STATE OF CONNECTICUT
REGISTRAR OF VOTERS
CERTIFICATION PROGRAM

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SECTION 3
REGISTRARS’ OFFICE MANAGEMENT

A. Election Resources
B. Ethics – Non-partisanship & Teamwork
C. Personnel Issues
D. Public Relations, Outreach & Communications
E. Budgeting & Representing Office at Municipal Budget Meetings
F. Record Retention
G. Other Duties
A. Election Resources

1. Centralized Voter Registration System (CVRS/ConnVerse)
2. Secretary of the State (SOTS) Website
3. State Elections Enforcement Commission (SEEC) Website
4. Registrar of Voters Association of Connecticut (ROVAC)
5. Connecticut General Assembly Website

WHAT ARE WE GOING TO COVER?
CENTRALIZED VOTER REGISTRATION SYSTEM (CVRS)

- A major election resource is the Centralized Voter Registration System (CVRS).

- CVRS is designed to standardize and centralize the registration of voters throughout the state to support online voter registration.

- Its functions include the adding and changing of voter registrations, compiling of statistics for NVRA, generation of official registry and enrollment lists and other reports, and online inquiry of the entire statewide voter list.

CENTRALIZED VOTER REGISTRATION SYSTEM (CVRS)

- It is a user friendly system.

- Data entry screens are easy use so the user can move through records quickly.

- It went through a major update in the last few years so the screens no longer appear they way the originally did.
CENTRALIZED VOTER REGISTRATION SYSTEM (CVRS)

CVRS MENUS:

ACTIVITIES MENU
INQUIRIES MENU
REPORT MENU

ALSO:

REMINDEERS*
UPDATES
HELP

Connecticut Centralized Voter Registration System (CVRS)

User Manual for Registrars
Another key election resource is the Secretary of the State’s website.

www.ct.gov/sots

Elections laws & Regulations
Communications from the Elections Division (LEAD)
Links to federal election administration resources
Election Administration Forms, Guides & Manuals
Voter Guides & Forms
Anyone encountering election-related problems can contact the Election Day hotline at 1-866-733-2463 or by sending an email to elections@ct.gov.

**Online Election Results**

**Registering to Vote in CT**
- Am I eligible to vote in CT?
- Am I registered to vote in CT?
- Register to Vote Online
- Voter Registration Paper Form
- Voter Registration Deadlines
- Voter ID Requirements in CT
- Where and how do I vote?

**Ways to Vote in CT and Election Day Information**
- Election Day Registration Locations
- Polling Place Locator
- Where and how do I vote?
- Voter ID Requirements in CT

**Important Resources For Voters**
- First Time Voter Fact Sheet
- Student Voter Fact Sheet
- Voter with Disabilities Fact Sheet
- Homeless Voter Fact Sheet
- Restoring Your Voter Rights
- Important Election Dates and Deadlines
- Local Officials Contact Information
- Important Message for Voters with Disabilities from OPA
- Voter Registration Promotional Materials

**Voting Outside of CT**
- Rock the Vote
- National Association of Secretary of State's Member Roster
Election Officials

- Calendars (Current and Archive)
- Calculator - Unknown Votes
- Communications from LEAD
- Conference Calls for Elected Officials
- Offices to be Filled at a State Election (ED-101 Acrobat fillable form)
- List of Qualified Justices (ED-134 Word Document - Click Enable Editing)
- Appointments to Fill Vacancies - Justice of the Peace (ED-134a Acrobat fillable form)
- Vacancy in Elective Office - Justice of the Peace (ED-638c Acrobat fillable form)
- List of Nominees for Municipal Office (ED-633)
- Appointment of Assistant Town Clerk (ED-636-2 Acrobat fillable form)
- Vacancy/Appointment in Elective Office (ED-638 Acrobat fillable form)
- Help America Vote Act (HAVA)
- Handbooks (Moderators, Absentee Ballot Counters, Recanvass and Audit)
- Moderator Certification
- Registrar of Voters Certification Committee Meeting
- Election Night Reporting Training
- Emergency Contingency Model Plan for Elections
The State Election Enforcement Commission website is also a great resource.

- www.ct.gov/seec
- SEEC Cases
- Enforcement Attorney Contact Information
- Links to Election laws and regulations (SEEC)
The Commission serves as an impartial arbiter of election complaints, and issues decisions in the areas of campaign finance and election administration, including contribution limits and sources, such as the lobbyist and contractor contribution and solicitation ban, campaign disclosure reporting, the Citizens Election Program, the process of voting, the right to be or remain an elector, and the federal Help America Vote Act. Decisions are made by the Commission and a matter could be dismissed if no violation of election law is found, resolved through a consent agreement or determined by final decision made after a hearing conducted in accordance with the Uniform Administrative Procedures Act.

Select File Year


OR

Commission Case Decision Search

by key words (complainant, complaint, statutes, etc.)

Search

powered by Google™
ROVAC

- Registrar of Voters Association of Connecticut (ROVAC) in another terrific resource.
- [www.rovac.org](http://www.rovac.org) - allows non-member access.
- Contains manuals, information on various websites and other useful documents and links.
CONNECTICUT GENERAL ASSEMBLY (CGA) WEBSITE

- [www.cga.ct.gov](http://www.cga.ct.gov)
- State statutes, regulations, pending bills and other legislative information.
- Office of Legislative Research (OLR) publications can be found here.
  - They produce a yearly report summarizing the acts from that year that affect town clerks and elections.
  - Bill analysis
  - Plain language public act summaries
QUICK REVIEW

✓ What system do you use to enter voter registration information?
✓ What are 2 important features of the SOTS website?
✓ Where can you find SEEC decisions?
✓ Why is ROVAC.org a good resource?
✓ What are 3 important features of the CGA website?
✓ PERSONAL EXPERIENCES
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ETHICS

- An area of study concerning what is considered good and bad behavior.
- A branch of philosophy dealing with what is morally right or wrong.

ETHICS

- The State of Connecticut has a Code of Ethics, as do many municipalities.
- ROVAC adopted their Code of Ethics at their Annual Conference in April of 2008.
ROVAC CODE OF ETHICS

- First produced by the Election Center in Houston, Texas
- First known Code of Ethics for any election & registration officials.
- Judy Beaudreau, Town of Vernon, CT ROV and former ROVAC president, participated in its development.

ROVAC CODE OF ETHICS

- It outlines principles of conduct for election officials during elections and registration of voters.
- Provides that as gatekeepers of democracy it is the responsibility of election officials to promote public trust & confidence in the electoral process by acting in a fair, accurate & efficient manner.
- It also imparts a personal pledge to work together and to always place the integrity of the electoral process before any personal or partisan gain.
NON-PARTISANSHIP & TEAMWORK

• While not prescribed by law, there is no place for partisanship when conducting your responsibilities.
  • For example:
    • No talking politics in the office;
    • No conducting town committee or party business in the office;
    • Don’t steer voters towards one party or the other;
    • Remind visitors to talk politics outside the office;
    • Treat every exchange with a voter in a non-partisan way; and
    • Answer the phone generically, not with your party affiliation.

• There should be a nonpartisan working relationship between the different party representatives. Try and work as a team and fairly divide the workload.

• Each registrar should do their best to keep each other in the loop with respect to election questions, issues, or problems that arise.

QUICK REVIEW

✓ What are some principles of the ROVAC Code of Ethics?
✓ Does partisanship have a role in the administration of ROV’s responsibilities?
✓ PERSONAL EXPERIENCES
QUESTIONS?

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WHAT ARE WE GOING TO COVER?

1. ROLE OF DEPUTY AND ASSISTANT REGISTRARS
2. HIRING PRACTICES – POLL WORKERS

ROLE OF DEPUTY & ASSISTANT REGISTRARS

- Each municipality in the state must elect one ROV from each of the 2 major parties (currently the Democratic & Republican party) to serve as election administrators and to handle various other election related affairs.
- A third party registrar may also be elected if such candidate receives more votes than either major party candidate.*
- The ROVs must live in that municipality.
- Terms are either 2 or 4 years depending on the municipality.
### ROLE OF DEPUTY & ASSISTANT REGISTRARS

**DEPUTY REGISTRAR**

*Each ROV must appoint a Deputy Registrar*

- **When?** This appointment must be made immediately after the election.
- **Who Can Serve?** Must be an enrolled member of the ROVs party (for the 6 months preceding the appointment) and an *elector* of the municipality.
- They serve at the ROVs pleasure.
- ROV can fill a vacancy at any time.
- ROV must file a certificate of the appointment with the Town Clerk.
- DROV must be sworn in.

*C.G.S. §§ 9-192, 9-193*

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### ROLE OF DEPUTY & ASSISTANT REGISTRARS

**DEPUTY REGISTRAR**

- **DUTIES:**
  - Assist ROV when required;
  - Take on the ROV duties in the ROVs absence or inability to act; and
  - Become the ROV in the event of the ROVs:
    - Death;
    - Removal; or
    - Resignation.

*C.G.S. § 9-192*
ROLE OF DEPUTY & ASSISTANT REGISTRARS

DEPUTY REGISTRAR

What if the ROV fails to appoint a deputy?

The town committee, or authority set forth in the local party rules, can appoint a suitable deputy from the same party as the ROV.

C.G.S. § 9-192

ROLE OF DEPUTY & ASSISTANT REGISTRARS

ASSISTANT REGISTRARS

Each ROV can, as needed, appoint and employ up to 4 assistant registrars for each voting district in the municipality.

- Serve at the pleasure of the ROV
- Assist the ROV with their duties.
- Must be an elector of the municipality
- ROV must file a certification with the Town Clerk of each such appointment.
- Must be sworn in.

C.G.S. §§ 9-192, 9-193
ROLE OF DEPUTY & ASSISTANT REGISTRARS

ASSISTANTS

Each ROV can, as needed, appoint as many other assistants as needed for the performance of their voter registration duties found in C.G.S. §§ 9-12 through 9-45 on Election Day and the 6 days before.

C.G.S. § 9-192

ROLE OF DEPUTY & ASSISTANT REGISTRARS

SPECIAL ASSISTANT REGISTRARS

Each ROV can also appoint and employ as many special assistant registrars as are necessary to carry out their registration session duties pursuant to a session held according to C.G.S. §§ 9-19b (in person sessions) & 9-19c(a) (group sessions).

- Serve at the pleasure of the ROV
- Assist the ROV with their duties.
- Must be an elector of the municipality
- ROV must file a certification with the Town Clerk of each such appointment.
- Must be sworn in.

C.G.S. § 9-192
ROLE OF DEPUTY & ASSISTANT REGISTRARS

IN THE ABSENCE OF THE ROV

The deputy or any of the assistant registrars have all the powers, and may perform all of the duties, of the ROV.

This does not apply to special assistants.

C.G.S. § 9-192

ROLE OF DEPUTY & ASSISTANT REGISTRARS

REGISTRAR ON THE BALLOT

• When a sitting registrar is on the ballot for ROV, they CAN perform their duties on Election Day.

• When a sitting registrar is on the ballot for another office, they CANNOT perform their duties on Election Day. Their deputy must perform those duties.

C.G.S. § 9-258
PERSONNEL ISSUES

INCOMPATIBLE OFFICES ON THE BALLOT

Pursuant to Connecticut law:

No Selectman or Town Clerk can also be elected as ROV;
AND
No ROV can also hold the office of Town Clerk.

C.G.S. § 9-210

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PERSONNEL ISSUES

INCOMPATIBLE OFFICES ON THE BALLOT

- If the ROV is elected to the office of Town Clerk or Selectman and accepts the office, they shall cease to be an ROV and a vacancy arises.

- If the Town Clerk or Selectman is elected ROV, the election is void.

**In either case, the selectmen appoint another registrar by a writing signed by them and filed with the Town Clerk.

C.G.S. § 9-210
HIRING PRACTICES – POLL WORKERS

For each election ROVs will have to find and appoint a number of election officials to work at each polling place.

- Things to consider when hiring poll workers:
  - The number of polling places you have
  - The projected number of expected voters
  - Available for a full day or split shift half day? Days can start as early at 5am and last well past 8pm.
  - Must be 16 years of age or older
  - Registered voter in CT
  - Number of positions needed - including but not limited to: checkers, tabulator tenders, ballot clerks, interpreters, greeters and demonstrators, EDR clerks, absentee ballot counters, traffic monitors, and moderators for each polling place.
  - Are they available for the required 2 hours of training prior to the election? Moderator’s require 5 hours of training and certification.

HIRING PRACTICES – POLL WORKERS

OUTREACH

- Online notices – ROV website
- Notices in high school, local or regional newspapers
- Contact town’s youth services department or put notices in high schools (16-17 year olds can work half day shifts)
- Social media (Ex. ROV Facebook page)
- Distribute applications
- Word of mouth
- Public library
- Town Committees
- Voter advocacy groups (ex. LWV)
- Other
HIRING PRACTICES – POLL WORKERS

ESTABLISHING POLL WORKER’S PAY

✓ No specific statute governs the pay rate or other compensation of poll workers.
✓ Poll workers can be paid hourly or per day.
✓ ROVAC periodically conducts a survey to determine what each town pays their poll workers.

HIRING PRACTICES – POLL WORKERS

POLL WORKER COMPENSATION

✓ Payroll or Independent Contractor?
  ✓ Each town determines whether the poll worker is on the town pay roll or is a contract worker for IRS reporting requirements.
✓ Temporary employees or independent contractors?
  ✓ This question arises quite often.
  ✓ IRS considers them common law employees that are required to receive a W-2.
HIRING PRACTICES – POLL WORKERS

POLL WORKER COMPENSATION

Compensation paid for election workers is included in income, and may be subject to income tax and FICA taxes as well as reporting requirements.

<table>
<thead>
<tr>
<th>WAGES EARNED BY ELECTION WORKERS FOR ELECTION SERVICES</th>
<th>W-2/ Wage Reporting</th>
<th>FICA Withholding &amp; Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1-599</td>
<td>Not Required</td>
<td>Not Required</td>
</tr>
<tr>
<td>$600-$1,699</td>
<td>Required</td>
<td>Not Required</td>
</tr>
<tr>
<td>$1,700 or more</td>
<td>Required</td>
<td>Required entire amount of wages</td>
</tr>
</tbody>
</table>

These numbers can change over time so always consult irs.gov!
HIRING PRACTICES – POLL WORKERS

WITHHOLDING & REPORTING REQUIREMENTS

• For more information:
  ✓ IRS.gov (Internal Revenue Service)
  ✓ SSA.gov (Social Security Administration)

• Each site has links & information specific to the compensation of election officials.

HIRING PRACTICES – POLL WORKERS

NON-DISCRIMINATORY HIRING PRACTICES

• Several federal laws prohibit job discrimination on the basis of race, color, religion, sex, national origin, age, disability. Examples:
  1. Title VII of the Civil Rights Act
  2. Equal Pay Act
  3. Age Discrimination Act
  4. Americans with Disabilities Act

• Pursuant to these laws, it is illegal to discriminate in the aforementioned ways in any aspect of employment including (but not limited to):
  • Hiring & firing
  • Compensation
  • Assignment

**Many states and municipalities have further expanded these protections.
HIRING PRACTICES – POLL WORKERS

NON-DISCRIMINATORY HIRING PRACTICES

• **ADA:** The Americans with Disabilities Act was enacted in 1990 and prohibits, among other things, discrimination on the basis of disability in employment.

• **Equal Employment Opportunities:** Title I requires employers with 15 or more employees to provide qualified individuals with disabilities an equal opportunity to benefit from the full range of employment related opportunities that is available to others.

• **Restricted Inquiry:** Title I also restricts questions that can be asked about an applicant’s disability before a job offer is made including the existence of a disability.

• **Accommodations:** It also requires the employer to provide reasonable accommodations to manage the individual’s known physical or mental limitations. *Exception: Undue hardship.

• **For more information:** ADA.gov and/or consult your municipal human resources department/person or municipal attorney.
HIRING PRACTICES – POLL WORKERS

SEXUAL HARASSMENT

• Form of discrimination that violates Title VII of the Civil Rights Act of 1964 (CRA).
• CRA also applies to employers with 15 or more employees. It applies to local governments (among others).

HIRING PRACTICES – POLL WORKERS

SEXUAL HARASSMENT

This includes practices ranging from:

• Direct requests for sexual favors; to
• Workplace conditions that create a hostile environment for persons of either gender (including same sex harassment).
HIRING PRACTICES – POLL WORKERS

SEXUAL HARASSMENT

- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- The harasser can be the victim’s supervisor, an agent of the employer, a co-worker, or a non-employee.

HIRING PRACTICES – POLL WORKERS

SEXUAL HARASSMENT

- Prevention is the best tool to eliminate sexual harassment in the workplace. Employers should take steps necessary to prevent it from occurring and clearly communicate to employees that it will not be tolerated.
- Questions: consult your municipal human resources department/person and/or municipal attorney.
QUICK REVIEW

✓ When must you appoint a deputy?
✓ Who can serve?
✓ What must you file with the Town Clerk?
✓ How many Assistant ROVs can you appoint for each voting district?
✓ Who performs the ROVs duties in their absence?
✓ Can an ROV perform their duties if they are also on the ballot for an office other than ROV?
✓ If a sitting ROV is elected TC and accepts that office, can they still be ROV?
✓ Is sexual harassment allowed in the workplace?
✓ Can you ask someone if they have a disability before hiring them?

✓ PERSONAL EXPERIENCES

QUESTIONS?

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PUBLIC RELATIONS, OUTREACH & COMMUNICATIONS

It is important to have effective methods to connect with the public.
PUBLIC RELATIONS, OUTREACH & COMMUNICATIONS

WRITTEN COMMUNICATIONS

- Make sure that your written communication are effective.
  - Clear message
  - Plain language

*Also keep the ROV website (and/or social media) information for your municipality up to date.

PUBLIC RELATIONS, OUTREACH & COMMUNICATIONS

OUTREACH

- Establish a network of community organizations, voter advocacy groups, media, and schools.
- Volunteer on ROVAC committees or task forces with the SOTS.
- This can help with your voter registration and election administration responsibilities. Examples:
  - Voter registration drives & locations
  - Public notices
  - Polling place locations
  - Poll workers
PUBLIC RELATIONS, OUTREACH & COMMUNICATIONS

COMMUNITY & SPECIAL PROJECTS

- Examples:
  - Conduct voter education initiatives
  - Work with various organizations to maintain voter registration at the highest levels.
  - Conduct voter registration drives at high schools, senior centers and special functions.
  - Host meetings with other election officials on voting technology
  - Work with SOTS on developing new training programs
  - Supervise college/graduate school interns in political science/social work/public administration, etc.

QUICK REVIEW

✔ Is community outreach important?
✔ PERSONAL EXPERIENCES
QUESTIONS?

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BUDGETING & REPRESENTING YOUR OFFICE AT MUNICIPAL BUDGET MEETINGS

- ROV’s are responsible for the preparation and presentation of a fiscal year budget as well as the budgets for all elections.

- You will also need to plan for future needs.

- ROVAC website has a sample excel spreadsheet of a Payroll Breakdown of ROV’s Responsibilities.

BUDGETING & REPRESENTING YOUR OFFICE AT MUNICIPAL BUDGET MEETINGS

- The ROVs budget needs will vary by type of year (election cycle).

- ROVs can calculate each year’s election/primary/referendum events, staffing in the office & polls, training needs, supplies, machine maintenance, technology updates, etc.

- A lot of offices construct this from scratch every year (in other words, start it from $0).

- Identify your needs – some things you will know an exact $ amount for (# of poll workers & pay), but others you’ll need to estimate.
QUICK REVIEW

✓ Who creates the budget for the ROV?
✓ PERSONAL EXPERIENCES

QUESTIONS?
REGISTRARS’ OFFICE MANAGEMENT

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OFFICIAL VOTER LISTS, RECORD-KEEPING & RETENTION

STORING ORIGINAL VOTER REGISTRATION APPLICATIONS & OTHER PUBLIC DOCUMENTS

ROVs are required by law to maintain, have on file and retain many documents, records, lists and other documents.

These include but are not limited to:

- Registration Applications
- Paperwork filed with Changes to Voter Information
- CVR Records
- Records of all CVR letters sent & responses
- Records of all Property Transfer Letters & Responses
- Felony Conviction and Release Notices
- DMV Records of Changes
- List of Polling Officials
- Enrollment & Registry Lists
- Disposal Records
RECORD RETENTION

- Retention periods are based on the records’ administrative, fiscal, legal, and historical values, as well as statutory or regulatory requirements.
- In most instances the established period sets the *minimum* retention requirement.
- However, some records have *maximum* retention periods set by Federal or State statutes or regulations and *must* be destroyed at the end of the retention period.

*** NOTE: There is no statutory distinction between primaries or other types of elections for retention purposes unless specifically noted in the retention period listed in a records series.

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Several state statutes apply to records created & maintained by the ROVs:

- **Title 1**: Chapters 3 & 14, Public Records & Freedom of Information Act

- **Title 7**: Chapters 32 & 97, Town Clerks and Municipalities General Provisions

  - **Title 9**: Elections
RECORD RETENTION & DISPOSITION SCHEDULES


- **State Library**: This Office is part of the Connecticut State Library.
  - [www.ctstatelibrary.org/publicrecords](http://www.ctstatelibrary.org/publicrecords)

- **Schedule M6**: The Schedule applicable to Electors & Election Records is Schedule M6.
  - M6 describes in detail what records and documents are to be retained, for how long and gives instruction regarding time and method of destruction.

- **Federal Office**: For any election at which a federal office appears on the ballot, municipalities remain obligated to retain all election materials, including electronic data, for 22 months following the election.
STATE OF CONNECTICUT RECORDS RETENTION SCHEDULE
M6: ELECTORS AND ELECTIONS RECORDS
(Revised: 09/2011)

1. SCOPE: This schedule lists records common to the electoral process. It applies to the towns, cities, boroughs, districts, and other political subdivisions of the State. For records relating to general administrative, fiscal, or personnel matters, please refer to schedules, M1: General Administrative Records, M2: Personnel/Labor Relations Records, or M3: Fiscal Records.

2. AUTHORITY: The Office of the Public Records Administrator issues this records retention schedule under the authority granted by §§1-4 and §1-4a of the General Statutes of Connecticut.

3. SUPERSDFS ONCE: This schedule supersedes Municipal Records Retention Schedule M6: Electors and Election Records (06/2007).

4. DEFINITIONS:
   - PUBLIC RECORD: "Any recorded data or information relating to the conduct of the public's business prepared, owned, used, received or retained by a public agency, or to which a public agency is entitled to receive a copy by law or contract under section 1-218, whether such data or information be handwritten, typed, tape-recorded, printed, photoscopied, photographed or recorded by any other method." [Source: CGS §5-120(a)(1)(A)]
   - OFFICIAL RECORD COPY: "Original or official copy of a record that is retained for legal, operational, or historical purposes." Retention requirements only apply to the official record copy. [Source: CGS §§5-120(a)(1), administrative and fiscal values are included within "operational" purposes. [Source: Glossary of Records and Information Management Terms, 3rd Edition, AMERICAN RECORDS MANAGEMENT ASSOCIATION, 2003.]
   - NON-RECORD: "Item that is not usually included within the scope of official records." Examples of non-records are extra (duplicate) copies kept only for convenience, reference materials, and blank forms. [Source: Glossary, 3rd ed.]
   - RECORD SERIES: A group of related records filed together as a unit and evaluated as a unit for retention purposes (e.g., a person file consisting of an application, reference letters, benefit forms, etc.). Records on this schedule are arranged by record series. [Source: Glossary, 3rd ed.]

5. RETENTION PERIODS: Retention periods listed on this schedule are based on the records' administrative, fiscal, legal, and historical values, as well as statutory or regulatory requirements. In most instances the established period sets the minimum retention period. However, some records have maximum retention periods set by local or state statutes or regulations and must be destroyed at the end of the retention period. Please note that any statute or regulation listed in brackets in the "Retention" column indicates the legal citation for that retention requirement.

Records of historical value should be prepared for the benefit of historians and other researchers. "Historical" denotes that the municipality may request that a record series be transferred to a local, regional, or state repository approved by the Office of the Public Records Administrator.

There is no statutory distinction between primaries or other types of elections for retention purposes unless specifically noted in the retention period listed in a


6. FORMAT: Retention periods listed on this schedule apply to the official record copy, whether in paper, electronic, or other format. The records custodian must be able to retrieve and interpret the data for the retention period.

7. DISPOSITION: The disposal of election records falls under the provisions of CGS §5-108. The election calendar issued by the Office of the Secretary of the State is not a records disposal authorization. This schedule is used concurrently with the Records Disposition Authorization (Form RC-075), which is used to request permission to destroy or transfer records that have met their retention period. This calendar of record, the destruction of votes, the destruction of ballots, and the destruction of various forms issued by the state shall be completed on the destruction date of public records. The Office of the Public Records Administrator cannot grant continuing approval to destroy records on an ongoing basis. The only exception to these disposal requirements applies to unused or unutilized ballots as defined in CGS §5-130 and absentee ballots, envelopes, and related materials as defined in CGS §5-130a(b). Records maintained under the provision of CGS §5-130 and CGS §5-130a may be destroyed after the applicable retention period without prior permission from the Office of the Public Records Administrator if no contest is pending and no lawsuit has been issued by the State Elections Enforcement Commission. Therefore, records custodians are not required to submit a Form RC-075 for these items which are designated as "Destined" under the "Disposition" column. The town clerks or registrars shall create a record of the data and method of disposal, and retain it with the approved Form RC-075 for all other records.

Pursuant to CGS §5-130(a), "An original document dated prior to the year 1900 shall be destroyed under the provisions of this section without the express written approval of the Public Records Administrator." This public record may be destroyed if there are pending or active Freedom of Information Act (FOIA) requests, litigation, investigations, audits, or other cases, claims, or actions. It is important to note that if there is a destruction hold placed on records, the retention period does not change and that once the hold is lifted, the records may be destroyed after receipt of the signed Form RC-075.

8. DISPOSITION DUE TO INTEGRITY: Custodians may request permission to dispose of original records that have been impounded provided the retention period is 10 years or less and the municipality has submitted a Certificate of Compliance in accordance with the State's Library's Standards for the Safe Storage, Retrieval, and Disposal of Public Records. When submitting an execution, custodians may request permission to dispose of original records that have been impounded provided the municipality has submitted a Certificate of Compliance in accordance with the State's Library's Required Minimum Records Retention Standards for Public Records.

9. OBLIGATORY RECORDS: Records designated as "OBLIGATORY" or "OBSESSION" are no longer created or needed in the normal course of business. Records created should request approval for the appropriate disposition of any records so designated as the retention period has passed.

10. AUDIT REQUIREMENTS: Under the Single Audit Act (21 USC 7601) audit requirements apply to Federal, State, and local programs. The Municipal Auditing Act (CGS §7-303) requires an audit. The retention requirement, "...years, or until audited, whichever is later," requires further explanation. In most instances, "audited" refers to the general audit conducted by the State Auditor of Public Accounts or the general town or municipal audit conducted by an outside auditing agency, unless otherwise noted. The specific record itself may or may not have been examined as part of the audit process. The requirement of "until audited" is fulfilled when the official audit report is issued. The auditor may recommend that certain records be retained. Such records, even when they meet retention requirements, must be retained during the period that any review is pending.

FOIA DISCLOSURE: This retention schedule governs the retention of public records - not the disclosure of public records. Refer to CGS §1-200 et seq. or contact the Office of Government Accountability, Freedom of Information Commission (FOIA), regarding the disclosure of public records.
<table>
<thead>
<tr>
<th>Series #</th>
<th>Records Series Title</th>
<th>Description</th>
<th>Retention</th>
<th>Disposition</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MG-010</td>
<td>Monthly Change Detail Reports</td>
<td>(MISSING) (Consists of, but not limited to: change of last name, address; former address, voting district and party affiliation, party for all persons added, deleted, revised or added from the active and inactive registry files during the preceding month; all elections when updated names or addresses during the period; and if elections and names required under the National Voter Registration Act of 1995 (NVRA).)</td>
<td>3 years</td>
<td>Destroy after review of signed Form RC-075</td>
<td>206-§10-5a. Public Act 11-173 removed the requirement to maintain these reports.</td>
</tr>
<tr>
<td>MG-020</td>
<td>Motor Vehicle Monthly Change of Address List</td>
<td>List of individuals who changed their voter registration address on driver’s license or motor vehicle registration.</td>
<td>3 years</td>
<td>Destroy after review of signed Form RC-075</td>
<td>206-§10-5a.</td>
</tr>
<tr>
<td>MG-070</td>
<td>Pattern for Call to Amend Town Party Rules</td>
<td>Pattern for submission to amend existing party rules.</td>
<td>2 years</td>
<td>Destroy after review of signed Form RC-075</td>
<td>see MG-020 for Town Party Records including rules.</td>
</tr>
<tr>
<td>MG-095</td>
<td>Polling Place Officials List of registered voters</td>
<td>List of registered voters, certified by the registrar, for both general and primary elections, inclusive of candidates.</td>
<td>14 days after election, if not contested</td>
<td>Destroy after review of signed Form RC-075</td>
<td>206-§10-38 and §10-864, effective after primary’s return, retained for same period in the return.</td>
</tr>
<tr>
<td>MG-140</td>
<td>Registry List – Final and Supplemental – Registrar’s Copy</td>
<td>List of registered voters.</td>
<td>3 years</td>
<td>Destroy after review of signed Form RC-075</td>
<td>See MG-095 for Town Clerk’s requirements.</td>
</tr>
<tr>
<td>MG-150</td>
<td>Registry List – Preliminary – Registrar’s Copy</td>
<td>(MISSING) (List of registered voters.</td>
<td>Until printing of new preliminary list (before 2 copies of current list).</td>
<td>Destroy</td>
<td>206-§10-37. Public Act 11-173 removed the requirement to maintain this list. See MG-095 for Town Clerk’s requirements.</td>
</tr>
</tbody>
</table>

**This is an example of 1 page of the schedule.**

**RECORD DISPOSITION**

- The disposal of election records falls under the provisions of C.G.S. § 7-109.
- Section 7-109 expressly provides that: "Any official . . . of a municipality may, with the approval of the chief administrative officer of such municipality and of the Public Records Administrator, destroy any document in his or its custody relating to any matter which has been disposed of and of which no record is required by law to be kept, after such document has been held for the period of time specified in a retention schedule adopted by the Public Records Administrator."
- **General Rule – Pre-approval to destroy is required:** you must obtain approval to destroy certain election records using a special form (RC-075).
- The town clerk or registrar should create a record of the date and method of disposal and retain it with the approved Form RC-075.
EXCEPTION TO PRIOR APPROVAL

- The only exception to these disposition requirements applies to unused or mutilated ballots outlined in C.G.S. § 9-303 and absentee ballots, envelopes, and related materials outlined in C.G.S. § 9-150b(j).

- Records maintained under those provisions shall be destroyed after the applicable retention period without prior permission from the Office of the Public Records Administrator if no contest is pending and no subpoena has been issued by the State Elections Enforcement Commission.

- Therefore, records custodians are not required to submit a Form RC-075 for those items which are designated as “Destroy” under the “Disposition” column.

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**RECORD DISPOSITION**

### RECORD DISPOSITION

<table>
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<tr>
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<tr>
<td>RH-140</td>
<td>Registry List – Final and Supplements – Register’s Copy</td>
<td>List of registered voters.</td>
<td>2 years (CGS 9-89)</td>
<td>Destroy after receipt of signed Form RC-075</td>
<td>See RH-11 for Town Clerk’s requirements.</td>
</tr>
<tr>
<td>RH-150</td>
<td>Registry List – Preliminary – Register’s Copy</td>
<td>List of registered voters.</td>
<td>Until printing of new preliminary list (retain 2 copies of current list)</td>
<td>Destroy</td>
<td>CGS 80:37. Public Act 11-179 removed the requirement to maintain this list. See RH-100 for Town Clerk’s requirements.</td>
</tr>
</tbody>
</table>
No public record may be destroyed if there are pending or active Freedom of Information Act (FOIA) requests; litigations; investigations; audits; SEEC subpoenas or other cases, claims, or actions.

- It is important to note that if there is a destruction hold placed on records, the retention period does not change and that once the hold is lifted, the records may be destroyed after receipt of the signed Form RC-075 (if it’s required).
**RECORD RETENTION & DISPOSITION**

- **Storage Facility:** Each town must provide ROVs with facilities for the safe storage of official records and documents.

- **Accessibility & Joint Safe-Keeping:** Such records must be accessible to ROVs and they are jointly responsible for their safekeeping.

- **Kept in ROV Office Space:** When the ROVs are required by law to maintain, have on file, or retain any document, record, or list or other paper, the same shall be kept in their office or safe storage facility provided by the Town.

C.G.S §§ 7-27, 9-5a & 9-5b

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**RECORD RETENTION & DISPOSITION**

For Additional Questions Regarding Records Retention & Disposal Contact:

LeAnn Power is the Public Records Administrator.

Phone Number: 860-757-6540

Fax Number: 860-757-6542
QUICK REVIEW

✔ Where do you store your paper records?
✔ Where is the best place to find the retention & disposal schedule?
✔ How long must you retain materials from federal elections?
✔ Must you obtain pre-approval before the destruction of some election records?
✔ Can there be holds on destruction of records? Examples?
✔ PERSONAL EXPERIENCES

QUESTIONS?
REGISTRARS’ OFFICE MANAGEMENT

A. Election Resources
B. Ethics – Non-partisanship & Teamwork
C. Personnel Issues
D. Public Relations, Outreach & Communications
E. Budgeting & Representing Office at Municipal Budget Meetings
F. Record Retention
G. Other Duties

OTHER DUTIES

REDISTRICTING RESPONSIBILITIES

- State law requires that congressional and state legislative district boundaries be redrawn every 10 years following completion of the US Census.
- The districts must be based on the federal census, must have nearly equal populations and must not discriminate on the basis of race or ethnicity.
OTHER DUTIES

REDISTRICTING RESPONSIBILITIES

- The State legislature is primarily responsible for drawing both Congressional and state legislative district lines.
- Goal: One person, one vote.

OTHER DUTIES

REDISTRICTING RESPONSIBILITIES

- In addition, the legislative body of any municipality may divide and re-divide such municipality into voting districts. C.G.S. § 9-169.
- A voting district is a geographic area that is drawn to make election administration more efficient. You may only vote in the voting district in which you live.
- Redistricting information is maintained by the ROVs in CVRS.
OTHER DUTIES

REDISTRICTING RESPONSIBILITIES

• ROVs adjust this information in CVRS to reflect any changes in any residence’s polling place, assembly or state senate district, or Congressional district.
  • Several parts of CVRS have to be updated/checked street by street, and number by number to reflect any changes.
  • ROVs generate local maps depicting lines of voting districts.
  • ROVs also issue public relations/press campaigns explaining changes to voters and parties.
  • ROVs notify voters of changes after each redistricting.

OTHER DUTIES

POLLING PLACE SELECTION

• If the legislative body has divided its municipality into voting districts, the ROVs must provide a suitable polling place for each such district.
• If the ROVs fail to agree on the polling places, the legislative body makes the determination.

C.G.S. § 9-169
OTHER DUTIES

POLLING PLACE SELECTION

- In towns that are not divided into voting districts, the legislative body determines the place for holding elections. C.G.S. § 9-168

OTHER DUTIES

POLLING PLACE SELECTION

- **Deadline**: A polling place must be designated at least 31 days before the election.

- **Alternate Locations**: Alternate polling places must be secured in the event that a polling place becomes unavailable within the 31 days prior to the election, primary, or referendum.

  C.G.S. § 9-169
OTHER DUTIES

POLLING PLACE SELECTION

- **Unavailability**: In the event that a polling location becomes unavailable during the 31 days prior to the election (e.g., inaccessible, no handicap access, renovation), the ROVs must establish an alternative location and give adequate notice of the change to voters and election officials.

C.G.S. § 9-169, CT Regulations §§ 9-174a-5, 9-174a-16

OTHER DUTIES

POLLING PLACE SELECTION - ACCESSIBILITY

- ROVs can only select polling places that can be made accessible to and usable by physically disabled persons.
  - Entrances and exits must be at least 31 inches wide;
  - Temporary ramps must be available or curb cut;
  - Stairs used to enter the building have a rail or ramp; and
  - No barriers in the polling place shall impede the voters path to the voting booth.

- ROVs must file a certification with the SOTS that the polling place complies with these requirements.

**Exception – they can seek a waiver from SOTS if they cannot find a site that meets these standards.**

C.G.S. § 9-168d
OTHER DUTIES

POLLING PLACE SELECTION

- **State law provides additional requirements for polling place selection under varying circumstances.**
- **See:**
  - C.G.S. § 9-168a: Polling places for voting districts whose lines differ from the district lines as constituted in a municipal election year and for voting districts with less than 1500 electors who vote for officers that no other electors of the town vote for.
  - C.G.S. § 9-168a: Two polling places in one building.
  - C.G.S. § 9-168b: Designating a polling place in an adjacent voting districts

QUICK REVIEW

- ✔ What are some of the ROVs responsibilities concerning redistricting?
- ✔ In a town divided into voting districts, who provides suitable places for each polling place?
- ✔ What about towns with 1 voting district?
- ✔ What is the deadline to designate a polling place?
- ✔ Must alternate polling places be secured?
- ✔ What if a polling place becomes unavailable the week before the election?
- ✔ Must polling places be accessible to all voters?
- ✔ PERSONAL EXPERIENCES