



Ohio Historical Society  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

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DEC - 9 2013

STATE AND LOCAL  
GOVERNMENT RECORDS

## RECORDS RETENTION SCHEDULE (RC-2) – Part 1

*See instructions before completing this form. Must be submitted with PART 2*

**Section A: Local Government Unit**

*(To complete this form online, use "tab" key to jump from box to box.)*

Clermont County Board of Elections 1070  
 (Local government entity) (Unit)

*Judith C. Miller* Judy Miller Director 11/25/13  
 (Signature of responsible official) (Name) (Title) (Date)

**Section B: Records Commission**

Clermont County Records Commission (513) 735-8660  
 Records Commission (Telephone number)

289 East Main Street Batavia 45103 Clermont  
 (Address) (City) (Zip code) (County)

To have this form returned to the Records Commission electronically, include an email address:  
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I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

*Edwin Humphrey* 12/3/13  
 Records Commission Chair Signature Date

**Section C: Ohio Historical Society - State Archives**

*K. Cott* Electronic Records Assistant 12/12/2013  
 Signature Title Date

**Section D: Auditor of State**

*Martin S. Mub* 12-31-13  
 Signature Date

**Please Note: The State Archives retains RC-2 forms permanently.  
 It is strongly recommended that the Records Commission retain a permanent copy of this form**

CHER BD ELOC AK B 07 11 20 13

## Schedule of Records Retention and Disposition Continuation Sheet

## Section E: Records Retention Schedule

**Board of Elections****1070**

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
1070-01 CBE-1 (050-031)	Absentee Ballot Applications: Civilian & Military	Retain 4 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-02 CBE-2 (050-032)	Absentee Voter Register: Civilian (Records of Absentee Voters)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1070-02-A CBE-2 (050-032)	Absentee Voter Register: Civilian (Records of Absentee Voters)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1070-02-B CBE-2 (050-032)	Absentee Voter Register: Civilian (Records of Absentee Voters)	Retain Permanently	Microfilm		<input checked="" type="checkbox"/>
1070-03 CBE-03 (050-033)	Absentee Voter Register: Military (Records of Absentee Voters)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1070-03-A CBE-03 (050-033)	Absentee Voter Register: Military (Records of Absentee Voters)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1070-03-B CBE-03 (050-033)	Absentee Voter Register: Military (Records of Absentee Voters)	Retain Permanently	Microfilm		<input checked="" type="checkbox"/>
1070-04 CBE-4 (050-034)	Abstract of Votes (Abstract of Votes Cast In All Elections)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1070-04-A CBE-4 (050-034)	Abstract of Votes (Abstract of Votes Cast In All Elections)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1070-04-B CBE-4 (050-034)	Abstract of Votes (Abstract of Votes Cast In All Elections)	Retain Permanently	Microfilm		<input checked="" type="checkbox"/>
1070-05 CBE-5 (050-035)	Audit Report (Report of The State Examiner)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1070-05-A CBE-5 (050-035)	Audit Report (Report of The State Examiner)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>

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**Board of Elections****1070**

(Local government entity)

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1070-05-B CBE-5 (050-035)	Audit Report (Report of The State Examiner)	Retain Permanently	Microfilm		<input checked="" type="checkbox"/>
1070-06 CBE-6 (050-036)	Ballots (Actual Ballots Both Used and Unused: General, Primary and Special Elections; Including Absentee and Provisional Ballots) (Special Note: Federal Ballots Both Used and Unused Must Be Retained For 22 Months)	Retain 60 days after Election then destroy provided Election is not contested  Federal Ballots – 22 months	Paper		<input type="checkbox"/>
1070-07 CBE-7 (050-037)	Ballots: Sample (Record of Bond Issues and Tax Levies In Form of Sample Ballots)	Retain 20 years in Office then transfer to Archives for permanent retention or maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1070-07-A CBE-7 (050-037)	Ballots: Sample (Record of Bond Issues and Tax Levies In Form of Sample Ballots)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1070-07-B CBE-7 (050-037)	Ballots: Sample (Record of Bond Issues and Tax Levies In Form of Sample Ballots)	Retain Permanently	Microfilm		<input checked="" type="checkbox"/>
1070-08 CBE-8 (050-038)	Bids: Unsuccessful (Copies of Unsuccessful Bids)	Retain 2 years after contract awarded then destroy	Paper/Electronic		<input type="checkbox"/>
1070-09 CBE-9 (050-039)	Bids: Successful With Contract (Contracts and Bids)	Retain 15 years after completion or expiration of contract then destroy	Paper/Electronic		<input type="checkbox"/>
1070-10 CBE-10 (050-040)	Cash Book (Record of Fees Collected)	Retain 10 years and until audited by Auditor of State and audit report is released then destroy	Paper/Electronic		<input type="checkbox"/>
1070-11 CBE-11 (050-041)	Campaign, Expense Reports (Candidates Expense Reports Filed)	Retain 6 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-12 CBE-12 (050-042)	Central Committee Notices (Party Notices of Meetings and Members)	Retain 2 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-13 CBE-13 (050-043)	Correspondence (General Office Correspondence)	Retain 1 year then destroy	Paper/Electronic		<input type="checkbox"/>

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**Board of Elections****1070**

(Local government entity)

(Unit)

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1070-14 CBE-14 (050-044)	Certificates of Annexation (Copy of Annexation Ordinances, etc.)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1070-14-A CBE-14 (050-044)	Certificates of Annexation (Copy of Annexation Ordinances, etc.)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1070-14-B CBE-14 (050-044)	Certificates of Annexation (Copy of Annexation Ordinances, etc.)	Retain Permanently	Microfilm		<input checked="" type="checkbox"/>
1070-15 CBE-15 (050-045)	Election Charge-Back Record (Election Expenses Charged Back)	Retain 3 years and until Audit Report is released then destroy	Paper		<input type="checkbox"/>
1070-17 CBE-17 (050-047)	Ledger of Receipts and Expenditures (Board's Financial Record)	Retain 6 years and until all items are cleared and audited by Auditor of State and Audit Report is released then destroy	Paper/Electronic		<input type="checkbox"/>
1070-18 CBE-18 (050-048)	Petitions (Accepted and Rejected Petitions For Elections)	Retain 6 years and 6 months then destroy	Paper/Electronic		<input type="checkbox"/>
1070-19 CBE-19 (050-049)	Signature Poll Books and Tally Sheets (List of Electors For All Elections)	Retain 6 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-20 CBE-20 (050-050)	Poll Lists (List of Voters By Precinct)	Retain 2 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-21 CBE-21 (050-052)	Poll Official Record/Precinct Record (List of Judges)	Retain 2 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-25 CBE-25 (050-056)	Receipt Books: Monies (Office Copy of Fiscal Receipts Issued)	Retain until audited by Auditor of State and Audit Report is released then destroy	Paper/Electronic		<input type="checkbox"/>
1070-26A CBE-26A (050-057)	Resolutions (Copies of Resolutions By Governmental Bodies Authorizing Placement of Issues On The Ballot) a. Resolutions on Bond Issues That Pass	Retain for life of bonds then destroy	Paper/Electronic		<input type="checkbox"/>

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**Board of Elections****1070**

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
1070-26-B CBE-26-B (050-058)	Resolutions (Copies of Resolutions By Governmental Bodies Authorizing Placement of Issues On The Ballot) b. All Other Resolutions Except For Those On Bond Issues That Pass	Retain until 5 years after election then destroy	Paper/Electronic		<input type="checkbox"/>
1070-27 CBE-27 (050-059)	Vouchers (office copy of voucher sent to county auditor)	Retain until audited by Auditor of State and Audit Report is released then destroy	Paper/Electronic		<input type="checkbox"/>
1070-28 CBE-28 (050-060)	Ward & Precinct Maps (Political Sub-division Precinct Boundaries)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1070-28-A CBE-28 (050-060)	Ward & Precinct Maps (Political Sub-division Precinct Boundaries)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1070-28-B CBE-28 (050-060)	Ward & Precinct Maps (Political Sub-division Precinct Boundaries)	Retain Permanently	Microfilm		<input checked="" type="checkbox"/>
1070-29 CBE-29 (050-061)	Withdrawal of Candidacy Notices (Notices of Withdrawal Received)	Retain until 1 year after Election then destroy	Paper/Electronic		<input type="checkbox"/>
1070-30 CBE-30 (050-062)	Minutes of the Board of Elections (Record of Proceedings)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1070-30-A CBE-30 (050-062)	Minutes of the Board of Elections (Record of Proceedings)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1070-30-B CBE-30 (050-062)	Minutes of the Board of Elections (Record of Proceedings)	Retain Permanently	Microfilm		<input checked="" type="checkbox"/>
1070-31 CBE-31 (050-063)	Changes of Name, Deaths and Disenfranchised Voter Reports (Original Report Issued By Probate Court, Clerk of Courts and Health Department)	Retain until 2 years after filing then destroy	Paper/Electronic		<input type="checkbox"/>

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**Board of Elections****1070**

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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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
1070-32 CBE-32 (050-064)	Registration Cards: Active (Master and Precinct Card Files For Currently Registered Voters)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1070-32-A CBE-32 (050-064)	Registration Cards: Active (Master and Precinct Card Files For Currently Registered Voters)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1070-32-B CBE-32 (050-064)	Registration Cards: Active (Master and Precinct Card Files For Currently Registered Voters)	Retain Permanently	Microfilm		<input checked="" type="checkbox"/>
1070-33 CBE-33 (050-065)	Registration Cards: Inactive (Cancelled Voter Registration Cards)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1070-33-A CBE-33 (050-065)	Registration Cards: Inactive (Cancelled Voter Registration Cards)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1070-33-B CBE-33 (050-065)	Registration Cards: Inactive (Cancelled Voter Registration Cards)	Retain Permanently	Microfilm		<input checked="" type="checkbox"/>
1070-34 CBE-34 (050-066)	Transfer of Registrations (Record of Voters' Transfer of Registration From One Area To Another)	Retain 4 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-35 CBE-35	Directives/Advisories	Retain 6 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-36 CBE-36	Change of Address/Name Notifications	Retain 4 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-37 CBE-37	Primary Voter Challenge Form	Retain 2 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-38 CBE-38	Absentee Identification Envelopes	Retain 60 days then destroy provided Election is not contested Federal Election 22 months	Paper/Electronic		<input type="checkbox"/>
1070-40 CBE-40	Walk-In Voter (H.B.237) Applications	Retain 4 years then destroy	Paper/Electronic		<input type="checkbox"/>

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Board of Elections1070

(Local government entity)

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1070-42 CBE-42	Payroll Records	Retain 4 years then destroy provided audited and Audit Report released	Paper/Electronic		<input type="checkbox"/>
1070-44 CBE-44 (050-096)	Registration Confirmation Notices: (Confirmation Notices Sent By Boards To Residents To Verify Registration Records.)	Retain 4 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-45 CBE-45 (050-097)	Confirmation Notice Responses: (Information Indicating Whether A Person Has Responded To A Confirmation Notice.)	Retain 5 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-46 CBE-46 (050-098)	Confirmation or Acknowledgement Notice Lists: (List of Names and Addresses of Persons Who Were Sent Confirmation or Acknowledgement Notices.)	Retain 5 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-47 CBE-47	Acknowledgement or Confirmation Cards Returned Undeliverable	Retain 4 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-48 CBE-48	Voter Verified Paper Audit Trail (VVPAT) Official Ballot To Be Used For Recount Purposes	Retain 60 days then destroy provided Election is not contested Federal Election 22 months	Paper/Electronic		<input type="checkbox"/>
1070-49 CBE-49	Voting Machine Reports (Logic and Accuracy Testing, Test Decks, Tapes, Testing Result Records, Zero Tapes, Close of Polls Tapes, Cards Downloaded, Used Seal/Lock Records)	Retain 60 days then destroy provided Election is not contested Federal Election 22 months	Paper/Electronic		<input type="checkbox"/>
1070-50 CBE-50	Chain of Custody Forms, Voting Unit Event Log and Election Day Precinct Incident Log	Retain 2 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-51 CBE-51	Proclamations of Elections or Legal Advertisement of Questions and Issues	Retain 1 year then destroy	Paper/Electronic		<input type="checkbox"/>
1070-52 CBE-52	Challenge Forms Pursuant to R.C. 3505.20	Retain 2 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-53 CBE-53	Observer Forms Pursuant to R.C. 3505.21	Retain 1 year then destroy	Paper/Electronic		<input type="checkbox"/>

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**Board of Elections****1070**

(Local government entity)

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1070-54 CBE-54	Census Block Reprecincting Waiver Form and Accompanying Maps	Retain 4 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-55 CBE-55	Affirmation of Voter Who Does Not Possess Any Appropriate Identification For Voting Purposes (SOS Prescribed Form # 10-T)	Retain 2 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-56 CBE-56	Verification of Handicapped Accessible Parking Spaces and Polling Locations	Retain 1 year then destroy	Paper/Electronic		<input type="checkbox"/>
1070-57 CBE-57	Certification of Training Hours Completed	Retain 2 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-58 CBE-58	Election Calendars	Retain until no longer of administrative value then destroy	Paper/Electronic		<input type="checkbox"/>
1070-59 CBE-59	Mailing Envelope Containing Voted Absent Voter Ballot	Retain 60 days then destroy provided Election is not contested	Paper/Electronic		<input type="checkbox"/>
1070-60 CBE-60	Proof of Ballots	Retain 60 days then destroy provided Election is not contested	Paper/Electronic		<input type="checkbox"/>
1070-61 CBE-61	Report Forms For Local Questions & Issues Including Approved Ballot Language	Retain 60 days then destroy provided Election is not contested	Paper/Electronic		<input type="checkbox"/>
1070-62 CBE-62	Certifications By Most Populous County of Overlapping Candidates Or Local Questions and Issues	Retain 60 days then destroy provided Election is not contested	Paper/Electronic		<input type="checkbox"/>
1070-63 CBE-63	Certificates of Results Pursuant to R.C. 3505.32 and 3513.22	Retain 6 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-64 CBE-64	Copies of State Issues Petitions or Statewide Candidate Petitions	Retain 60 days then destroy provided Election is not contested	Paper/Electronic		<input type="checkbox"/>
1070-65 CBE-65	Unofficial Election Results	Retain 60 days then destroy provided Election is not contested	Paper/Electronic		<input type="checkbox"/>

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1070-66 CBE-66	Evidence or Materials Provided or Used in Conjunction With a Protest Hearing	Retain 1 year then destroy provided Election is not contested	Paper/Electronic		<input type="checkbox"/>
1070-67 CBE-67	Yearly Report to Secretary of State of Expenses of Conducting Elections	Retain 4 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-68 CBE-68	Report Forms on Organization or Reorganization of Board of Elections	Retain 6 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-69 CBE-69	Reimbursement Records of Costs of Training Poll Workers	Retain 2 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-70 CBE-70	Duplicate Reports Generated by The Statewide voter Registration Database	Retain 60 days or until no longer of administrative value then destroy	Paper/Electronic		<input type="checkbox"/>
1070-71 CBE-71	Duplicate or Incomplete Voter Registration Forms	Retain 4 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-72 CBE-72	Returned Undeliverable 60 Day Notices	Retain until the elector appears to vote or until the elector named is removed from the voter registration list then destroy	Paper/Electronic		<input type="checkbox"/>
1070-73 CBE-73	Transmittal Forms That Accompany Voter Registration Forms From Agencies	Retain 2 years then destroy	Paper/Electronic		<input type="checkbox"/>
1070-74 CBE-74	Copies of Identification Provided By Electors With a Voter Registration Form or Absentee Ballot Application	Retain for the longer of 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/Electronic		<input type="checkbox"/>
1070-75 CBE-75	Copies of Identification Provided By Electors With An Absentee Ballot and Identification Envelope	Retain 90 days from date received then destroy	Paper/Electronic		<input type="checkbox"/>
1070-76 CBE-76	Copies of Identification Provided By a UOCAVA Voter With a Federal Postcard Application	Retain 4 years from date received then destroy	Paper/Electronic		<input type="checkbox"/>
1070-77 CBE-77	Audio Tape Recordings of Board Meetings	Retain until approval of the official minutes	Electronic		<input type="checkbox"/>

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1070-78 CBE-78	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	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1070-78-A CBE-78	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.	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1070-78-B CBE-78	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	Microfilm		<input checked="" type="checkbox"/>
1070-79 CBE-79	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 2 years, 3 months, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-80 CBE-80	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 2 years or until January 11, 2015, whichever is longer, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-81 CBE-81	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 15 months, then destroy	Paper/Electronic		<input type="checkbox"/>

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1070-82 CBE-82	Local Option Petitions – Local option petitions filed with County Boards of Elections.	Retain 4 years, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-83 CBE-83	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 2 years, 6 months, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-84 CBE-84	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 4 years, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-85 CBE-85	County Job and Family Services Voter Registrations Report – Quarterly report of number of voter registration forms received from County Job and Family Services Offices.	Retain 1 year, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-86 CBE-86	Returned Undeliverable Notices – Notices sent to electors that are returned as undeliverable (i.e. change of precinct, polling location or voting district).	Retain 4 years, then destroy	Paper/Electronic		<input type="checkbox"/>
1070-87 CBE-87	Authority to Vote Slips – Form given to elector at polling place indicating permission to cast a ballot.	Retain 60 days after election, then destroy provided no court action or court order	Paper/Electronic		<input type="checkbox"/>

*Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.*