

SCHEDULE 5 – ELECTION RECORDS

Municipal election officials should not destroy records without first checking applicable statutes, which are noted for each series, to make certain that these statutes have not been changed. Questions concerning the retention of election records should be referred to the Division of Elections.

Series	Series Title	Description	Retention
5.1	Ballots Used for County Elections, Municipal Elections, Referenda Elections or Special Legislative Elections	Ballots used for county elections (if separate from state ballot), municipal elections, referenda elections or special legislative elections. These ballots must be retained for 2 months.	2 months per Title 30-A, §2528(9); Title 21-A §23(7-A) Confidential per Title 21-A, §22.2
5.2	Ballots, All Other Elections	Ballots with candidates for federal offices must be kept for 22 months unless sooner released to the Secretary of State or required by the Secretary of State to be kept longer.	22 months per Title 21-A, §23(7) Confidential per Title 21-A, §22.2
5.3	Election Records Not Specified in 1-7	All election records not otherwise listed on this disposition schedule.	2 years per Title 21-A, §23(13)
5.4	Incoming Voting Lists	The list of all of the voters in a municipality which is used by election officials at a voting place to record which voters have been issued a ballot at an election.	5 years per Title 21-A, §23(7-A)
5.5	Municipal Candidate Petitions and Nomination Papers	Petitions filed by candidates for municipal office, and nomination papers filed by citizens seeking to run for municipal office.	6 months per Title 30-A, §2528(4C)
5.6	Municipal Elections Campaign Finance Reports Filed With Municipality	The campaign report of monies received and expended for a municipal election campaign in a city or town with a population of 15,000 or more. (Any municipality with a population of less than 15,000 may choose to be governed by Title 21-A, Chapter 13, subchapter 4).	8 years per Title 30-A, §2502
5.7	Municipal Referendum Petitions	Petitions filed by citizens desiring to bring matters to municipal referendum.	6 months per Title 30-A, §2528(5)(4)
5.8	Posted Notices, Specimen Ballots, Instruction Posters to Which Materials Pertain	Posted notices concerning election matters, specimen or sample ballots provided for public information, and instruction posters for voter information.	Destroy after election per Title 21-A, §23(14)
5.9	Receipt for Certified Copies of Voting List	Receipt for certified copies of voting list.	1 year per Title 21-A, §23(5)
5.10.a	Record of Receipts for Ballots Issued and Received - Municipal	Record of receipts for ballots issued and received (municipal).	6 months per Title 21-A, §23(4)
5.10.b	Record of Receipts for Ballots Issued and Received - State	Record of receipts for ballots issued and received (state).	6 months per Title 21-A, §23(4)

Series	Series Title	Description	Retention
5.11.a	Registration and Enrollment Applications - All Other Voters	Registration and enrollment cards for all voters currently active or inactive.	Retain until voter is removed from voting list per Title 21-A, §23(1)
5.11.b	Registration and Enrollment Applications - Voters Removed from Voting List	Registration and enrollment cards for voters who have been removed from the current voting list.	2 years per Title 21-A, §23(1)
5.12	State Absentee Envelopes and Applications	The clerk shall keep the absentee ballot envelopes, including the unopened envelopes containing rejected absentee ballots, the applications for absentee ballots and the list of voters who were issued absentee ballots in the clerk's office or other secure location under the control of the clerk. Ballots will be removed and processed by the end of the election day.	2 years following any election, per Title 21-A, §23 (7-B)

Note: September 2019 correction to description

5.2	Ballots, All Other Elections	Ballots used for county elections, municipal elections, referenda elections or special legislative elections. Ballots with candidates for federal offices must be kept for 22 months unless sooner released to the Secretary of State or required by the Secretary of State to be kept longer.	22 months per Title 21-A, §23(7) Confidential per Title 21-A, §22.2
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