

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 & 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 & Unused	Retain until eighty- one (81) days after an election, then destroy provided no pending court action or court order (RC 3505.31)	Paper – Shred; Electronic - Delete		<input type="checkbox"/>
CBE-06F	All Ballots: Federal All ballots: Used & Unused	Retain twenty-two (22) months after a federal election, then destroy provided no pending court action or court order (RC 3505.31)			<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"/>

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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 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"/>
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 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-16	Not assigned				
CBE-17	Ledger of Receipts & 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 destroy	Paper - Shred		<input type="checkbox"/>

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CBE-19	<p>Pollbooks, Poll Lists & Related Materials</p> <p>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</p>	Retain two (2) years, then destroy	Paper - Wastepaper		<input type="checkbox"/>
CBE-20	Not assigned				
CBE-21	<p>Poll Officials Record/Precinct Record</p> <p>List maintained by county boards of elections that contains contact information of qualified individuals available to serve as judges or precinct election officials</p>	Retain two (2) years, then destroy	Paper - Wastepaper		<input type="checkbox"/>
CBE-22	<p>Receipts & Expenditures: Candidates</p> <p>Campaign financial history for candidates</p>	Retain six (6) years, then destroy	Paper - Wastepaper		<input type="checkbox"/>
CBE-23	<p>Receipts & Expenditures: Questions & Issues</p> <p>Campaign financial history: for/against questions and issues</p>	Retain two (2) years, then destroy	Paper - Wastepaper		<input type="checkbox"/>
CBE-24	<p>Receipt Books: Election Papers</p> <p>Office receipt book for ethics material and campaign financing statements issued</p>	Retain one (1) year, then destroy	Paper - Wastepaper		<input type="checkbox"/>
CBE-25	<p>Receipt Books: Monies</p> <p>Office copy of financial receipts issued</p>	Retain until audited by Auditor of State and audit report is released, then destroy	Paper - Wastepaper		<input type="checkbox"/>
CBE-26A	<p>Resolutions on Bond Issues that Pass</p> <p>Copies of resolutions by governmental bodies authorizing placement of issues on the ballot</p>	Retain for the life of the bond, then destroy	Paper - Wastepaper		<input type="checkbox"/>
CBE-26B	<p>Resolutions Except for Bond Issues that Pass</p> <p>Copies of resolutions by governmental bodies authorizing placement of issues on the ballot</p>	Retain five (5) years after election, then destroy	Paper - Wastepaper		<input type="checkbox"/>

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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 card 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 RC 3503.16(B)(1) notice of change of name (SOS prescribed form 10-L)	Retain four (4) years, then destroy	Paper - Wastepaper		<input type="checkbox"/>
CBE-37	Elector Application for Correction or Challenge Form Forms to be completed pursuant to RC 3505.20, RC 3513.19 and RC 3513.20	Retain two (2) years, then destroy	Paper - Wastepaper		<input type="checkbox"/>

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CBE-38	Absentee Identification Envelopes Statement of absentee voter and absent voter's ballot identification envelope supplement	Retain ninety (90) days after an election, then destroy, pending no court action or court order	Paper - Wastepaper		<input type="checkbox"/>
CBE-38F	Absentee Identification Envelopes: Federal Statement of absentee voter and absent voter's ballot identification envelope supplement	Retain twenty-two (22) months after a federal election, then destroy, pending no court action or court order	Paper - Wastepaper		<input type="checkbox"/>
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-41	Not assigned				
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 destroy provided audited and audit report has been released	Paper - Shred; Electronic - Delete		<input type="checkbox"/>
CBE-43	Not assigned				
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	Retain five (5) years, then 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"/>

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CBE-46	<p>Confirmation or Acknowledgement Notice Lists Lists of names and addresses of persons who were sent confirmation or acknowledgment notices</p>	Retain five (5) years, then destroy	Paper - Shred		<input type="checkbox"/>
CBE-47	<p>Acknowledgement of Confirmation Cards Acknowledgement or confirmation cards returned</p>	Retain four (4) years, then destroy	Paper – Recycle		<input type="checkbox"/>
CBE-48	<p>Voter Verified Paper Audit Trail Voter Verified Audit Trail (VVPAT) official ballot to be used for recount purposes</p>	Retain for eighty-one (81) days after an election, then destroy provided no pending court action or court order (RC 3506.18)	Paper – Shred; Electronic – Delete		<input type="checkbox"/>
CBE-48F	<p>Voter Verified Paper Audit Trail: Federal Voter Verified Audit Trail (VVPAT) official ballot to be used for recount purposes</p>	Retain twenty-two (22) months after a federal election, then destroy provided no pending court action or court order (RC 3506.18)	Paper – Shred; Electronic – Delete		<input type="checkbox"/>
CBE-49	<p>Voting Machine Reports This record series includes, but is not limited to, logic and 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</p>	Retain sixty (60) days after an election, then destroy provided no pending court action or court order	Paper - Recycle		<input type="checkbox"/>
CBE-49F	<p>Voting Machine Reports: Federal This record series includes, but is not limited to, logic and 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</p>	Retain twenty two (22) months after a federal election, then destroy provided no pending court action or court order	Paper - Recycle		<input type="checkbox"/>

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CBE-50	Chain of Custody Form & Voting Unit Event Log This record series includes chain of custody forms and voting unit event log	Retain two (2) years, then destroy	Paper – Wastepaper		<input type="checkbox"/>
CBE-51	Proclamations of Elections or Legal Advertisement of Questions & 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 RC 3505.20	Retain two (2) years, then destroy	Paper – Recycle		<input type="checkbox"/>
CBE-53	Observer Forms Observer forms pursuant to RC 3505.21	Retain one (1) year, then destroy	Paper - Recycle		<input type="checkbox"/>
CBE-54	Census Block Reprecincting Waiver Form & Accompanying Maps Census block reprecincting waiver form and accompanying maps	Retain four (4) years, 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, then may destroy. For any Form 10-T completed during the May 6, 2014 primary election, retain until May 6, 2016, then destroy	Paper - Wastepaper		<input type="checkbox"/>
CBE-56	Verification of Handicapped Accessible Parking Spaces & Polling Locations Verification of handicapped accessible parking spaces and polling locations	Retain one (1) year, then destroy	Paper - Recycle		<input type="checkbox"/>

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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 destroy provided no pending court action or court order	Paper - Wastepaper		<input type="checkbox"/>
CBE-60	Proofs of Ballots Proofs of ballots	Retain sixty (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 and issues including approved ballot language	Retain sixty (60) days after election, then destroy provided no pending court action or court order	Paper - Recycle		<input type="checkbox"/>
CBE-62	Certifications by Most Populous County of Overlapping Local Questions & Issues Certifications by most populous county of overlapping local questions and issues	Retain sixty (60) days after election, then destroy provided no pending court action or court order	Paper - Recycle		<input type="checkbox"/>
CBE-63	Certificates of Results Certificates of results pursuant to RC 3505.32 & 3513.22	Retain six (6) years, then destroy	Paper - Recycle		<input type="checkbox"/>
CBE-64	Copies of State Issues Petitions or Statewide Candidate Petitions Copies of state issues petitions or statewide candidate petitions	Retain sixty (60) days after election, then destroy provided no pending court action or court order	Paper – Recycle		<input type="checkbox"/>
CBE-65	Unofficial Election Results Unofficial election results	Retain sixty (60) days after election, then destroy provided no pending court action or court order	Paper – Recycle		<input type="checkbox"/>
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		<input type="checkbox"/>

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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		<input type="checkbox"/>
CBE-68	Organization or Reorganization of Boards of Elections Report forms on organization or reorganization of board of elections	Retain six (6) years or until audited, then destroy	Paper – Recycle		<input type="checkbox"/>
CBE-69	Reimbursement of Poll Work Training Reimbursement records of costs of training poll workers	Retain two (2) years or until audited, then destroy	Paper – Recycle		<input type="checkbox"/>
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 sixty (60) days or until no long of administrative value, then destroy	Paper – Shred; Electronic - Delete		<input type="checkbox"/>
CBE-71	Duplicate or Incomplete Voter Registration Forms Duplicate or incomplete voter registration forms	Retain four (4) years, then destroy	Paper – Recycle		<input type="checkbox"/>
CBE-72	Returned Undeliverable 60 Day Notices Returned undeliverable 60 day notices	Retain until the elector appears to vote or until the elector names is removed from the voter registration, then destroy	Paper - Recycle		<input type="checkbox"/>
CBE-73	Transmittal Forms that Accompany Voter Registration Forms from Agencies Transmittal forms that accompany voter registration forms from agencies	Retain two (2) years, then destroy	Paper – Recycle		<input type="checkbox"/>

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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		<input type="checkbox"/>
CBE-75	Copies of Identification Provided by Electors with an Absentee Ballot & Identification Envelope Copies of identification provided by electors with an absentee ballot and identification envelope	Retain for ninety (90) days from the date received, then destroy	Paper - Recycle		<input type="checkbox"/>
CBE-76	Copies of Identification Provided by the UOCAVA Voter with a Federal Postcard Application Copies of identification provided by a (UOCAVA) voter with a federal postcard application. (UOCAVA)=Uniform and Oversees Citizen Absentee Voting Act	Retain four (4) years from the date received, then destroy	Paper - Recycle		<input type="checkbox"/>
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 RC 3511.02	Retain Permanently	Paper - Permanent		<input type="checkbox"/>
CBE-78	Election Administration & 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 destroy	Paper - Trash		<input type="checkbox"/>

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CBE-79	Election Administration Plans Administrative plans created by county boards of elections indicating preparations for conduction elections and handling of possible emergency situations on election day	Retain four (4) years, then destroy	Paper – Shred; Electronic – Delete		<input type="checkbox"/>
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 destroy	Paper - Wastepaper		<input type="checkbox"/>
CBE-81	Local Option Petitions Local option petitions filed with county boards of elections	Retain four (4) years, then destroy	Paper - Wastepaper		<input type="checkbox"/>
CBE-82	Notice of County Board of Elections Public Meeting Notice of public meeting of a county board or elections – including regular, special or emergency meetings – Required by RC 121.22(F)	Retain two (2) years, six (6) months, then destroy	Paper - Wastepaper		<input type="checkbox"/>
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 destroy	Paper - Wastepaper		<input type="checkbox"/>
CBE-84	County Job & Family Services Voter Registrations Report Quarterly report of number of voter registration forms received from county job & family services offices	Retain one (1) year, then destroy	Paper - Wastepaper		<input type="checkbox"/>

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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 destroy	Paper - Wastepaper		<input type="checkbox"/>
CBE-86	Authority to Vote Slips Form given to elector at polling place indicating permissions to cast a ballot	Retain sixty (60) days after election, then destroy provided no court action or court order	Paper - Wastepaper		<input type="checkbox"/>
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 four (4) years, then destroy	Paper - Wastepaper		<input type="checkbox"/>
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 destroy	Paper- Wastepaper		<input type="checkbox"/>
CBE-89	Not assigned				

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CBE-90	Attorney-in-Fact Forms An elector may designate another individual as an Attorney-in-Fact to complete election related documents - RC 3501.11; RC3501.382	Retain until revoked or elector no longer registered in county	Paper - Shred		<input type="checkbox"/>
CBE-91	Elected Official & Appointment Certification Forms Forms to report certifications of persons elected to office; report of certifications of persons appointed to elective office; report of 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 destroy	Paper – Wastepaper		<input type="checkbox"/>
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 destroy	Paper - Wastepaper		<input type="checkbox"/>
CBE-93	Precinct Election Officials Notices Notices of acceptance, rejection, replacement or removal of precinct election officials – RC 3501.22	Retain one (1) year, then destroy	Paper - Wastepaper		<input type="checkbox"/>
CBE-94	Former Resident Presidential Ballot Form required to be completed under RC 3504, 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 destroy provided no pending court action or court order	Paper – Shred		<input type="checkbox"/>
CBE-95	Authorization for Elector to Update Signature Allows an elector to update his/her voter signature with the county board of elections – RC 3501.05(AA)	Retain until signature updated or person no longer registered in county, then destroy	Paper - Shred		<input type="checkbox"/>

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CBE-96	<p align="center">Certifications of District Candidates</p> <p>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 – RC 3505.01; RC 3513.05</p>	Retain six (6) months, then destroy	Paper – Wastepaper		<input type="checkbox"/>
CBE-97	<p align="center">Election Hardware Inventory</p> <p>Listing of election hardware (servers) providing make, model type, quantity, date of installation and software/firmware version</p>	Retain until no longer of administrative value, then destroy	Paper -Shred		<input type="checkbox"/>
CBE-98	<p align="center">Election Day Precinct Incident Log</p> <p>Log submitted by precinct election officials to county board of elections regarding incidents occurring at a precinct on Election Day</p>	Retain sixty (60) days after an election, then destroy pending no court action or court order	Paper – Shred		<input type="checkbox"/>
CBE-98F	<p align="center">Election Day Precinct Incident Log: Federal</p> <p>Log submitted by precinct election officials to county board of elections regarding incidents occurring at a precinct on Election Day</p>	Retain twenty-two (22) months after a federal election, then destroy pending no court action or court order	Paper – Shred		<input type="checkbox"/>
CBE-99	<p align="center">Declaration of Intent to Change Political Party</p> <p>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 – RC 3513.191(C)</p>	Retain for ten (10) years, then destroy	Paper – Shred		<input type="checkbox"/>
CBE-100	<p align="center">Absentee Voter Challenge</p> <p>Statement of person challenged as to party affiliation when requesting an absentee voter's ballot</p>	Retain sixty (60) days after an election, then destroy provided no pending court action or court order	Paper – Wastepaper		<input type="checkbox"/>

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CBE-100	<p>Absentee Voter Challenge: Federal</p> <p>Statement of person challenged as to party affiliation when requesting an absentee voter's ballot</p>	Retain twenty-two (22) months after a federal election, then destroy provided no pending court action or court order	Paper – Wastepaper		<input type="checkbox"/>
CBE-101	<p>Provisional Voter Precinct Verification</p> <p>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</p>	Retain four (4) years, then destroy	Paper – Wastepaper		<input type="checkbox"/>
CBE-102	<p>Correspondence for DOB</p> <p>Letters sent by board of elections requesting a registered voter to provide their date of birth</p>	Retain until no longer of administrative value, then destroy	Paper – Shred		<input type="checkbox"/>
CBE-103	<p>State & Territorial Exchange of Vital Events (STEVE) Files</p> <p>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</p>	Retain two (2) years, then destroy	Electronic - Delete		<input type="checkbox"/>
CBE-104	<p>Cancellation of Registration of Deceased Elector</p> <p>Includes Notice of Death of Registered Voter (RC 3503.21(A)(3)) and Notice of Cancellation of Voter Registration (RC 3503.21(F)) following receipt of notification of death of a registered elector (SOS prescribed forms 255-C and 255-D)</p>	Retain two (2) years, then destroy	Paper – Shred		<input type="checkbox"/>
CBE-105	<p>Documentation of Campaign Finance Filings Examinations</p> <p>Includes letter and audit checklists concerning examinations of campaign finance filings filed with the board of elections</p>	Retain six (6) years, then destroy	Paper – Shred; Electronic – Delete		<input type="checkbox"/>

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

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Butler County

Board of Elections

(Local Government Entity)

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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 elections. Per RC 3503.23, this list (in paper or electronic form) is to be made available to the board of elections for viewing by the public during normal business hours	Retain two (2) years, then destroy	Paper – Shred; Electronic – Delete		<input type="checkbox"/>
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 sixty (60) days or until no longer of administrative value, then destroy	Paper – Shred		<input type="checkbox"/>
CBE-108	Verification of UOCAVA Compliance Copy of form to be completed by county board of elections verifying compliance with the Uniformed & Overseas Civilian Absentee Voting Act (UOCAVA) and submitted to the Ohio Secretary of State's Office	Retain two (2) years, then destroy	Paper – Shred; Electronic – Delete		<input type="checkbox"/>
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		<input type="checkbox"/>
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 four (4) years, then destroy	Paper – Shred; Electronic – Delete		<input type="checkbox"/>

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CBE-111	<p>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</p>	Retain Permanently	Paper – Permanent; Electronic – Permanent		<input type="checkbox"/>
CBE-112	<p>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</p>	Retain ninety (90) days election, then destroy provided no pending court action or court order	Paper – Shred; Electronic – Delete		<input type="checkbox"/>
CBE-112F	<p>Safe at Home Absentee Identification Envelope Supplement: Federal This record series includes, but is not limited to, the Absent Voter's Ballot Identification Envelope Supplement and any related materials</p>	Retain twenty-two (22) months after a federal election, then destroy provided no pending court action or court order	Paper – Shred; Electronic – Delete		<input type="checkbox"/>
CBE-113	Not assigned				
CBE-114	<p>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 pollbooks</p>	Retain six (6) years, then destroy	Electronic - Delete		<input type="checkbox"/>
CBE-115	<p>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 casting the FWAB – RC 3511.16</p>	Retain one (1) year, then destroy	Paper – Trash; Electronic - Delete		<input type="checkbox"/>

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CBE-116	<p align="center">Recounts</p> <p>Records produced by the recounting of ballots and re-examination of the reconciliation of records of the official results of an election – RC 3515</p>	Retain six (6) years, then destroy	Paper – Trash; Electronic – Delete		<input type="checkbox"/>
CBE-117	<p align="center">Notice of Voter Registration Cancellation</p> <p>A notice or letter returned by a voter in response to a notification regarding possible cancellation of the voter's registration</p>	Retain five (5) years, then destroy	Paper – Shred		<input type="checkbox"/>
CBE-118	<p align="center">Help America Vote Acts (HAVA) Records</p> <p>Records of grants received for election related equipment</p>	Retain until state and federal audits have been conducted, audit reports release, and audit resolutions issued or resolved, then destroy	Paper – Shred; Electronic – Delete		<input type="checkbox"/>
CBE-119	<p align="center">Precinct Election Official Training Materials</p> <p>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</p>	Retain one (1) year or until replaced by updated training materials, whichever occurs first, then destroy	Paper – Trash; Electronic – Delete		<input type="checkbox"/>
CBE-120	<p align="center">Election Night Reporting</p> <p>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</p>	Retain two (2) years, then destroy	Paper – Shred; Electronic – Delete		<input type="checkbox"/>
CBE-121	<p align="center">Political Party Change Reports</p> <p>This record series includes reports done after a primary election that reflect political party affiliation changes and any support materials</p>	Retain three (3) years, then destroy	Paper – Trash; Electronic – Delete		<input type="checkbox"/>

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CBE-122	<p>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</p>	Retain five (5) years, then destroy	Paper – Shred; Electronic - Delete		<input type="checkbox"/>
BOE-ADM-900	<p>Accident Reports Report of personal or property damage arising from county vehicle or occurring on county property</p>	Retain two (2) years after fiscal year, then destroy	Paper – Shred		<input type="checkbox"/>
BOE-ADM-901	<p>Agendas A list of items to be discussed and/or acted upon during board meetings</p>	Retain four (4) years after information is obsolete and has been typed and approved in Board Meeting Minutes, then destroy	Paper – Shred		<input type="checkbox"/>
BOE-ADM-902	<p>Audio Recordings of Meetings Verbatim recordings of minutes later summarized into written official proceedings or Minutes</p>	Retain two (2) years after transcribed and minutes approved, then destroy	Audio		<input type="checkbox"/>
BOE-ADM-903	<p>Budget All department budgets</p>	Retain three (3) years, then destroy	Paper – Shred; Electronic – Delete		<input type="checkbox"/>
BOE-ADM-904	<p>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, detail financial reports, cash and account books, receipts, canceled checks, vouchers, appropriation adjustments, transfers, encumbered and unencumbered amounts, and remaining balances, monthly expenditure statements, petty case, inventories, etc.</p>	Retain three (3) years after audited, then destroy	Paper – Shred; Electronic – Delete		<input type="checkbox"/>

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BOE-ADM-905	Litigation Records Records related to legal claims against an office and subsequent legal actions and court proceedings	Retain five (5) years after case closed and appeals exhausted, then destroy	Paper – Shred; Electronic - Delete		<input type="checkbox"/>
BOE-ADM-906	Contracts Legal agreements with individuals, organizations, or entities to procure goods and/or services – RC 2305.06	Retain six (6) years after termination of contract, then destroy	Paper – Shred; Electronic - Delete		<input type="checkbox"/>
BOE-ADM-907	Employment Applications/Resumes Unsuccessful/not hired application submissions for open job positions not chosen for employment; includes unsolicited resumes	Retain three (3) years, then destroy	Paper – Shred; Electronic - Delete		<input type="checkbox"/>
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, retain five (5) years provided all state and federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved, then destroy	Paper – Shred; Electronic - Delete		<input type="checkbox"/>
BOE-ADM-909	Insurance Policies Documents listing terms and conditions between county and insurance providers – RC 2305.10	Retain two (2) years after expiration, provided all claims settled and appeals exhausted, then destroy	Paper – Shred; Electronic - Delete		<input type="checkbox"/>
BOE-ADM-910	Leave Requests/Work Schedules	Retain until no longer of Administrative Value	Paper – Shred; Electronic - Delete		<input type="checkbox"/>
BOE-ADM-911	Payroll Records Department copies, including but not limited to, time sheets, overtime documentation records, and timecards	Retain three (3) years after end of fiscal year and audited, then destroy	Paper – Shred; Electronic - Delete		<input type="checkbox"/>

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BOE- ADM-912	Personnel Records Documentation of service throughout the durations of an individual's employment	Retain two (2) years after employee terminates; purge extraneous records; retain retirement waivers, service record and leave balances. Imaging and destroy paper copy	Paper - Shred		<input type="checkbox"/>
BOE- ADM-913	Logs Track incoming/outgoing calls	Retain six (6) months or until no longer of administrative value, then destroy	Paper - Shred; Electronic - Delete		<input type="checkbox"/>
BOE- ADM-914	Travel Expense Reports Requests for reimbursement for employee travel	Retain three (3) years after end of fiscal year and provided audited, then destroy	Paper - Shred; Electronic - Delete		<input type="checkbox"/>
BOE- ADM-915	Ballot Box Recordings Surveillance recording of ballot box	Retain one (1) year, then destroy	Electronic - Delete		<input type="checkbox"/>
BOE- ADM-916	Copies of Records Additional copies of records or images which are no longer required and serve no useful purpose	Retain until no longer of administrative value	Paper - Shred; Electronic - Delete		<input type="checkbox"/>
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	Retain until no longer of administrative value	Paper - Shred; Electronic - Delete		<input type="checkbox"/>