RECORDS RETENTION SCHEDULE

LG8

Board of Canvassers Records

September 1994
(Reissued June 1999)
(Reissued May 2004)
(Revised March 2010)
(Amended May 2016)
(Amended April 2017)

Office of the Secretary of State
Rhode Island State Archives & Public Records Administration
Rhode Island Local Government Records Program
33 Broad Street
Providence, Rhode Island 02903

Records Retention Schedule LG8
Board of Canvassers Records

This Records Retention Schedule has been developed by the Rhode Island Local Government Records Program of the State Archives in an effort to assist government officials in the proper management of public records.

The schedule consists of forty-four (44) separate sets of records, or series, recognized as those records generated by boards of canvassers. Included in each entry is a series number, records series title and description, and a retention period. For example,

Series No.	Series Title & Description	Retention Period
LG8.2.1	**Declarations** Declarations for candidacy for party primaries and independent candidates. Includes name and identifying information of candidates declaring for office.	**Retain twenty-six (26) calendar months from date of filing.**

The retention periods set forth in this document are minimum periods and are the result of analysis on the part of the State Archives concerning the legal, fiscal, administrative, and historical value of the records. Because many retention periods are based on state and federal statute and regulation, updates to this schedule may be issued to incorporate any changes.

Proper procedures for the destruction of public records must be adhered to. Records that are eligible for destruction can only be legally destroyed with an approved "Certificate of Records Destruction" (§38-1-10, §38-3-6 (j), and §42-8.1-10). A Certification of Records Destruction form and instructions are included with this schedule. State Archives staff members are always available to answer questions you might have regarding any records issues.

Local government officials should also consult with the municipal solicitor to determine if any records eligible for destruction may be involved in current, pending or anticipated litigation, any government investigation or regulatory proceeding, or request under the Access to Public Records Act (RIGL §38-2).

Office of the Secretary of State
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401-222-2353

Rhode Island State Archives & Public Records Administration

CERTIFICATION OF RECORDS DESTRUCTION

1. Department			
2. Division		3. Date	
In accordance with the Authority granted by Title 38 of the Rhode Island General Laws these records have met the legal retention requirements and are eligible for destruction.			
4. Record Series Number (from schedule)	5. Record Series Title	6. Dates to/from	7. Volume
8. 1 certify that I have reviewed the above listed records and authorize their destruction. Dept. Head or Records Custodian _____ State Archivist & Public Records Administrator _____			

Signed and executed Certificate is a permanent record. (§42-8.1-10)

May be reproduced locally

Certification of Records Destruction

Instructions for completing the form. Numbers below correspond with blocks on the Certification of Records Destruction form, a copy of which is provided on the previous page. The form may be reproduced.

1. Department - means any state or local government entity. Include the name of your city or town.

2. Division - means any sub-unit of any department.

3. Date - the date your department prepared the form.

4. Record Series Number - enter the exact series number. Each series listed on retention schedules has a unique identifying number. Series numbers are preceded by the letters LG on municipal schedules and on General Schedules by the letters GS.

5. Record Series Title - enter the exact record series title, as listed on the retention schedule. Each series title should correspond to the one cited in the schedule. If your department uses different titles than those found in the schedules, you may want to add the local title in square brackets [ ] under each entry on the form.
Note: Using the precise record series number and title will expedite the approval process.

6. Dates to/from - enter the earliest and latest dates covered by the records proposed for destruction. In most cases just the year will suffice.
Note: For purposes of calculating retention, do not count the year in which the records were created.
If the retention period of a particular series is qualified by wording such as "audit plus one year" or "three years after expiration," the date of the completed audit or the year of expiration needs to be also noted.

7. Volume - enter the volume of records to be destroyed. Volume is most easily measured by the number of inches or linear feet of records, although cubic foot measurements give a more accurate figure. A table of volumes and a cubic foot equivalency formula are provided below.

8. Department Head or Records Custodian - signature of the local official authorized to request records destruction.

Send the completed form to the Rhode Island State Archives. The Certificate will be reviewed, countersigned by the State Archivist/Public Records Administrator, and then returned. Upon receipt the records may legally be destroyed. The signed and executed Certification of Records Destruction must be retained as a permanent record under RIGL §42-8.1-10.

Table of Volumes

standard records storage box (15" x 12" x 10")	1.2 cubic foot
letter size file drawer	1.5 cubic feet
legal size file drawer	2 cubic feet
lateral file drawer	2.5 cubic feet

Cubic Foot Equivalency Formula

$$\frac{L \times W \times H \text{ (inches)}}{1728} = \text{cubic feet/unit}$$

For any lawsuit filed challenging an election, any record series herein must be retained until the final resolution of said lawsuit if longer than retention period stated therein.

LG8.1 Registration

LG8.1.1 Voter Registration Records

(a) Voter Registration Applications
Voter registration cards arranged alphabetically by voter's name. May include supporting records such as hard copies of official mailings, undeliverable official mailings (17-9.1-25(d)), and disaffiliation affidavits. Includes CVRS electronic copy and electronically transmitted voter registration applications from the Department of Motor Vehicles. *May include* scanned images of voter confirmation cards, disaffiliation affidavits or any official mailing from the state board, local board or Office of the Secretary of State (RIGL 17-9.1-26)

Retention: Retain original voter registration card and supporting records until voter's registration is cancelled in the CVRS. Secretary of State Elections Division retains voter registration data for five (5) years from the date of cancellation.

Note: If supporting records are kept separate from the voter registration record, see other approved retention periods in this schedule.

(b) File Copy – Obsolete

(c) Verification Record – Obsolete

(d) Voter Removals – Obsolete

Retention: Retain existing paper records five (5) years from removal.

(e) Cancellation Receipts – Obsolete

Retention: Retain existing paper records five (5) years.

(f) Out of Town Registrations
This step is eliminated per 2007-PL-384

Retention: Retain original voter registration card and supporting records until voter's registration for the prior municipality is cancelled in the CVRS by the new registration.

Note: Existing Out-of-Town registrations prior to changes enumerated in 2007-PL-384 should be retained five (5) years from date of forwarding.

LG8.1.1 Voter Registration Records (continued)

(g) Foreign Absentee Registrations
Municipal voters living outside the country who are registered to vote only in federal elections. May include affidavit verifying same.

Retention: Maintain separate from active municipal voting registrations. Retain as long as voter is active and living outside the United States, then five (5) years.

LG8.1.2 Party Affiliation Cards - Obsolete
Voter party affiliation preference. Includes name, address, party preference, and signature.

Retention: Retain hard copies until superseded.

LG8.1.3 Disaffiliation Affidavits
Voter change of party preference. Verification of name, address, previous party preference, and signature.

Retention: Retain hard copies until superseded.

LG8.1.4 Address Change Forms – Obsolete series (See LG8.1.1)

Note: Retain existing paper records one (1) year.

LG8.1.5 Voter Residency Certificates - Obsolete
Municipal certificate verification of voter residency. May include name and address or other identifying information pertaining to a particular active voter seeking confirmation.

Note: Retain existing paper records one (1) year.

LG8.1.6 Re-Districting Notices (new series)
Electronic and hard copies of re-districting notices sent from the municipality to voters regarding changes in the voting district. Includes un-deliverable notices and electronic mailing lists. These notices are not used in the removal process.

Retention: Retain three (3) years.

LG8.1.7 NCOA Cards and Lists (new series)
Address confirmation mailings based on the change of address information provided by or through the United States Postal Service National Change of Address Program (RIGL § 17-9.1-26 (e)).

Retention: Retain three (3) years.

LG8.1.8 Voter Confirmation Cards and Lists (new series)
Official statewide mailings conducted by the Secretary of State Elections Division (or any other official mailing from the state board or local board) for purposes of updating the voter rolls. May include undeliverable cards that initiate the removal process.

Retention: Retain three (3) years.

LG8.1.9 Disaffiliation Due to Decertification of Party (New series added 4/2017)
When a party is decertified (see RIGL 17-1-2 (9)), a voter's affiliation with that decertified party will be changed to "unaffiliated" by the local board per instructions by the State Board of Elections. Records include but are not limited to: correspondence from the State Board of Elections, copies of notices of disaffiliation sent to voters, and voters' lists.

Retention: Retain three (3) years.

LG8.2 Candidates

LG8.2.1 Declarations
Declarations for candidacy for party primaries and independent candidates. Includes names and identifying information of candidates declaring for office.

Retention: Retain twenty-six (26) calendar months from date of filing.

LG8.2.2 Endorsements
Filings of endorsement by state committees, district committees, and ward, city and town committees of candidates to be voted for by state at large or by congressional district.

Retention: Retain twenty-six (26) calendar months from date of filing.

LG8.2.3 Nomination Papers
Party and independent nomination papers for candidates to be voted for by state at large, congressional district, ward, city or town elections.

Retention: Retain twenty-six (26) calendar months from date of filing.

LG8.2.4 Nomination Objections
Objections to party and independent nomination papers for state or local offices.

Retention: Retain twenty-six (26) calendar months from date of filing.

LG8.2.5 Candidates Lists
Lists of party candidates for city and town elections filed by town, ward, or city committees. Data includes: name and address of candidate, order in which they will appear on the ballot, office sought, and term of office.

Retention: Retain three (3) years.

LG8.2.6 Candidate Withdrawals
Certificates of withdrawal from primary nominations and independent candidates for state and local offices. Includes candidate statement concerning reason for withdrawal.

Retention: Retain twenty-six (26) calendar months from date of filing.

LG8.2.7 Certificates of Nomination
Certificate of candidate nomination. Includes name and address of candidate, office sought, date of nomination, and board of canvass and registration verification.

Retention: Retain three (3) years.

LG8.2.8 Certificates of Election
Copies of election certificates presented to candidates upon verification of election.

Retention: Retain three (3) years.

LG8.2.9 Petition for Qualifying as a Political Party (New series added 5/2016)
Board of Elections form for obtaining signatures of qualified electors in the municipalities in accordance with the provisions of RIGL §17-1-2 (9). Signatures on this record are verified by the local canvassing board and original petitions are forwarded to the State Board of Elections. Includes copies of petitions and correspondence.

Retention: Retain three (3) years.

LG8.3 Elections

LG8.3.1 Election Document Files
Various election records arranged by election or primary. Documents may include master tally sheets, lists of polling places, sample ballots, State Board of Elections receipt of returns, election returns, poll workers lists, election officials certificates and oaths, returned ballot certificates, voting machine returns, audit trails, emergency and mail ballot applications and lists, lists of candidates, newspaper notices, notices of recount, copy of certificates of election, election inspectors lists, unofficial tallies, correspondence and notices to/from State Board of Elections, Office of the Secretary of State, Board of Canvassers, and other affidavits, lists, or certificates pertaining to a particular election or primary.

Note: The documents listed above may or may not be filed as separate series. If filed separately, refer to other series and retention periods listed herein.

Retention: Retain three (3) years.

LG8.3.2 Challenge Lists
Name and address of all persons who are determined to be ineligible to vote in the ensuing election, at any time after the registration binders have been locked, sealed, and certified to serve as the official voting list. Such lists shall also include all persons who have been furnished mail ballots.

Retention: Retain until next primary or election.

LG8.3.3 Final Voting Lists
Final canvass certification list of voters deemed eligible to vote preceding an election or primary.

Retention: Retain until next primary or election.

LG8.3.4 Committee Lists
Lists of officers and members of all city, town, and district committees organized for the purpose of nominating and endorsing party candidates, electing ward committees.

Retention: Retain three (3) years.

LG8.3.5 Affidavits
Affidavit confirmation of voters requiring or requesting action or special accommodation during a given election or primary. Affidavits may include the following:

(a) Right to Vote Challenge
Affidavit confirming voter party affiliation during a primary when such affiliation has been challenged by a primary official.

(b) Voter Identity Challenge
Identity certification confirming name, signature, of voter whose registration records have been designated as inactive.

(c) Voter Omission Challenge
Challenge by voter whose name has been stricken from any voting list.

(d) Voter Requiring Assistance
Name, address, signature, assistant, and application number of voter in need of assistance to vote due to blindness, illiteracy, or incapacitation.

(e) Voter Signing with a Mark
Verification of name, address, town, city, of voter unable to sign ballot. Affidavit signed by warden and party supervisors.

(f) Obtaining Signatures
Oath of presence confirmation of persons obtaining signatures for the purpose of endorsing nomination papers.

Retention: Retain three (3) years.

LG8.3.6 Ballot Applications (Poll Lists or Poll Books)
Numbered verification slips completed at the time of voting certifying date of ballot, ballot type (primary, general election, special election), town/city name, statement of voter as to being registered, and voter signature and address.

Retention: Retain three (3) years.

LG8.3.7 Primary/Election Returns
Consists of individual machine numbers, polling place designation, date of election, total votes registered by machine, candidate, referenda, or question as well as signatures of election inspectors, wardens, clerks.

Retention: Retain three (3) years.

LG8.3.8 Recount Petitions
Candidate requests for recount of individual machine or paper ballot tallies. Includes candidate's reason for request.

Retention: Retain twenty-six (26) calendar months from date of request.

LG8.3.9 Mail Ballot/Emergency Mail Ballot Applications and Lists
Applications for mail ballots and emergency mail ballots, copies of application certifications, and certified lists of mail ballots and emergency mail ballots. May be accompanied by affidavits or medical certificates identifying patient, type of medical condition, date of examination, and signature of attending physician. Applications may include:

(a) Applications by members of the Armed Forces in Active Service
Includes name, Rhode Island address, military address, length of time assigned to duty station, and signature of military commander and applicant verifying same.

(b) Applications by Temporarily Disabled or Incapacitated Voters
Includes name, address, town, date of election requested, and signature of voter. Accompanied by medical certification.

(c) Applications by Foreign Absentee
Includes name, Rhode Island address, place of birth, date of birth, present address, and signature of witness of voters living abroad who are restricted to vote only for federal officers.

(d) Applications by Serviceman's Dependent Voter
Qualified voters (spouse, children) of members of the armed forces in active service who are absent from the state. Consists of affidavit verifying voter authenticity and qualification.

Retention: Retain until the first day of September in the second year after the lists were received.

LG8.3.10 Automatic Mail Ballot Record
Applications, affidavits and other related certifications confirming name, address, city, town, of voters requiring automatic mail ballots because of being a shut-in voter or a Peace Corps. volunteer. May include medical certificates verifying voter disability or incapacitation.

Retention: Retain as long as voter is active or status remains unchanged.

LG8.3.11 Ballots
Municipal ballots for voters for candidates, referenda and questions at local elections. Also referred to as "voted ballots." May include paper ballots, mail ballots, optical scan ballots, voided ballots or irregular ballots.

Retention: Retain twenty-two (22) months from date of election (RIGL § 17-19-39.1).

LG8.4 Administration

LG8.4.1 CVR Reports
Alphabetical print-out of names added to and deleted from current municipal voting list. Supplied to the Central Voter Registry (CVR). Data includes voter identification number, name, address, date of birth, process date, and reason for removal.

(a) Weekly Reports
Weekly compilation of all new voter registrations, address changes, and removals.

Retention: Retain one (1) year.

(b) Monthly Reports
Compilation of all new voter registrations placed on the active voting list for the previous month.

Retention: Retain one (1) year.

(c) Annual Report of 5-year Removals
Compilation of all voter registrations removed from the active voting list that has met the 5-year requirement due to inactivity or death

Retention: Retain four (4) years.

LG8.4.2 Death Notices
Lists and data of deceased persons forwarded by the office of the municipal registrar of births, marriages, and deaths and/ or the Elections Division via data received by the Department of Health. Used for removals from the voter registration lists. May include monthly reports.

Retention: Secretary of State Elections Division retains data for four (4) years.

Note: Existing paper records should be retained one (1) year.

LG8.4.3 Voting Books
Record of votes cast for candidates, referendum questions, bonds, etc. Includes individual machine tallies and totals of votes cast. May include actual machine ballots. Signed by the warden and clerk.

Retention: Permanent.

LG8.4.4 Election Books/Tally Sheets
Record of elections occurring within each municipality. Includes type of election, name of candidates, offices sought, votes by district, number of mail ballots, election return forms (RIGL § 17-19-11) and local board copy of the tape of the optical scan precinct count unit

Retention: Permanent (RIGL§ 17-22-7).

Note: Election books were replaced by tally sheets after the implementation of the CVRS in 2005.

LG8.4.5 Minute Books
Minutes of Board of Canvassers meetings including agendas.

Retention: Permanent.

LG8.4.6 Certificates of Records Destruction
Certification of Records Destruction forms (PRA 003) signed by authorized agency official and submitted to, and signed by, the State Archivist/Public Records Administrator. Certificates authorize the disposal of records listed in this and other applicable schedules.
(RIGL § 38-1-10, § 38-3-6, and § 42-8.1-10.)

Retention: Permanent.

LG8.4.7 Voting District Maps
Maps indicating voting district boundaries and numbers.

Retention: Permanent.

LG8.4.8 Voting District Street Books
Alphabetical lists of streets (and house numbers where street encompasses more than one district) giving senatorial, representative, and ward numbers.

Retention: Retain as long as voting district lines remain the same, plus one (1) year.

LG8.4.9 Census Card Index
Alphabetical street index detailing registered voters within each voting district.

Retention: Retain as long as voting district lines remain the same, plus one (1) year.

LG8.4.10 Naturalization Papers and Index
Proof of citizenship papers or index indicating name, address, country and date of birth and naturalization. May include Department of Labor and Commerce jackets of naturalization papers, certificates of naturalization, state and U.S. circuit court naturalization papers.

Retention: Permanent.

LG8.4.11 Oath of Office
Record of sworn oaths by members of Board of Canvassers.

Retention: Retain six (6) years.

LG8.4.12 Poll Workers Lists
Lists submitted by state party committee chairmen of persons to work at polling places as wardens, moderators, clerks, supervisors, checkers, and poll watchers.

Retention: Retain until updated, superseded or of no further administrative value.

LG8.4.13 Election Officers Certificates
Certificates of qualification and instruction of election officials. May include affidavits verifying same and application for attendance at school of instruction for election officials.

Retention: Retain one (1) year.

LG8.4.14 Jury Lists
Lists sent to the Municipal Clerk or Board of Canvassers by the Jury Commissioner. Used for removals from the voter registration lists (RIGL § 9-9-1.).

Retention: Retain five (5) years.

LG8.4.15 Felon Lists
Lists and or data sent to the Municipal Clerk or Board of Canvassers by the Office of the Secretary of State as forwarded by the Department of Corrections pursuant to RIGL § 8-15-8. Used for removals from the voter registration lists (RIGL § 17-6-1.) and reinstatement of voting rights. May include monthly reports. (RIGL § 17-9.2).

Retention: Secretary of State Elections Division retains data for four (4) years.

Note: Retain existing paper records one (1) year.

See also:

GRS1 Executive, High-Level and Policy Making Records
GRS2 Legal Records
GRS3 Safety and Security Records
GRS4 Facilities Records
GRS5 Daily Operations Records
GRS6 Records Management Records
GRS7 Information Management Records
GRS8 Fiscal Records (if not fiscal authority)
GRS9 Personnel Records (if not delegated authority)

All GRS schedules are available at:
http://sos.ri.gov/divisions/frequent-filers/records-management