

OHIO SECRETARY OF STATE RETENTION SCHEDULES

SERIES NUMBER	DESCRIPTION OF RECORD	RETENTION PERIOD	ORIGIN DATE	NOTES	AUTHORIZATION #
Boards of Elections					
CBE-01	Absentee Ballot Applications: Civilian and Military	Retain four (4) years then destroy	1983		050-0031
CBE-02	Absentee Voter Register: Civilian - record of absentee voters	Retain permanently	1983		050-0032
CBE-03	Absentee Voter Register: Military - record of absentee voters	Retain permanently	1983		050-0033
CBE-04	Abstract of Votes - Abstract of votes cast in all elections	Retain permanently	1983		050-0034
CBE-05	Audit Report - Report of the state examiner	Retain one (1) copy permanently	1983		050-0035
CBE-06	All Ballots: Used and Unused	Retain until sixty (60) 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)	1983 Revised 2010		050-0036
CBE-07	Ballots: Sample - Record of bond issues and tax levies in form of sample ballots	Retain twenty (20) years in office, then transfer to Archives for permanent retention	1983		050-0037
CBE-08	Bids: Unsuccessful - copies of unsuccessful bids	Retain two (2) years after contract awarded, then destroy	1983		050-0038
CBE-09	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 for eight (8) years, then may destroy.	1983, revised 2013		050-0039
CBE-10	Cash Book - Record of fees collected	Retain ten (10) years and until audited by Auditor of State and audit report is released, then destroy	1983		050-0040
CBE-11	Campaign Expense Reports - Candidates' expense reports filed	Retain six (6) years then destroy	1983		050-0041
CBE-12	Central Committee Notices - Notices of political party meetings and committee member lists.	Notices: retain two (2) years, then may destroy; Member List: retain two (2) or four (4) years depending on term of committee members of the political party, then may destroy.	1983, revised 2015	The retention period equates to the term of office for committee members.	050-0042
CBE-13	Correspondence - General Office Correspondence	Retain one (1) year then destroy	1983		050-0043
CBE-14	Certificates of Annexation - Copy of Annexation ordinance, etc.	Retain permanently	1983		050-0044
CBE-15	Election Charge-Back Record - Election expenses charged back	Retain three (3) years and until audited by Auditor of State and audit report is released, then destroy	1983		050-0045
CBE-17	Ledger of Receipts and Expenditures - CBE financial records	Retain six (6) years and until all items are cleared and audited by Auditor of State and audit report is released, then destroy	1983		050-0047
CBE-18	Petitions of Candidates - Accepted and rejected petitions for elections	Retain six (6) years, then destroy	1983, Revised 2011		050-0048
CBE-19	Pollbooks, 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 Board of Elections from polling places.	Retain two (2) years, then may destroy.	1983, Revised 2015	Per R.C. 3505.31	050-0049
CBE-21	Poll Officials Record / Precinct Record - List maintained by county boards of elections that contains contact information of qualified individuals available to serve as judges or precinct election officials.	Retain two (2) years then may destroy	1983, revised 2012		050-0052
CBE-22	Receipts and Expenditures: Candidates - Campaign financial history for candidates	Retain six (6) years then destroy	1983		050-0053

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CBE-23	Receipts and Expenditures: Questions and Issues - Campaign financial history: for/against questions and issues	Retain two (2) years then destroy	1983		050-0054
CBE-24	Receipt Books: Election Papers - Office receipt book for ethics material & campaign financing statements issues	Retain one (1) year then destroy	1983		050-0055
CBE-25	Receipt Books: Monies - Office copy of financial receipts issued	Retain until audited by Auditor of State and audit report is released, then destroy	1983		050-0056
CBE-26A	Resolutions on Bond Issues that Pass - Copies of resolutions by governmental bodies authorizing placement of issues on the ballot	Retain for life of bonds then destroy	1983		050-0057
CBE-26B	Resolutions Except for Bond Issues that Pass - Copies of resolutions by governmental bodies authorizing placement of issues on the ballot	Retain five (5) years after election, then destroy	1983		050-0058
CBE-27	Vouchers - Office Copy of Voucher sent to County Auditor	Retain until audited by Auditor of State and audit report is released, then destroy	1983		050-0059
CBE-28	Ward & Precinct Maps - Political sub-division precinct boundaries	Retain permanently	1983		050-0060
CBE-29	Withdrawal of Candidacy Notices - Notices of withdrawal received	Retain one (1) year after election then destroy	1983		050-0061
CBE-30	Minutes of the Board of Elections - Record of proceedings	Retain permanently	1983		050-0062
CBE-31	Change of Name, Deaths, and Disenfranchised Voters Reports - Original reports issued by the Probate Court, Clerk of Courts, and Health Department	Retain two (2) years after filing then destroy	1983		050-0063
CBE-32	Registration Cards: Active - Master and precinct cards files for currently registered voters	Retain permanently	1983		050-0064
CBE-33	Registration Cards: Inactive - Cancelled voter registration cards	Retain permanently	1983		050-0065
CBE-34	Transfer of Registrations - Record of voters' transfer of registration from one area to another	Retain four (4) years, then destroy	1983, revised 2010		050-0066
CBE-35	Campaign Expense Reports - Original PAC campaign finance reports	Retain in office, six (6) years then transfer to Records Center for six (6) years, then destroy	1992		050-0084
CBE-36	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 four (4) years, then may destroy.	1994, revised 2015		050-0087
CBE-37	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 two (2) years then may destroy	1994, revised 2015		050-0088
CBE-38	Absentee Identification Envelopes - Statement of absentee voter and absent voter's ballot identification envelope supplement.	Retain ninety (90) days after an election, or twenty-two (22) months after a federal election, then may destroy, provided no pending court action or order	1994, revised 2016		050-0090
CBE-40	Provisional ballot affirmations - Affirmations filled out by an elector voted a ballot provisionally	Retain four (4) years, then destroy unless used as a voter registration form, then retain permanently	1994, revised 2010		050-0092
CBE-42	Payroll Records for County Boards - Payroll records of pollworkers, election extras, part-time workers and workers no longer employed at the boards.	Retain four (4) years, then may destroy provided audited and audit report has been released.	1994, revised 2015		050-0094

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Boards of Elections					
CBE-44	Registration Confirmation Notices - Confirmation notices sent by the county boards to resident to verify registration records and returned with updated information.	County Board will retain for two (2) years, then destroy	1996, revised 2011		050-0096
CBE-45	Directives/Advisories - Letters of instruction, information and guidance sent to all county board of elections concerning the election process and new election laws.	Retain in office for one (1) year, then transfer to storage for an additional five (5) years. Six (6) year retention needed to provide information for a complete election cycle for U.S. Senate and Supreme Court Justices	1994, revised 2011		050-0086
CBE-45A	Confirmation Notice Responses - Information indicating whether a person has responded to a confirmation notice. A confirmation notice is a notice that is mailed to a voter to confirm the person's residency or other required information.	County Board will retain for five (5) years, then destroy	1996, revised 2010		050-0097
CBE-46	Confirmation or Acknowledgement Notice Lists - Lists of names and addresses of persons who were sent confirmation or acknowledgement notices	County Board will retain for five (5) years, then destroy	1996, revised 2010		050-0098
CBE-47	Acknowledgement or confirmation cards - Acknowledgement or confirmation cards returned undeliverable	Retain four (4) years, then destroy	2010		50030006
CBE-48	Voter Verified Paper Audit Trail - Voter Verified Audit Trail (VVPAT) official ballot to be used for recount purposes	Retain for 60 days or 22 months for federal elections, then destroy provided no pending court action or court order (R.C. 3506.18)	2010		50030007
CBE-49	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 sixty (60) days after an election or twenty-two (22) months after a federal election, then may destroy provided no pending court action or order.	2010, revised 2013		50030008
CBE-50	Chain of custody form and voting unit event log - This record series includes chain of custody forms and voting unit event log.	Retain two (2) years, then may destroy .	2010, revised 2015		50030005
CBE-51	Proclamations of elections or legal advertisement of questions and issues	Retain one (1) year, then destroy	2010		50030009
CBE-52	Challenge forms - Challenge forms pursuant to R.C. 3505.20	Retain for two (2) years, then destroy	2010		50030010
CBE-53	Observer forms - Observer forms pursuant to R.C. 3505.21	Retain one (1) year, then destroy	2010		50030011
CBE-54	Census block reprecincting walver form and accompanying maps	Retain four years (4), then destroy	2010		50030036
CBE-55	Affirmation of voter who does not possess any appropriate identification for voting purposes - 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 two (2) years, then may destroy. For any Form 10-T completed during the May 6, 2014 primary election, retain until May 6, 2016, then may destroy.	2010, revised 2015	S.B. 16, which took effect on June 2, 2014, eliminated all references to Form 10-T and the declaration in the Ohio Revised Code. The May 6, 2014 primary election would have been the last election where Form 10-T was used.	50030012
CBE-56	Verification of handicapped accessible parking spaces and polling locations	Retain one (1) year, then destroy	2010		50030013
CBE-57	Certification of training hours completed	Retain two (2) years, then destroy	2010		50030014
CBE-58	Election calendars	Retain until no longer of administrative value, then destroy	2010		50030032

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Boards of Elections					
CBE-59	Mailing Envelope Containing Voted Absent Voter Ballot - Mailing envelope containing a voted absent voter ballot.	Retain ninety (90) days after election, then may destroy provided no pending court action or court order.	2010, revised 2016		50030029
CBE-60	Proofs of ballots	Retain 60 days after election, then destroy provided no pending court action or court order	2010		50030030
CBE-61	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	2010		50030015
CBE-62	Certifications by most populous county of overlapping local questions and issues - Certifications by most populous county of overlapping local questions and issues.	Retain 60 days after election, then may destroy provided no pending court action or court order.	2010, revised 2015		50030035
CBE-63	Certificates of results - certificates of results pursuant to R.C. 3505.32 and 3513.22	Retain six (6) years, then destroy	2010		50030037
CBE-64	Copies of state issues petitions or statewide candidate petitions	Retain 60 days after election, then destroy provided no pending court action or court order	2010		50030033
CBE-65	Unofficial election results	Retain 60 days after election, then destroy provided no pending court action or court order	2010		50030031
CBE-66	Evidence used in protest hearing - Evidence or materials provided or used in conjunction with a protest hearing	Retain one (1) year, then destroy provided no pending court action or court order	2010		50030016
CBE-67	SOS expenses of conducting elections - Yearly report to Secretary of State of the expenses of conducting elections	Retain four (4) years, then destroy	2010		50030017
CBE-68	Organization or Reorganization of Boards of Elections - Report forms on organization or reorganization of board of elections	Retain six (6) years, then destroy	2010		50030027
CBE-69	Reimbursement of poll worker training - Reimbursement records of costs of training poll workers	Retain two (2) years or until audited, then destroy	2010		50030018
CBE-70	Duplicate reports generated by the statewide voter registration database	Retain for 60 days or no longer of administrative value, then destroy	2010		50030019
CBE-71	Duplicate or incomplete voter registration forms	Retain for 4 (four) years, then destroy	2010		50030020
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 destroy	2010		50030028
CBE-73	Transmittal forms that accompany voter registration forms from agencies	Retain 2 (two) years, then destroy	2010		50030021
CBE-74	Copies of Identification provided by electors - 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	2010		50030022
CBE-75	Copies of Identification provided by electors with an absentee ballot and identification envelope	Retain for 90 (ninety) days from the date received, then destroy	2010		50030023
CBE-76	Copies of Identification provided by a UOCAVA voter with a Federal Postcard application	Retain 4 (four) years from the date received, then destroy	2010		50030024
CBE-77	Federal Postcard Voting Application (FVAP) - Application for registration as a voter on a form adopted in accordance with federal regulations relating to the "Uniformed and Overseas Citizens Absentee Voting Act" per R.C. 3511.02	Retain permanently	2012		50030057

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Boards of Elections					
CBE-78	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 two (2) years, three (3) months, then may destroy.	2012		50030060
CBE-79	Election Administration Plans - Administrative plans created by county boards of elections indicating preparations for conducting elections and handling of possible emergency situations on election day.	Retain for four (4) years, then may destroy.	2012, revised 2015		50030061
CBE-80	Precinct Election Officials Performance Assessment -A 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 fifteen (15) months, then may destroy.	2012		50030052
CBE-81	Local Option Petitions - Local option petitions filed with county boards of elections	Retain four (4) years, then may destroy	2012		50030053
CBE-82	Notice of County Board of Elections Public Meeting - Notice of public meeting of a county board of elections - including regular, special or emergency meetings. Required by R.C. 121.22 (F).	Retain two (2) years, six (6) months, then may destroy.	2012		50030054
CBE-83	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 four (4) years, then may destroy.	2012		50030065
CBE-84	County Job & Family Services Voter Registrations Report - Quarterly report of number of voter registration forms received from county job and family services offices.	Retain one (1) year, then may destroy	2012		50030066
CBE-85	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 four (4) years, then may destroy.	2012, revised 2015		50030067
CBE-86	Authority to Vote Slips - Form given to elector at polling place indicating permission to cast a ballot.	Retain sixty (60) days after election, then may destroy provided no court action or court order.	2012		50030055
CBE-87	Post-Election Audit Reports - The original audit workbook verifying that the county board of elections 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 four (4) years, then may destroy.	2013, revised 2015		50030100
CBE-88	Ethics Forms - Forms required to be completed by board of elections staff verifying that they have been trained on and will comply with the Secretary of State's ethics policy and Ohio ethics law. Original signed forms will be provided to the Ohio Secretary of State's Office for board of elections permanent employees. Original signed forms will be retained for board of elections precinct election workers, rovers and/or any temporary persons employed to assist with the election.	Retain one (1) year, then may destroy.	2013		50030093

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Boards of Elections					
CBE-90	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.	2013, revised 2015		50030086
CBE-91	Elected Official and Appointment Certification Forms - Forms to report certifications of persons elected to office; report appointments to fill vacancies in nomination on the ballot; and/or report political affiliation of previous office holder certified by the board of elections director.	Retain six (6) years, then may destroy.	2013		50030087
CBE-92	Division of Liquor Control Rquests - 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 six (6) months, then may destroy.	2013		50030098
CBE-93	Precinct Election Officials Notices - Notices of acceptance, rejection, replacement or removal of precinct election officials. (R.C. 3501.22)	Retain one (1) year, then may destroy.	2013		50030094
CBE-94	Former Resident Presidential Ballot - Form required to be completed under chapter 3504 of the Ohio Revised Code, submitted to county board of elections requesting a presidential ballot. Copy sent to the Secretary of State.	Retain for twenty-two (22) months after the federal election, then may destroy provided no pending court action or order.	2013		50030095
CBE-95	Authorization for Elector to Update Signature - Allows an elector to update his or her voter signature with the county board of elections per R.C. 3501.05(AA).	Retain until signature updated or person no longer registered in county, then may destroy.	2013		50030097
CBE-96	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 six (6) months, then may destroy.	2013		50030088
CBE-97	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 may destroy.	2013		50030089
CBE-98	Election Day Precinct Incident Log - Log submitted by precinct election officials to county board of elections regarding incidents occurring at a precinct on Election Day.	Retain sixty (60) days after an election or twenty-two (22) months after a federal election, then may destroy provided no pending court action or order.	2013		50030090
CBE-99	Declaration of Intent to Change Political Party - 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(C).	Retain for ten (10) years, then may destroy.	2013		50030096
CBE-100	Absentee Voter Challenge - Statement of person challenged as to party affiliation when requesting an absentee voter's ballot.	Retain sixty (60) days after an election or twenty-two (22) months after a federal election, then may destroy provided no pending court action or order.	2013		50030091
CBE-101	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 four (4) years, then may destroy.	2013		50030092

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Boards of Elections					
CBE-102	Correspondence for DOB - Letters sent by Board of Elections requesting a registered voter to provide their date of birth.	Retain until no longer of administrative value, then may destroy.	2015	Upon the voter providing the date of birth and the board updating the voter's information in SWVRD there is no administrative, legal or fiscal value.	50030108
CBE-103	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 two (2) years, then may destroy.	2015	The file consists of decedent identifying information obtained from STEVE that are potential matches to electors in the SWVRD. This information assists in maintaining accurate voter rolls by eliminating the names of voters who are deceased. The county boards of elections download the file from the Secretary of State's website and save it in their electronic files.	50030115
CBE-104	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 two (2) years, then may destroy.	2015	Ohio law allows a board of elections to cancel the registration of a registered elector upon appropriate notification of the elector's death. Prior to cancelling the elector's voter registration, a board of elections is required to send written notification of cancellation to the elector's registration address.	50030118
CBE-105	Documentation of Campaign Finance Filings Examinations - Includes letters and audit checklists concerning examinations of campaign finance filings filed with the board of elections.	Retain in office for six (6) years, then may destroy.	2016	Filings kept for six (6) years as required by statute.	50030128