



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)  
 P.O. Box 110525, 141 Willoughby Avenue  
 Juneau, AK 99811-0525  
 T: (907) 465-2317/2275  
 F: (907) 465-2465

# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 07      Schedule No: 01-07.2**

OFFICE OF THE GOVERNOR  
 OFFICE OF THE LT. GOVERNOR

07 - DIVISION OF ELECTIONS - OFFICE OF THE DIRECTOR

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise noted all record series are nonconfidential. This schedule supersedes #01-07.1.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director		Date
<i>Gail Fenumiai</i>	<i>Gail Fenumiai</i>		4/1/14
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
<i>Alan Bly</i>	4/23/14	<i>[Signature]</i> FOR	4/7/14
State Archivist	Date	Records Analyst	Date
<i>D. Dawson</i>	4/10/14	<i>Valerie Rose</i>	4/10/14

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Election Administration</b>                      This series consists of information related to the administration of division programs including: absentee and questioned voting, voter registration, primary/general/special/REAA/CRSA elections, lawsuits, subpoenas, election contests, voter fraud, duplicate voter research, recounts, election central, list maintenance, surveys, and hand count verification.</p> <p>Arranged chronologically by alpha.</p>	H & E	CY+4		<p>REAA = Regional Educational Attendance Area.</p> <p>CRSA = Coastal Resource Service Area.</p> <p>Lawsuits will be retained in the director's office files for four years and then moved to the division's resource files until the administrative need has been met.</p>
<p><b>002 - Filing for Office Files</b>                      Series includes declarations of candidacy, nominating petitions, limited political party petitions, write-in candidates, electoral college, primary, general, special and REAA/CRSA candidates, candidacy complaints, candidacy challenges, checklist for candidates, and general correspondence.</p> <p>Arranged chronologically by election race.</p>	H	PA	Y	<p>The Alaska Public Offices Commission (APOC) is responsible for retaining the conflict of interest and registration statements which are not kept at Division of Elections (DOE).</p>
<p><b>003 - Election Certification Paperwork</b>                      Includes original election certificates; Precinct Registers; Questioned Registers; Absentee Registers; Tally Books (Original); Precinct Materials, Absentee and Questioned Affidavit Envelopes, Uncounted and Rejected Ballots; Absentee and Questioned Accountability and Voter Reports, Absentee Site Accountability Reports; election recount materials; election results tapes; Early Voting Reports and Certificates; Hand Count Verification Paperwork (HCVP); Logic and Accuracy Testing (LATs); GEMS Database CDs and miscellaneous certification paperwork.</p> <p>Items are arranged by election district.</p> <p>Original election certificates are arranged numerically by district and precinct.</p>	H & E	C+4	Y	<p>C = After the election is certified.</p> <p>These materials are associated with conducting special, primary and general elections.</p> <p>Confidential under 6 AAC 25.040 (Elections Security). Retention authority: AS 15.15.470 (Preservation of Election Ballots, Papers, and Materials).</p>

**You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.**

Retention Key	Format Key	Bus. Ess = Business Essential
<p>A = Until Audit                      PO = Permanent (Retain in agency office)                      C = Cut-off event/date              S = Until Scanned                      CY = Current Year                      T = Transfer                      CFY = Current Fiscal Year              TO = Term of Office                      PA = Permanent (Transfer to State Archives)</p>	<p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>

RRDS Continuation		Agency I.D: 07	Schedule No: 01-07.2	Page 3 of 6
Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<b>004 - State Review Board/Statement of Vote</b> Official statement of vote count signed by State Review Board for primary, general, REAA, CRSA, and special elections.  Arranged numerically by district and precinct.	H	PA	Y	Retention authority: AS 15.15.450 (Certification of State Ballot Counting Review).
<b>005 - Voted Ballots &amp; Stubs for Non-federal Elections</b> Local, REAA, CRSA, and special elections.  Arranged numerically by district and precinct.	H	C+1 Mo.		C = After the election is certified.  Retention authority: AS 15.15.470 (Preservation of Election Ballots, Papers, and Materials).
<b>006 - Voted Ballots &amp; Stubs for Federal Elections</b> General, primary and special elections.  Arranged numerically by district and precinct.	H	C+22 Mos.		C = After the election is certified.  Retention authority: 42 USC Section 1974 (Retention and Preservation of Records and Papers by Officers of Elections).
<b>007.1 - Sample Ballots</b> One single document used for each district showing the ballot for each election (see item #014 for REAA, CRSA and local elections).  Arranged numerically by district, by election.	H	PA	Y	
<b>007.2 - Sample Ballots (Agency Copy)</b> One single document used for each district showing the ballot for each election (see item #014 for REAA, CRSA and local elections).  Arranged numerically by district, by election.	H & E	PO	Y	Electronic copy kept on division's website and reference hard copy is located in the director's office library.
<b>008.1 - Official Election Pamphlet (OEP) and Ballot Measure Pamphlet (BMP)</b> One copy of each booklet which includes autobiographical sketches of candidates, translated pamphlets, bonding and ballot propositions, and advisory election information.  Arranged chronologically by election (and region, if applicable).	H	PA	Y	Additional copies retained in the director's office resource files.

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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<b>008.2 - Official Election Pamphlet (OEP) and Ballot Measure Pamphlet (BMP) Backup Material</b> Backup materials consist of final pages for layout information, correspondence and photographs.	H	5	Y	Copies retained in the director's office resource files.
<b>009 - Regional Precinct Election Files</b> Appointment and acceptance letters for board members, payment to board members, time sheets, polling place agreement, certification of posting notices. Separate case file for each precinct.  Arranged numerically by precinct.	H	5		Records remain for in the regional offices except for payment data, which is held in the director's office.  Timesheets and payment data not retained elsewhere.
<b>010.1 - Voter Registration Forms/Absentee Ballot Requests (Originals)</b> This series includes applications for initial registration and absentee ballots.	H & E	PO	Y	Hardcopy is scanned by the agency and then sent for microfilming. Hardcopy may be destroyed after scanned and microfilmed copies are certified true and correct.  Confidential under the Privacy Act of 1988 and the Alaska Constitution, Article 1, Section 22 as files contain SSNs, addresses, birth dates, etc.
<b>010.2 - Voter Registration Forms/Absentee Ballot Requests (Master Microfilm)</b> This series includes applications for initial registration and absentee ballots.	M	PA	Y	Two microfilm reels are produced; one master microfilm reel is transferred to the State Archives.  Confidential under the Privacy Act of 1988 and the Alaska Constitution, Article 1, Section 22 as files contain SSNs, addresses, birth dates, etc.

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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<b>010.3 - Voter Registration Forms/Absentee Ballot Requests (Workcopy Microfilm)</b> This series includes applications for initial registration and absentee ballots.	M	PO	Y	One workcopy microfilm reel is retained by the agency.  Confidential under the Privacy Act of 1988 and the Alaska Constitution, Article 1, Section 22 as files contain SSNs, addresses, birth dates, etc.
<b>011.1 - Master Index Voter Registration</b> Arranged alphabetically by name.	E	PA	Y	Notify the State Archives after the new master index is produced each year to arrange for the transfer of material.
<b>011.2 - Master Index Voter Registration - Agency Copy</b> Arranged alphabetically by name.	E	PO	Y	
<b>012 - Initiative, Referendum &amp; Recall Petition Files</b> Petition application with names of sponsors, sponsor/booklet accountability report, sample signature booklet, certification and correspondence.  Arranged numerically by petition ID number.	H	PA		A person has thirty days after petition is rejected or certified to file an appeal under AS 15.45.460 (Referendums); AS 15.45.240 (Initiatives); or AS 15.45.720 (Recalls).
<b>013 - Initiative, Referendum &amp; Recall Petition Signature Booklets</b> Signature booklets with original signatures.	H	C+1 Mo.		C = After item goes on ballot or certification denied.  A person has thirty days after petition is rejected or certified to file an appeal per AS 15.45.460 (Referendums); and AS 15.45.240 (Initiatives); or AS 15.45.720 (Recalls).

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<p><b>014 - REAA/CRSA, Local Incorporation, Consolidation &amp; Dissolution Election Records</b> Includes candidate filings, documents, correspondence, petitions, notice of election, sample ballot, legal description and all documents used by the State Review Board to certify the election and an original election certificate.</p> <p>Arranged chronologically and alpha by community.</p>	H	PA	Y	This series includes REAA/CRSA elections (see item #002 for candidacy filings).
<p><b>015 - Local Liquor Option Files</b> Includes correspondence, petitions, notice of election, sample ballot, legal description and all documents used by the State Review Board to certify the election and an original election certificate.</p> <p>Arranged chronologically by election ID number.</p>	H	PA	Y	
<p><b>016 - Reapportionment Records</b> Includes correspondence, census information, precinct conversions, and conversions of registered voter lists, map reference files, Maptitude files, reports and plans.</p> <p>Arranged chronologically by year.</p>	H & E	PA	Y	Reapportionment occurs every ten years.
<p><b>017 - Voter Registration &amp; Election Management Systems</b> GEMS: Global Election Management System – Ballot Layout</p> <p>VREMS: Voter Registration Election Management System</p> <p>General information, manuals, software, hardware, vendor correspondence.</p>	H & E	C	Y	C = Until obsolete or superseded and administrative need has been met.
<p><b>018 - Public Records Logs and Requests for Public Information</b> Series includes agency copies of logs, initial requests for information, responses to requests, and general correspondence.</p> <p>Arranged by calendar year.</p>	H & E	C+4		C = Date of request.  Files to be reviewed every four years to determine if they are eligible for destruction; files have referential value for future responses to requests.

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