

Section E: RECORDS RETENTION SCHEDULE (RC-2) - Part 2

See instructions before completing this form.

Butler County Board of Elections

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
CBE-01	Absentee Ballot Applications: Civilian and Military - Applications.	Retain four (4) years then destroy	Paper - wastepaper		<input type="checkbox"/>
CBE-02	Absentee Voter Register: Civilian - record of absentee voters.	Retain permanently	Paper - permanent		<input type="checkbox"/>
CBE-03	Absentee Voter Register: Military - record of absentee voters.	Retain permanently	Paper - permanent		<input type="checkbox"/>
CBE-04	Abstract of Votes - Abstract of votes cast in all elections.	Retain permanently	Paper - permanent		<input type="checkbox"/>
CBE-05	Audit Report - Report of the state examiner.	Retain one (1) copy permanently	Paper - permanent		<input type="checkbox"/>
CBE-06	All Ballots - 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)	Paper - wastepaper		<input type="checkbox"/>
CBE-07	Ballots: Sample - Record of bond issues and tax levies in form of sample ballots.	Paper: Retain paper copies eight (8) years in office, then contact State Archives for review and possible transfer. Paper copies may be scanned and electronic files reviewed by State Archives. Paper copies may then be destroyed. Electronic: Retain electronic copies eight (8) years, then contact State Archives for review and possible transfer.	Paper - Archives; Electronic - Archives		<input type="checkbox"/>
CBE-08	Bids: Unsuccessful - copies of unsuccessful bids.	Retain two (2) years after contract awarded, then destroy	Paper - wastepaper		<input type="checkbox"/>
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.	Paper - wastepaper		<input type="checkbox"/>
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	Paper - wastepaper		<input type="checkbox"/>
CBE-11	Campaign Expense Reports - Candidates' expense reports filed.	Retain six (6) years then destroy	Paper - wastepaper		<input type="checkbox"/>

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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.	Paper - wastepaper		<input type="checkbox"/>
CBE-13	Correspondence - General Office Correspondence.	Retain one (1) year then destroy	Paper - wastepaper		<input type="checkbox"/>
CBE-14	Certificates of Annexation - Copy of annexation ordinances, etc.	Retain permanently	Paper - permanent		<input type="checkbox"/>
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	Paper - wastepaper		<input type="checkbox"/>
CBE-17	Ledger of Receipts and Expenditures - Board's financial record.	Retain six (6) years and until all items are cleared and audited by Auditor of State and audit report is released, then destroy	Paper - wastepaper		<input type="checkbox"/>
CBE-18	Petitions of Candidates - Accepted and rejected petitions for elections; declarations of intent to be write-in candidates.	Retain for six (6) years, then may destroy.	Paper - shred		<input type="checkbox"/>
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.	Paper - wastepaper		<input type="checkbox"/>
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	Paper - wastepaper		<input type="checkbox"/>
CBE-22	Receipts and Expenditures: Candidates - Campaign financial history for candidates.	Retain six (6) years then destroy	Paper - wastepaper		<input type="checkbox"/>
CBE-23	Receipts and Expenditures: Questions and Issues - Campaign financial history: for/against questions and issues.	Retain two (2) years then destroy	Paper - wastepaper		<input type="checkbox"/>
CBE-24	Receipt Books: Election Papers - Office receipt book for ethics material & campaign financing statements issued.	Retain one (1) year then destroy	Paper- wastepaper		<input type="checkbox"/>
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	Paper - wastepaper		<input type="checkbox"/>

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BE-26A	Resolutions on Bond Issues that Pass - Copies of resolutions by governmental bodies authorizing placement of issues on the ballot.	Retain for the life of the bond, then destroy	Paper - wastepaper		<input type="checkbox"/>
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	Paper - wastepaper		<input type="checkbox"/>
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	Paper - wastepaper		<input type="checkbox"/>
CBE-28	Ward & Precinct Maps - Political sub-division precinct boundaries.	Retain permanently	Paper - permanent		<input type="checkbox"/>
CBE-29	Withdrawal of Candidacy Notices - Notices of withdrawal received.	Retain one (1) year after election then destroy	Paper - wastepaper		<input type="checkbox"/>
CBE-30	Minutes of the Board of Elections - Record of proceedings.	Retain permanently	Paper - permanent		<input type="checkbox"/>
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	Paper - wastepaper		<input type="checkbox"/>
CBE-32	Registration Cards: Active - Master and precinct cards files for currently registered voters.	Retain permanently	Paper - permanent		<input type="checkbox"/>
CBE-33	Registration Cards: Inactive - Cancelled voter registration cards.	Retain permanently	Paper - permanent		<input type="checkbox"/>
CBE-34	Transfer of Registrations - Record of voters' transfer of registration from one area to another.	Retain four (4) years, then destroy	Paper - wastepaper		<input type="checkbox"/>
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	Paper - wastepaper		<input type="checkbox"/>
CBE-36	Change of Address/Name Notifications - Written notices from registered voters of a change of address or name, including R.C. 3503.16(8)(1) notice of change of name (SOS prescribed form 10-L).	Retain four (4) years, then may destroy.	Paper - wastepaper		<input type="checkbox"/>
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	Paper - wastepaper		<input type="checkbox"/>
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	Paper - wastepaper		<input type="checkbox"/>

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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	Paper - wastepaper		<input type="checkbox"/>
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.	Paper - shred; Electronic - delete		<input type="checkbox"/>
CBE-44	Registration Confirmation Notices - Confirmation notices sent by the county boards to voters in order to verify registration records; and returned confirmation notices with updated or confirmed information. Boards maintain a list of these responses.	County Board will retain for five (5) years, then may destroy.	Paper - shred		<input type="checkbox"/>
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.	Paper - wastepaper		<input type="checkbox"/>
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.	Paper - shred		<input type="checkbox"/>
CBE-47	Acknowledgement or confirmation cards - Acknowledgement or confirmation cards returned.	Retain four (4) years, then destroy	Paper - recycle		<input type="checkbox"/>
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)	Paper - recycle		<input type="checkbox"/>
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.	Paper - recycle		<input type="checkbox"/>
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.	Paper - wastepaper		<input type="checkbox"/>
CBE-51	Proclamations of elections or legal advertisement of questions and issues - Proclamations of elections or legal advertisement of questions and issues.	Retain one (1) year, then destroy	Paper - recycle		<input type="checkbox"/>
CBE-52	Challenge forms - Challenge forms pursuant to R.C. 3505.20	Retain for two (2) years, then destroy	Paper - recycle		<input type="checkbox"/>
CBE-53	Observer forms - Observer forms pursuant to R.C. 3505.21.	Retain one (1) year, then destroy	Paper - recycle		<input type="checkbox"/>

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CBE-54	Census block reprecincting waiver form and accompanying maps - Census block reprecincting waiver form and accompanying maps.	Retain four years (4), then destroy	Paper - recycle		<input type="checkbox"/>
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, and then may destroy. For any Form 10-T completed during the May 6, 2014 primary election, retain until May 6, 2016, then may destroy.	Paper - wastepaper		<input type="checkbox"/>
CBE-56	Verification of handicapped accessible parking spaces and polling locations - Verification of handicapped accessible parking spaces and polling locations.	Retain one (1) year, then destroy	Paper - recycle		<input type="checkbox"/>
CBE-57	Certification of training hours completed - Certification of training hours completed.	Retain two (2) years, then destroy	Paper - recycle		<input type="checkbox"/>
CBE-58	Election Calendars - Election Calendars.	Retain until no longer of administrative value, then destroy	Paper - recycle		<input type="checkbox"/>
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.	Paper - wastepaper		<input type="checkbox"/>
CBE-60	Proofs of ballots - Proofs of ballots.	Retain 60 days after election, then destroy provided no pending court action or court order	Paper - recycle		<input type="checkbox"/>
CBE-61	Report Forms for local questions & issues including approved ballot language - 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	Paper - recycle		
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.	Paper - wastepaper		
CBE-63	Certificates of results - certificates of results pursuant to R.C. 3505.32 and 3513.22.	Retain six (6) years, then destroy	Paper - recycle		
CBE-64	Copies of state issues petitions or statewide candidate petitions - Copies of state issues petitions or statewide candidate petitions.	Retain 60 days after election, then destroy provided no pending court action or court order	Paper - recycle		

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CBE-65	Unofficial election results - Unofficial election results.	Retain 60 days after election, then destroy provided no pending court action or court order	Paper - recycle		
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	Paper - recycle		
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	Paper - recycle		
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	Paper - recycle		
CBE-69	Reimbursement of poll worker training - Reimbursement records of costs of training poll workers.	Retain two (2) years or until audited, then destroy	Paper - recycle		
CBE-70	Statewide Voter Registration Database Reports - This record series includes, but is not limited to, data quality reports and duplicate reports generated by the statewide voter registration database and sent to boards of elections to correct or add to a voter's record.	Retain for 60 days or until no longer of administrative value, then may destroy.	Paper - shred; Electronic - delete		
CBE-71	Duplicate or incomplete voter registration forms - Duplicate or incomplete voter registration forms.	Retain for 4 (four) years, then destroy	Paper - recycle		
CBE-72	Returned undeliverable 60 day notices - 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	Paper - recycle		
CBE-73	Transmittal forms that accompany voter registration forms from agencies - Transmittal forms that accompany voter registration forms from agencies.	Retain 2 (two) years, then destroy	Paper - recycle		
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	Paper - recycle		
CBE-75	Copies of identification provided by electors with an absentee ballot and identification envelope - Copies of identification provided by electors with an absentee ballot and identification envelope.	Retain for 90 (ninety) days from the date received, then destroy	Paper - recycle		
CBE-76	Copies of identification provided by the UOCAVA voter with a Federal Postcard application - Copies of identification provided	Retain 4 (four) years from the date received, then destroy	Paper - recycle		

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	by a (UOCAVA) voter with a federal postcard application. (UOCAVA) = Uniform and oversees citizen absentee voting act.				
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	Paper - permanent		
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.	Paper - trash		
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.	Paper - shred; Electronic - delete		181
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.	Paper - wastepaper		
CBE-81	Local Option Petitions - Local option petitions filed with county boards of elections.	Retain four (4) years, then may destroy	Paper - wastepaper		
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.	Paper - wastepaper		
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.	Paper - wastepaper		
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	Paper - wastepaper		
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.	Paper - wastepaper		
CBE-86	Authority to Vote Slips - Form given to elector at polling place indicating permission to cast a	Retain sixty (60) days after election, then may	Paper - wastepaper		

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	ballot.	destroy provided no court action or court order.			
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.	Paper - wastepaper		
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.	Paper - wastepaper		
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.	Paper - shred		
CBE-91	Elected Official and Appointment Certification Forms - Forms to report certifications of persons elected to office; report of certifications of persons appointed to elective 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.	Paper - wastepaper		
CBE-92	Division of Liquor Control Requests - 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.	Paper - wastepaper		
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.	Paper - wastepaper		
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.	Paper - shred		
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.	Paper - shred		

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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.	Paper - wastepaper		
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.	Paper - shred		
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.	Paper - shred		
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.	Paper - shred		
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.	Paper - wastepaper		
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.	Paper - wastepaper		
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.	Paper - shred		
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.	Electronic - delete		
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	Retain two (2) years, then may destroy.	Paper - shred		

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	death of a registered elector. (SOS prescribed forms 255-C and 255-D)				
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.	Paper - shred; Electronic - delete		
CBE-106	Precinct Official Registration List - The complete and official registration list for each precinct of all qualified registered voters in the precinct that must be prepared fourteen (14) days before an election. Per R.C. 3503.23, this list (in paper or electronic form) is to be made available at the board of elections for viewing by the public during normal business hours.	Retain two (2) years, then may destroy.	Paper - shred; Electronic - delete		
CBE-107	Backup Signature Pollbook - Printed, blank signature pollbooks that have been prepared as backup in case of problems with the electronic pollbook, but then not used during the election.	Retain for 60 days or until no longer of administrative value, then may destroy.	Paper - shred		
CBE-108	Verification of UOCAVA Compliance - Copy of form to be completed by county board of elections verifying compliance with the Uniformed and Overseas Civilian Absentee Voting Act (UOCAVA) and submitted to the Ohio Secretary of State's office.	Retain for two (2) years, then may destroy.	Paper - shred; Electronic - delete		
CBE-109	Safe At Home Confidential Voter Registration Request - This record series includes, but is not limited to, the Request to Have a Confidential Voter Registration Record and any related materials.	Retain permanently.	Paper - permanent; Electronic permanent		
CBE-110	Safe At Home Acknowledgement Notice - This record series includes, but is not limited to, Acknowledgement Notices sent to Safe At Home participants that have been returned undeliverable and any related materials.	Retain for four (4) years, then may destroy.	Paper - shred; Electronic - delete		
CBE-111	Safe At Home Confidential Voter Registration Cancellation - This record series includes, but is not limited to, the Request to Cease Having a Confidential Voter Registration Record and any related materials.	Retain permanently.	Paper - permanent; Electronic permanent		
CBE-112	Safe At Home Absentee Identification Envelope Supplement - This record series includes, but is not limited to, the Absent Voter's Ballot Identification Envelope Supplement and any related materials.	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.	Paper - shred; Electronic - delete		
CBE-114	Electronic Pollbook Records - This record series includes, but is not limited to, audit and transaction records and images of signatures captured that are produced by electronic	Retain six (6) years, then may destroy.	Electronic - delete		

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	pollbooks.				
CBE-115	Federal Write-in Absentee Ballot (FWAB) Election Notice - A notice required to be prepared prior to an election that provides the list of offices and questions and issues that will appear on the ballot and which includes specific instructions for uniformed services and overseas voters on casting the FWAB. (R.C. 3511.16)	Retain for one (1) year, then may destroy.	Paper - trash; Electronic - delete		
CBE-116	Recounts - Records produced by the recounting of ballots and re-examination of the reconciliation of records of the official results of an election. (R.C. 3515)	Retain for six (6) years, then may destroy.	Paper - shred; Electronic - delete		
CBE-117	Notice of Voter Registration Cancellation - A notice or letter returned by a voter in response to a notification regarding possible cancellation of the voter's registration.	Retain for five (5) years, then may destroy.	Paper - shred		
CBE-118	Help America Vote Act (HAVA) Records - Records of grants received for election related equipment.	Retain until state and federal audits have been conducted, audit reports released, and audit resolutions issued or resolved, then destroy.	Paper - shred; Electronic - delete		
CBE-119	Precinct Election Official Training Materials - This series includes, but is not limited to, training manuals, quick reference guides and related materials that are used to train precinct election officials prior to an election.	Retain for one (1) year or until replaced by updated training materials, whichever occurs first, then may destroy.	Paper - shred; Electronic - delete		
CBE-120	Election Night Reporting - This record series covers any documents created or used for Election night reporting. This includes, but is not limited to, test scripts, test reports, mock election instructions, mock election proofing material or candidate proofing material.	Retain for two (2) years, then may destroy.	Paper - shred; Electronic - delete		
CBE-121	Political Party Change Reports - This record series includes reports done after a primary election that reflect political party affiliation changes and any support materials.	Retain for three (3) years, then may destroy.	Paper - trash; Electronic - delete		
CBE-122	Notices to Voter Registration Records Pending Cancellation - This record series includes notices sent to addresses of voter registration records that are subject to cancellation under federal and state law.	Retain for five (5) years, then may destroy.	Paper - shred; Electronic - delete		
BOE-ADM-900	Accident Reports - Report of personal or property damage arising from county vehicle or occurring on county property.	Retain for two (2) years after fiscal year.	Paper - shred		
BOE-ADM-901	Agendas - A list of items to be discussed and/or acted upon during Board meetings.	Retain for four (4) years after information is obsolete and has been typed and approved in Board Meeting Minutes.	Paper - shred		

Section E: RECORDS RETENTION SCHEDULE (RC-2) - Part 2

See instructions before completing this form.

Butler County Board of Elections

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
BOE-ADM-902	Audio Recordings of Meetings - Verbatim recordings of Minutes later summarized into written official proceedings or Minutes.	Retain for two (2) years after transcribed and minutes approved.	Audio		
BOE-ADM-903	Budget All department Budgets.	Retain for three (3) years, then may destroy.	Paper - shred; Electronic - delete		
BOE-ADM-904	Financial Records - Records pertaining to financial transactions including accounts receivable and accounts payable; bank statements; pay-ins to treasury; purchase orders; requisitions; invoices; warrants/bill backs; bill schedules (listing of warrants to be paid); detail reports (checks written during month, current line item balances); cash and account books; receipts; canceled checks; vouchers; appropriation adjustments; transfers; encumbered and unencumbered amounts; and remaining balances; monthly expenditures statements; petty cash; inventories; etc.	Retain for three (3) years after audited, then may destroy.	Paper - shred; Electronic - delete		
BOE-ADM-905	Litigation Records - Records related to legal claims against an office and subsequent legal actions and court proceedings.	Retain for five (5) years after case is closed and appeals exhausted, then may destroy.	Paper - shred; Electronic - delete		
BOE-ADM-906	Contracts - (ORC 2305.06) Legal agreements with individuals, organizations, or entities to procure goods and/or services.	Retain for fifteen (15) years after expirations, then may destroy.	Paper - shred; Electronic - delete		
BOE-ADM-907	Employment Applications/Resumes - Unsuccessful/not-hired application submissions for open job positions not chosen for employment; includes unsolicited resumes.	Retain for three (3) years, then destroy.	Paper - shred; Electronic - delete		
BOE-ADM-908	Federal Grant Files - Documents the application, evaluation, awarding, monitoring, and tracking of grants received.	Maintain records as required by grant; if retention unspecified, five (5) years provided all State or Federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved, then may destroy.	Paper - shred; Electronic - delete		
BOE-ADM-909	Insurance Policies - Documents listing terms and conditions between county and insurance providers.	Retain for two (2) years after expiration, provided all claims settled and appeals exhausted, then may destroy. (ORC 2305.10)	Paper - shred; Electronic - delete		
BOE-ADM-910	Leave Requests/Work Schedule	Retain until no longer of Administrative value.	Paper - shred; Electronic -		

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Butler County Board of Elections

(Local Government Entity)

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
			delete		
BOE- ADM-911	Payroll Records - Department copies including but not limited to time sheets, overtime documentation records, and timecards.	Retain for three (3) years after end of fiscal year - provided audited, then may destroy.	Paper - shred; Electronic - delete		
BOE- ADM-912	Personnel Records - Documentation of service throughout the durations of an individual's employment.	Retain for two (2) years after employee terminates purge extraneous records. Retain retirement waivers, service record and leave balances. Imaging and destroy paper copy.	Paper - shred		
BOE- ADM-913	Logs - Track incoming/outgoing calls	Retain for six (6) months or until no longer of administrative value, then may destroy.	Paper - shred; Electronic - delete		
BOE- ADM-914	Travel Expense Reports - Requests for reimbursement for employee travel.	Retain for three (3) years after end of fiscal year - provided audited, then may destroy.	Paper - shred; Electronic - delete		
BOE- ADM-915	Ballot Box Recordings - Surveillance recording of ballot box	Retain for one (1) year, then destroy.	Electronic - delete		
BOE- ADM-916	Copies of Records - Additional copies of records or images which are no longer required and serve no useful purpose. Until no longer of administrative value.	Until no longer of administrative value.	Paper - shred; Electronic - delete		
BOE- ADM-917	Drafts/Transient Records - Preliminary working documents and other documents which serve to convey information of temporary importance in lieu of oral communication.	Until no longer of administrative value.	Paper - shred; Electronic - delete		