Records Retention
Do I have to keep ALL this stuff?

What we feel

These valuable documents should be stored for five years.

This job got so much easier when I realized that nobody ever asks for anything back.
Pop Quiz

Permission to destroy records is given by:

- a. Secretary of the State
- b. FOI (Freedom of Information)
- c. CT State Library

Where to start?

- Connecticut State library
- Municipal Records Retention Schedule
- Electors and Election Records
What records do we retain?

- Official record copy only
- Includes: Paper, electronic
- Pertains to Retention NOT disclosure of records.

OBSOLETE RECORDS

Records designated as “OBSOLETE” or “SERIES CLOSED”

- no longer created or received in the normal course of business.
- BUT...Records custodians should request approval for the appropriate disposition of any records so designated as soon as the retention period has passed.
RECORDS DISPOSITION AUTHORIZATION

Connecticut Towns, Municipalities, and Boards of Education

Form RC-075 (Revised 01/2010)

INSTRUCTIONS:
1. Use this form to obtain approval for disposition (destruction or transfer) of public records pursuant to CGS §7-109.
2. If this form is used for educational records, please ensure that the Superintendent of Schools reviews and signs the form.
3. If necessary, use additional forms. Each form must be signed. Please fill out the form completely and legibly and submit to the above address at least 20 days prior to the proposed date of disposition.
4. Volume of Records: Letter-size drawer = 1.54 cubic ft.; Legal-size drawer = 2.0 cubic ft.; Record carton (standard banker's box) = 1.0 cubic ft.
5. After receiving approval, the original signed form must be retained in the Office of the Town Clerk. The originalator of this form (custodian of the record) may keep a duplicate copy. Records that cannot be destroyed have been so noted.

LOCAL GOVERNMENT ENTITY:

CUSTODIAN OF RECORDS:

ADDRESS (form will be returned to this address):

I hereby certify that the records listed below have met the retention requirements established by the Office of the Public Records Administrator in the form of approved records retention schedules. No records listed, in our opinion, pertain to any pending case, claim, or action.

<table>
<thead>
<tr>
<th>GOVERNMENT AUTHORIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSTODIAN OF RECORD (type or print):</td>
</tr>
<tr>
<td>HEAD OF MUNICIPALITY (type or print):</td>
</tr>
</tbody>
</table>

DATE: __________ 20__

EDUCATION AUTHORIZATION

SUPERINTENDENT OF SCHOOLS (type or print): SIGNATURE (Superintendent of Schools): DATE: __________ 20__

| SCHEDULES & SERIES (y, m, w, d) |
|-----------------|-----------------|-----------------|-----------------|
| RECORDS SERIES TITLE | EXCLUSIVE DATES OF RECORDS | VOLUME OF RECORDS | PROPOSED RATE OF DISPOSITION |
| FROM | TO | FROM (inclusive only) | |
| 1. 368-05C | Coinroll | 1/2015 | 12/2015 | .25 | open approval |
| 2. 368-04C | Census-Heirs of Rentswood from Voter List | 1/2016 | 12/2016 | .25 | open approval |
| 3. 368-06C | Census-Notice of CVR | 7/2013 | 12/2013 | .25 | open approval |
| 4. 368-06C | Census-Persons 1st | 7/2014 | 12/2014 | .25 | open approval |
| 5. 368-06C | Census-Note of Rentswood | 7/2014 | 12/2014 | .25 | open approval |
| 7. 368-06C | Voter-Address Change | 7/2014 | 12/2014 | .25 | open approval |
| 8. 368-06C | Voter Registration Cards | 12/2014 | 12/2014 | .25 | open approval |
| 9. 368-06C | Indiana | 8/2016 | 8/2016 | .25 | open approval |
| 10. 368-06C | Signatures of Voters-Failure to Present ID | 8/2016 | 8/2016 | .25 | open approval |
| 11. | | | | |
| 12. | | | | |
| 13. | | | | |
| 14. | | | | |
Unvoted ballots may be destroyed:

a. (14) days after an uncontested election.
b. After 22 months
c. After 60 days

LEAD Communication May 18, 2017
http://portal.ct.gov/SOTS/Election-Services/LEAD-Communications/2017-LEAD-COMMUNICATIONS

Includes:

- machine test ballots
- spoiled/abandoned ballots
- executed optical machine ballots
Ballots (M6-010)

- 180 days after a state or local Election, if not contested [CGS §9-302]
- 22 months after a federal Election [42 USC 1974]
- 60 days; per SOTS 5/16/17, see LEAD Communications
- RC-075 not required

Canvass

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Do you live here?
(pick one)

- Yes
  Welcome home
- No
  What the hell do you want?
Pop Quiz -- Canvass

Canvass records retention is obsolete.

TRUE

FALSE

Canvass (M6-020)

Retention:
- Current year plus 1
- RC-075 required

Includes:
- National Change of Address notification
- Department of Motor Vehicles (DMV) Tumbleweed system notifications
- other related records, such as those documenting mail, telephone, and door-to-door inquiries.
Canvass –

**History of Removals from Voter List (M6-030)**
- Consists of the list of removals from voter list. Also known as “Offs.”
- Current year plus 1 year
- Destroy after receipt of signed Form RC-075

**Notice of Confirmation of Residence (M6-040)**
- Moving voter to inactive status.
- Until elector omitted from registry list for 5 years
- [CGS §9-35 and §9-58]
- Destroy after receipt of signed Form RC-075

**Convicted Persons, list of (M6-060)**

Retention:
- 2 years after notification of removal
- Destroy after receipt of signed Form RC-075
Emergency Contingency plan (M6-070)

- Public Act 11-46
- Plan developed for elections, primaries and referenda.
- Until superseded [Public Act 11-46 §2(a)]
- Form RC-075 needed

Emergency Plan, cont.

- Including but not limited to:
  - solutions for ballot shortages, and strategies to implement in the event of a shortage
  - absence of poll workers, loss of power
  - fire or the sounding of an alarm within a polling place
  - voting machine malfunctions
  - a weather or other natural disaster
  - the need to remove a poll worker or moderator and to replace such worker or moderator
  - disorder in and around the polling place.
Lists (M6-070- M6-170)

Pop Quiz: Lists

A Registry list and Enrollment list are the same.

True
False
Enrollment Lists

Corrected and Supplemental M6-080
- List of voters’ party affiliations as of 45 days before a primary election.
- Until new list printed [CGS §9-55(e)]
- Destroy after receipt of signed Form RC-075

Notice of Intent to Erase Party Affiliation M6-090
- List of individuals who are removed from party membership.
- Until elector omitted from registry list for 5 years
- Destroy after receipt of signed Form RC-075
- CGS §9-60, §9-62, and §9-63.

Registry Lists

Final and Supplementary – Registrar’s Copy (M6-140)
- List of registered voters.
- 2 years [CGS §9-39]
- Destroy after receipt of signed Form RC-075
- See M6-490 for Town Clerk’s requirements.

Preliminary List (M6-150)
- Obsolete
We must keep our jury lists for five (5) years.

True
False

M6-100 is obsolete

Monthly change reports must be kept:

a. 2 years
b. never
c. 5 years
Monthly Reports

**Monthly Change Detail (M6-110)**
- Obsolete
- You can still use but no requirement for disposition.

**Motor Vehicle Monthly Change of Address List (M6-120)**
- List of individuals who checked off the voter registration section on driver’s license or motor vehicle registration.
- 2 years [42 USC 20 §1973gg- 6(i) (National Voter Registration Act of 1993)]
- Destroy after receipt of signed Form RC-075
- CGS §9-35(c).

**Other lists**

- **(M6-470) Petition for Call to Amend Town Party Rules** Petition for caucus or convention to amend existing party rules.
- 3 years
- signed Form RC-075 needed

- **M6-130 Polling Place Officials, List of List of workers,**
- certified and signed by the registrar, for both general and primary elections
- Includes oaths. 14 days after election
- If not contested Destroy after receipt of signed Form RC-075 CGS §9-258 and §9-436.
- If attached to moderator’s return, retain for same period as the return.
**Misc. Paperwork**

**Signatures of Electors – Failure to Present ID (M6-160)**
- Sign-in sheet for electors who did not present identification at polls.
- 180 days - state or local
- 22 months - federal
- RC-075

**Unofficial Checkers – Request for Appointment**
- Requests from persons seeking appointment as unofficial checkers for elections, referendum, and primary candidate checkers.
- 14 days after election, if not contested
- Destroy after receipt of signed Form RC-075
- CGS §9-235 and §9-436a.

**Voter Registration Records**
5 YEARS FROM WHEN?

- “UNTIL VOTER HAS BEEN OMITTED FROM REGISTRY FOR FIVE (5) YEARS.”
- 4 YEARS INACTIVE AND 1 YEAR OFF
- OR OFF 5 YEARS
- CGS 9-35e and CGS 9-58

Relevant statutes

- CGS 35e: “name is PLACED on inactive registry list for 4 years. At the expiration of the 4 years on inactive voter shall be REMOVED from registry list.”
- CGS 9-58 “except that any such application of an elector whose name has been REMOVED from the registry list for a period of at least five years may be placed on microfilm, destroyed or otherwise disposed of, in the manner provided in section 7-109, by such registrars.”
## Voter Registration -- M6-180 & M6-190

<table>
<thead>
<tr>
<th>Cancellation of M6-180</th>
<th>Continuance of M6-190</th>
</tr>
</thead>
<tbody>
<tr>
<td>From former town to new town</td>
<td>Response of voter to any inquiry regarding voter’s residence.</td>
</tr>
<tr>
<td>Most done on CVRS (99%)</td>
<td>Canvass, ERIC, Monthly letters</td>
</tr>
<tr>
<td>Keep until elector omitted from registry for five (5) years.</td>
<td>Until elector omitted from the list 5 years</td>
</tr>
<tr>
<td>CGS 9-21</td>
<td></td>
</tr>
</tbody>
</table>

## Voter Registration – Removal for non-Residence (M6-200)

- When Registrars are NOT in agreement
- All evidence kept permanently
- CGS 9-43
Registration Cards

Voter Registration Card (M6-210)

- Application for admittance
- Change of party
- Change of name
- Change of address
- DMV or other agency registrations
- Keep until elector omitted from registry list for five (5) years
Pop Quiz

We must retain rejected cards until elector reapplies or for five (5) years.

True
False

Voter Registration Card (M6-210)

Rejected Applications
- No Signature, date, birthdate
- citizen unchecked
- Ineligibility (not old enough)
- RETURN CARD**

Exact Duplicates
- EXACT
- DMV and agencies
- Disposal is at registrars’ discretion once verified.
Incomplete Cards

FOI Questions:

- Despite retention schedule it is suggested we keep the card.
- Contact voter; ask him/her to fill out new card per Ted.

Card: application for retention on voter list (M6-220)

- Permanent; kept in Municipality
- Consists of an application by an elector challenged as non-resident or a transfer of registration / enrollment within town. CGS 9-43
Federal Card (M6-230)

- Includes FPCA/members of armed forces
- Same five (5) years

Voter Registration Information Requests (M6-080)

- Name and address of person requesting information
- Or to whom notice of registration status was sent
- 2 years (NVRA 1993)
- No form required