



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2474  
 614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

OHIO HISTORY CONNECTION

OCTOBER 4 2022

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**

Fairfield County

Board of Elections

(Local Government Entity)

(Unit)

BRETT RIFFLE

DIRECTOR

9.29.22

(Signature of Responsible Official)

(Name)

(Title)

(Date)

**Section B: Records Commission**

Fairfield County

Records Commission

210 E Main St

Lancaster

43130

(Telephone Number)  
Fairfield

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address:  
[bennett.niceswanger@fairfieldcountyoio.gov](mailto:bennett.niceswanger@fairfieldcountyoio.gov)

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.

10/4/2022

Records Commission Chair Signature

Date

**Section C: Ohio History Connection - State Archives**

Fred Previta

State Archivist

10-13-2022

Signature

Title

Date

**Section D: Auditor of State**

Records Manager

Signature

Title

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**

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

See instructions before completing this form.

(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	<b>Absentee Ballot Applications:</b> Civilian and Military.	Retain four (4) years then destroy.	paper		<input type="checkbox"/>
CBE-02	<b>Absentee Voter Register:</b> Civilian record of absentee voters.	Retain permanently.	paper		<input type="checkbox"/>
CBE-03	<b>Absentee Voter Register:</b> Military record of absentee voters.	Retain permanently.	paper		<input type="checkbox"/>
CBE-04	<b>Abstract of Votes:</b> Abstract of votes cast in all elections	Retain permanently	paper		<input type="checkbox"/>
CBE-05	<b>Audit Report:</b> Report of the state examiner.	Retain one (1) copy permanently.	paper		<input type="checkbox"/>
CBE-06	<b>All Ballots:</b> 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		<input type="checkbox"/>
CBE-07	<b>Ballots:</b> Sample- Record of bond issues and tax levies in form of sample ballots.	Retain twenty (20) years in office, then transfer to Archives for permanent retention.	paper		<input checked="" type="checkbox"/>
CBE-08	<b>Bids: Unsuccessful</b> -Copies of unsuccessful bids.	Retain two (2) years after contract awarded, then destroy.	paper		<input type="checkbox"/>
CBE-09	<b>Bids: Successful with Contract</b> 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		<input type="checkbox"/>
CBE-10	<b>Cash Book:</b> Record of fees collected.	Retain ten (10) years and until audited by Auditor of State and audit report is released, then destroy.	paper		<input type="checkbox"/>
CBE-11	<b>Campaign Expense Reports:</b> Candidates' expense reports filed	Retain six (6) years then destroy.	paper		<input type="checkbox"/>
CBE-12	<b>Central Committee Notices:</b> 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		<input type="checkbox"/>
CBE-13	<b>Correspondence:</b> General Office Correspondence	Retain one (1) year then destroy.	paper		<input type="checkbox"/>
CBE-14	<b>Certificates of Annexation:</b> Copy of Annexation ordinance, etc.	Retain permanently.	paper		<input checked="" type="checkbox"/>
CBE-15	<b>Election Charge: Back Record:</b> Election expenses charged back.	Retain three (3) years and until audited by Auditor of State and audit report is released, then destroy.	paper	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	

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(Local Government Entity)		(Unit)			
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CBE-17	<b>Ledger of Receipts and Expenditures:</b> CBE financial records.	Retain six (6) years and until all items are cleared and audited by Auditor of State and audit report is released, then destroy.	paper		<input type="checkbox"/>
CBE-18	<b>Petitions of Candidates:</b> Accepted and rejected petitions for elections.	Retain six (6) years then destroy.	paper		<input type="checkbox"/>
CBE-19	<b>Pollbooks, Poll Lists and Related Materials:</b> 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		<input type="checkbox"/>
CBE-21	<b>Poll Officials Record / Precinct Record:</b> 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		<input type="checkbox"/>
CBE-22	<b>Receipts and Expenditures Candidates:</b> Campaign financial history for candidates.	Retain six (6) years then destroy.	paper		<input type="checkbox"/>
CBE-23	<b>Receipts and Expenditures Questions and Issues:</b> Campaign financial history: for/against questions and issues.	Retain two (2) years then may destroy.	paper		<input type="checkbox"/>
CBE-24	<b>Receipt Books: Election Paper-</b> Office receipt book for ethics material & campaign financing statements issued.	Retain one (1) year then may destroy.	paper		<input type="checkbox"/>
CBE-25	<b>Receipt Books: Monies:</b> Office copy of financial receipts issued.	Retain until audited by Auditor of State and audit report is released, then destroy.	paper		<input type="checkbox"/>
CBE-26A	<b>Resolutions on Bond Issues that Pass:</b> Copies of resolutions by governmental bodies authorizing placement of issues on the ballot	Retain for life of the bond then destroy.	paper		<input type="checkbox"/>
CBE-26B	<b>Resolutions Except for Bond Issues that Pass:</b> Copies of resolutions by governmental bodies authorizing placement of issues on the ballot.	Retain five (5) years after election, then destroy.	paper		<input type="checkbox"/>
CBE-27	<b>Vouchers:</b> Office Copy of voucher sent to County Auditor.	Retain until audited by Auditor of State and audit report is released, then destroy.	paper		<input type="checkbox"/>
CBE-28	<b>Ward &amp; Precinct Maps:</b> Political sub: division precinct boundaries.	Retain permanently.	paper		<input checked="" type="checkbox"/>
CBE-29	<b>Withdrawal of Candidacy Notices:</b> Notices of withdrawal received.	Retain one (1) year after election then destroy.	paper		<input type="checkbox"/>
CBE-30	<b>Minutes of the Board of Elections:</b> Record of proceedings.	Retain permanently.	paper		<input checked="" type="checkbox"/>

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(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-31	<b>Change of Name, Deaths, and Disenfranchised Voters Reports:</b> Original reports issued by the Probate Court, Clerk of Courts, and Health Department.	Retain two (2) years after filing then destroy.	paper		<input type="checkbox"/>
CBE-32	<b>Registration Cards Active:</b> Master and precinct cards files for currently registered voters.	Retain permanently.	paper		<input type="checkbox"/>
CBE-33	<b>Registration Cards Inactive:</b> Cancelled voter registration cards	Retain permanently.	paper		<input type="checkbox"/>
CBE-34	<b>Transfer of Registrations:</b> Record of voters' transfer of registration from one area to another.	Retain four (4) years, then destroy.	paper		<input type="checkbox"/>
CBE-35	<b>Campaign Expense Reports:</b> Original PAC campaign finance reports.	Retain in office, six (6) years then transfer to Records Center for six (6) years, then destroy.	paper		<input type="checkbox"/>
CBE-36	<b>Change of Address/Name Notifications:</b> Written notices from registered voters of a change of address or name, including R.C. 3503.16(B)(1) notice of change of name (SOS prescribed form 10-L).	Retain four (4) years, then destroy.	paper		<input type="checkbox"/>
CBE-37	<b>Elector Application for Correction or Challenge Form:</b> Forms to be completed pursuant to R.C. 3505.20, R.C. 3513.19 and R.C. 3513.20.	Retain two (2) years than may destroy.	paper		<input type="checkbox"/>
CBE-38	<b>Absentee Identification Envelopes:</b> 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		<input type="checkbox"/>
CBE-40	<b>Provisional ballot affirmations:</b> 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		<input type="checkbox"/>
CBE-42	<b>Payroll Records for County Boards:</b> Payroll records of poll workers, 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		<input type="checkbox"/>
CBE-44	<b>Registration Confirmation Notices:</b> 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		<input type="checkbox"/>
CBE-45	<b>Directives/Advisories:</b> 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		<input type="checkbox"/>

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CBE-46	<b>Confirmation or Acknowledgement Notice Lists:</b> 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		<input type="checkbox"/>
CBE-47	<b>Acknowledgement or confirmation cards:</b> Acknowledgement or confirmation cards returned.	Retain four (4) years, then destroy	paper		<input type="checkbox"/>
CBE-48	<b>Voter Verified Paper Audit Trail: Voter Verified Audit Trail (VVPAT)</b> 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		<input type="checkbox"/>
CBE-49	<b>Voting Machine Reports:</b> 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		<input type="checkbox"/>
CBE-50	<b>Chain of custody form and voting unit event log:</b> This record series includes chain of custody forms and voting unit event log.	Retain two (2) years, then destroy	paper		<input type="checkbox"/>
CBE-51	<b>Proclamations:</b> elections or legal advertisement of questions and issues	Retain one (1) year, then destroy.	paper		<input type="checkbox"/>
CBE-52	<b>Challenge forms:</b> Challenge forms pursuant to R.C. 3505.20.	Retain for two (2) years, then destroy.	paper		<input type="checkbox"/>
CBE-53	<b>Observer forms:</b> Observer forms pursuant to R.C. 3505.21.	Retain one (1) year, then destroy.	paper		<input type="checkbox"/>
CBE-54	<b>Census block:</b> reprecincting waiver form and accompanying maps.	Retain four (4) years, then destroy.	paper		<input type="checkbox"/>
CBE-55	<b>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).</b>	For any Form 10-T completed prior to the May 6, 2014, primary election, retain two (2) years, then may destroy. For any Form 10-T completed during the May 6, 2014, primary election, retain until May 6, 2016, then may destroy.	paper		<input type="checkbox"/>
CBE-56	<b>Verification of handicapped accessible parking spaces and polling locations -</b> Verification of handicapped accessible parking spaces and polling locations.	Retain one (1) year, then destroy	paper		<input type="checkbox"/>
CBE-57	<b>Certification of training hours completed –</b> Certification of training hours completed.	Retain two (2) years, then destroy.	paper		<input type="checkbox"/>
CBE-58	<b>Election calendars</b>	Retain until no longer of administrative value, then destroy.	paper		<input type="checkbox"/>

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(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-59	<b>Mailing Envelope Containing Voted Absent Voter Ballot:</b> 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		<input type="checkbox"/>
CBE-60	<b>Proofs of ballots</b>	Retain 60 days after election, then destroy provided no pending court action or court order.	paper		<input type="checkbox"/>
CBE-61	<b>Report Forms:</b> local questions & issues including approved ballot language.	Retain 60 days after election, then destroy provided no pending court action or court order.	paper		<input type="checkbox"/>
CBE-62	<b>Certifications by most populous county of overlapping local questions and issues:</b> 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		<input type="checkbox"/>
CBE-63	<b>Certificates of results:</b> certificates of results pursuant to R.C. 3505.32 and 3513.22.	Retain six (6) years, then destroy.	paper		<input type="checkbox"/>
CBE-64	<b>Copies of state issues petitions or statewide candidate petitions</b>	Retain 60 days after election, then destroy provided no pending court action or court order.	paper		<input type="checkbox"/>
CBE-65	<b>Unofficial election results</b>	Retain 60 days after election, then destroy provided no pending court action or court order.	paper		<input type="checkbox"/>
CBE-66	<b>Evidence used in protest hearing:</b> 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		<input type="checkbox"/>
CBE-67	<b>SOS expenses of conducting elections:</b> Yearly report to Secretary of State of the expenses of conducting elections	Retain four (4) years, then destroy.	paper		<input type="checkbox"/>
CBE-68	<b>Organization or Reorganization of Boards of Elections:</b> Report forms on organization or reorganization of board of elections.	Retain six (6) years, then destroy.	paper		<input type="checkbox"/>
CBE-69	<b>Reimbursement of poll worker training:</b> Reimbursement records of costs of training poll workers.	Retain two (2) years or until audited, then destroy.	paper		<input type="checkbox"/>
CBE-70	<b>Statewide Voter Registration Database Reports:</b> 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 no longer of administrative value, then destroy	paper		<input type="checkbox"/>
CBE-71	<b>Duplicate or incomplete voter registration forms</b>	Retain four (4) years, then destroy.	paper		<input type="checkbox"/>

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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
CBE-72	Returned undeliverable 60-day notices	Retain until the elector appears to vote or until the elector's name is removed from the voter registration list, then destroy.	paper		<input type="checkbox"/>
CBE-73	Transmittal forms that accompany voter registration forms from agencies	Retain two (2) years, then destroy.	paper		<input type="checkbox"/>
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 date of receipt or 45 days from the date of the election for which the absentee ballot was issued, then destroy.	paper		<input type="checkbox"/>
CBE-75	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		<input type="checkbox"/>
CBE-76	Copies of identification provided by a UOCAVA voter with a Federal Postcard application	Retain four (4) years from the date received, then destroy.	paper		<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 R.C. 3511.02	Retain permanently.	paper		<input type="checkbox"/>
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		<input type="checkbox"/>
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		<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 may destroy.	paper		<input type="checkbox"/>
CBE-81	Local Option Petitions: Local option petitions filed with county boards of elections.	Retain four (4) years, then may destroy.	paper		<input type="checkbox"/>
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		<input type="checkbox"/>

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(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-83	<b>Certificates of Appointment:</b> 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		<input type="checkbox"/>
CBE-84	<b>County Job &amp; Family Services Voter Registrations Report:</b> Quarterly report of number of voter registration forms received from county job and family services offices.	Retain one (1) year, then may destroy.	paper		<input type="checkbox"/>
CBE-85	<b>Returned Undeliverable Notices:</b> 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		<input type="checkbox"/>
CBE-86	<b>Authority to Vote Slips:</b> Form given to elector at polling place indicating permission to cast a ballot.	Retain sixty (60) days after election, then may destroy provided no court action or court order.	paper		<input type="checkbox"/>
CBE-87	<b>Post-Election Audit Reports:</b> 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		<input type="checkbox"/>
CBE-88	<b>Ethics Forms:</b> 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		<input type="checkbox"/>
CBE-90	<b>Attorney in Fact Forms:</b> 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		<input type="checkbox"/>



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(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-91	<b>Elected Official and Appointment Certification Forms:</b> 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		<input type="checkbox"/>
CBE-92	<b>Division of Liquor Control Requests:</b> 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		<input type="checkbox"/>
CBE-93	<b>Precinct Election Officials Notices:</b> Notices of acceptance, rejection, replacement or removal of precinct election officials. (R.C. 3501.22)	Retain one (1) year, then may destroy.	paper		<input type="checkbox"/>
CBE-94	<b>Former Resident Presidential Ballot:</b> 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		<input type="checkbox"/>
CBE-95	<b>Authorization for Elector to Update Signature:</b> 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 is updated or person no longer registered in county, then may destroy.	paper		<input type="checkbox"/>
CBE-96	<b>Certifications of District Candidates:</b> 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		<input type="checkbox"/>
CBE-97	<b>Election Hardware Inventory:</b> 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		<input type="checkbox"/>
CBE-98	<b>Election Day Precinct Incident Log:</b> 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		<input type="checkbox"/>
CBE-99	<b>Declaration of Intent to Change Political Party:</b> 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		<input type="checkbox"/>

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(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-100	<b>Absentee Voter Challenge:</b> 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		<input type="checkbox"/>
CBE-101	<b>Provisional Voter Precinct Verification:</b> 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		<input type="checkbox"/>
CBE-102	<b>Correspondence for DOB:</b> 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		<input type="checkbox"/>
CBE-103	<b>State and Territorial Exchange of Vital Events (STEVE) files:</b> 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.	paper		<input type="checkbox"/>
CBE-104	<b>Cancellation of Registration of Deceased Elector:</b> Includes Notice of Death of Registered Voter (R.C. 3503.21(A)(3)) and Notice of Cancellation of Voter Registration (R.C. 3503.21(F)) following receipt of notification of death of a registered elector. (SOS prescribed forms 255:C and 255:D)	Retain two (2) years, then may destroy.	paper		<input type="checkbox"/>
CBE-105	<b>Documentation of Campaign Finance Filings Examinations:</b> 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		<input type="checkbox"/>
CBE-106	<b>Precinct Official Registration List:</b> 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		<input type="checkbox"/>
CBE-107	<b>Backup Signature Pollbook:</b> 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 sixty (60) days or until no longer of administrative value, then may destroy.	paper		<input type="checkbox"/>

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

See instructions before completing this form.

(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-108	<b>Verification of UOCAVA Compliance:</b> 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		<input type="checkbox"/>
CBE-109	<b>Safe at Home Confidential Voter Registration Request:</b> 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		<input type="checkbox"/>
CBE-110	<b>Safe at Home Acknowledgement Notice:</b> 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		<input type="checkbox"/>
CBE-111	<b>Safe at Home Confidential Voter Registration Cancellation:</b> 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		<input type="checkbox"/>
CBE-112	<b>Safe at Home Absentee Identification Envelope Supplement:</b> 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		<input type="checkbox"/>
CBE-114	<b>Electronic Pollbook Records:</b> This record series includes, but is not limited to, audit and transaction records and images of signatures captured that are produced by electronic pollbooks.	Retain six (6) years, then may destroy.	paper		<input type="checkbox"/>
CBE-115	<b>Federal Write-in Absentee Ballot (FWAB) Election Notice-</b> 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		<input type="checkbox"/>
CBE-116	<b>Recounts –</b> 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		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

(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-117	<b>Notice of Voter Registration Cancellation</b> – 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		<input type="checkbox"/>
CBE-118	<b>Help America Vote Act (HAVA) Records</b> – 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		<input type="checkbox"/>
CBE-119	<b>Precinct Election Official Training Materials</b> – 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		<input type="checkbox"/>
CBE-120	<b>Election Night Reporting</b> – 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		<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