)</u>  This series documents voter registration before 1970 and provides evidence of changes to the voter registration process following the Voting Rights Act of 1965. This series may include, but is not limited to: lists of voters, voter registration cards, and voter registration transfer documentation.	006069		Permanent, Archives
<u>Voter Registration: Updates</u>  This series documents the assurance of the accuracy of registration records. This series may include, but is not limited to: lists of the names and addresses of all persons to whom notices are sent; information concerning whether each person has responded to the notice; and voter correspondence regarding registration updates. COV 24.2-444(B)(C); 42 USC 1973gg-6(i)	006061	2 Years after closed	Confidential Destruction
<u>Voter Registration: Voter/Election Mail - Returned</u>  This series documents mail that is returned as undeliverable. This series may include, but is not limited to: voter cards and confirmation notices (National Change of Address). This series does not include absentee ballots returned as undeliverable, which are covered by series 000510. COV 24.2-444(B)	000515	2 Years after receipt	Confidential Destruction