



DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT

Division of Libraries, Archives & Museums

Archives and Records Management Services

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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

DIVISION OF FINANCE

OCT 01 2007

Schedule Number: 10411

Agency Id:7

RECEIVED  
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AUG 03 2007  
DIVISION OF ELECTIONS

OFFICE OF THE GOVERNOR  
OFFICE OF THE LT. GOVERNOR  
DIVISION OF ELECTIONS  
OFFICE OF THE DIRECTOR

A - Audit  
C - Active - as defined in Remarks column  
CY - Current Year  
CFY - Current Fiscal Year

P - Permanent  
M - After Microfilming  
Numerals - Years in Addition to Current Year  
TO - Term of Office

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100.2, unless those records have been listed on this schedule.

Unless otherwise noted, all records series are retained on a **Fiscal** year basis.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

Unless otherwise noted all record series are nonconfidential. Certain data on this schedule may be input into the Voter Registration & Election Management Systems (Item 17). This record schedule supersedes #101410.

Statutory/Regulatory Authority: AS 15 (Elections); AS 14 (REAA School Boards); AS 29 (Municipal); AS 04 (Local Liquor Options); AS 46 (Coastal Management); 6 AAC 01 - 6 AAC 28 (Elections); 6 AAC 101 - 6 AAC 140 (Precinct Descriptions).

The Division of Elections is responsible for the planning and administration of statewide elections, as well as local and regional elections in the unorganized borough. It is also responsible for the voter registration records of more than 400,000 Alaskans, and the processing of statewide initiative, recall, and referendum petitions.

NOTE: 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, the records listed below are approved for retention and disposition as indicated.

Typed Name of Division Director	State Archivist		Date	Attorney General	Date
	<i>Ken Philp</i>		10-4-07	<i>Craig J. Tulley</i>	9/24/07
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>Whitney H Brewster</i>	8/3/07	<i>D. Dawson</i>	8/2/07	<i>W. J. ...</i>	10/2/07

RECORDS RETENTION SCHEDULE CONTINUATION			Schedule Number 10411				Page 2 of 7	
Item No.	Records Series & Description	Retention		Disposition			Agency ID: 7	
		Office	Records Center	State Archives	Destroy	Vital Record		Remarks
1	<p><b>Election Administration:</b></p> <p>This series consists of information related to the administration of Division programs/special projects including: absentee and questioned voting; voter registration, RECR Elections, Official Election Pamphlet (OEP) and Primary Voter Pamphlet (PVP) back-up materials, ballot orders, emergency regulations, voter fraud, federal statutes and regulations, complaints (legislative, ombudsman and public), etc.</p> <p>(Preclearance documents, historical correspondence, attorney general opinions, lawsuits and subpoenas, election contests, policies and procedures, HAVA, state statutes and regulations, Federal Voting Assistance Program, Federal Voting Rights Act, and political parties. Arranged chronologically by alpha.</p>	4	4	—	8		<p>HAVA: Help America Vote Act (HR 3295)</p> <p>Annual accrual rate is approximately two cubic feet.</p>	
	(Preclearance documents, historical correspondence, attorney general opinions, lawsuits and subpoenas, election contests, policies and procedures, HAVA, state statutes and regulations, Federal Voting Assistance Program, Federal Voting Rights Act, and political parties. Arranged chronologically by alpha.	P	—	—	—			
2	<p><b>Filing for Office Files:</b></p> <p>Series includes declarations of candidacy, nominating petitions, limited political party petitions, write-in candidates, electoral college, primary, general, special and RECR candidates, candidacy complaints, candidacy challenges, checklist for candidates, and general correspondence.</p> <p>Arranged chronologically by election race.</p>	C+4 yrs	—	P	—	X	<p>C=After the election is certified.</p> <p>RECR = Regional Educational Attendance Area (REAA)/Coastal Resource Service Area (CRSA). 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>Annual accrual rate is less than .25 cubic foot.</p>	
3	<p><b>Election Certification Paperwork:</b></p> <p>Includes Precinct Registers; Questioned Registers; Absentee Registers; Tally Books (Original); Precinct, Absentee and Questioned Uncounted and Rejected Ballots; Absentee and Questioned Accountability and Voter Reports, Absentee Site Accountability Reports; election recount; election results; Early Voting Certificates; Hand Count Verification Paperwork (HCVP); logic and accuracy testings (LATs); GEMS Database CD's and miscellaneous certification paperwork.</p> <p>Original Election Certificates</p> <p>Arranged numerically by district and precinct.</p>	C+2 Mo.	46 Mo.	—	C+4	X	<p>C=After the election is certified. Documents stored in Ballot Room.</p> <p>Fileset also includes Affidavit Envelope for Absentee/Questioned Ballots; Affidavit Ballots Received Too Late; and Absentee/ Questioned Ballots Rejected by Board. For RECR, 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>	
	Original Election Certificates	10 yrs			X			

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4	<p><b>State Review Board/Statement of Vote:</b></p> <p>Official statement of vote count signed by State Review Board for primary, general, and special elections.</p> <p>Arranged numerically by district and precinct.</p>	C+1 Mo.	—	P	—	X	<p>C=After the election is certified. Documents stored in Ballot Room.</p> <p>AS 15.15.450 (certification of state ballot counting review).</p>
5	<p><b>Voted Ballots &amp; Stubs for Non-federal Elections:</b></p> <p>Local, RECR and Special elections.</p> <p>Arranged numerically by district and precinct.</p>	C+1 Mo.	—	—	C+1 Mo.		<p>C=After the election is certified. Documents stored in Ballot Room.</p> <p>Retention Authority: AS 15.15.470 (preservation of election ballots, papers, and materials).</p>
6	<p><b>Voted Ballots &amp; Stubs for Federal Elections:</b></p> <p>General, Primary and Special elections.</p> <p>Arranged numerically by district and precinct.</p>	C+1 Mo.	21 Mo.	—	C+22 Mo.		<p>C=After the election is certified. Documents stored in Ballot Room.</p> <p>Retention Authority: 42, USC 20, Section 1974 (retention and preservation of records and papers by officers of elections).</p>

item No.	Records Series & Description	Retention		Disposition			Agency ID: 7
		Office	Records Center	State Archives	Destroy	Vital Record	Remarks
7	<p><b>Sample Ballots:</b></p> <p>One single document used for each district showing the ballot for each election—(see item no. 14 for RECR and local elections).</p> <p>Arranged numerically by district, by election.</p>	C+1 Mo.	—	P	—	X	<p>C=After the election is certified.</p> <p>Reference copy located in the Director's office.</p> <p>Annual accrual rate is less than .25 cubic foot.</p>
8	<p><b>Official Election Pamphlet (OEP) and Primary Voter Pamphlet (PVP):</b></p> <p>One copy of each booklet which includes autobiographical sketches of candidates, translated pamphlets, bonding and ballot propositions, and advisory election information.</p> <p>Arranged chronologically by election (and region, if applicable).</p>	C	5	P	—	X	<p>C=After the election is certified.</p> <p>(Backup materials for pamphlets found in Item#1.)</p> <p>Annual accrual rate is less than .25 cubic foot.</p>
9	<p><b>Regional Precinct Election Files:</b></p> <p>Appointment and acceptance letters for board members, payment to board members, polling place agreement, timesheets, certification of posting notices. Separate case file for each precinct.</p> <p>Arranged by election and numerically by precinct.</p>	C+5	—	—	5		<p>Records remain for 5 years in the regional offices and then destroyed.</p> <p>Timesheets and payment data not retained elsewhere.</p>

Item No.	Records Series & Description	Retention		Disposition			Agency ID: 7
		Office	Records Center	State Archives	Destroy	Vital Record	Remarks
10	<b>Voter Registration Forms/Absentee Ballot Requests (Original Hard Copy):</b>	C	-	-	M	X	C=Until microfilmed. M = Hard copy is destroyed after microfilm is certified "true and correct."  Fill out a TR for state archives for permanent retention.  These records are confidential under the Privacy Act of 1988 and the Alaska Constitution, Article 1, Section 22 as files contain SSNs, addresses, birth dates, etc.
	(Master Microfilm):	-	-	P	-		
	(Work copy Microfilm):	P	-	-	-		
	This series includes applications for initial registration and absentee ballots.						
11	<b>Master Index Voter Registration (Microfiche Original):</b>	-	-	P	-	X	Transferred to the state archives as produced.
	(Microfiche Duplicate):	P	-	-	-		
	Computer Output Microfiche.  Arranged alphabetically by name.						
12	<b>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.	C+1 Mo.	4	P	-		C=After item goes on ballot or certification denied.  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).

		Retention		Disposition			Agency ID: 7
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13	<p><b>Initiative, Referendum &amp; Recall Petition Signature Booklets:</b></p> <p>Signature booklets with original signatures.</p>	C+1 Mo.	—	—	C+1 Mo.		<p>C=After item goes on ballot or certification denied. Documents stored in Ballot Room.</p> <p>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).</p>
14	<p><b>Local Incorporation, Consolidation &amp; Dissolution Election Records:</b></p> <p>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>	4	—	P	—	X	<p>RECR: Regional Educational Attendance Area/Coastal Resource Service Area.</p> <p>Annual accrual rate is less than .25 cubic feet.</p> <p>This series includes RECR elections (see item 2 for candidacy filings)</p>
15	<p><b>Local Liquor Option Files:</b></p> <p>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 year election ID.</p>	4	—	P	—	X	<p>Annual accrual rate is less than .25 cubic feet.</p>

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16	<p><b>Reapportionment Records:</b></p> <p>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>	C	10 yrs	P	—	X	<p>C=10 yrs or until administrative need is met.</p> <p>Reapportionment occurs every ten years.</p> <p>Annual accrual rate is less than .25 cubic feet.</p>
17	<p><b>Voter Registration &amp; Election Management Systems</b></p> <p><b>DIMS:</b> Diebold Information and Management System</p> <p><b>GEMS:</b> Global Election Management System – Ballot Layout</p> <p><b>VREMS:</b> Voter Registration Election Management System</p> <p>General Information, Manuals, Software, Hardware, Vendor Correspondence.</p>	C	—	—	C	X	<p>C= Until information complies with authorized records retention requirements under this schedule. Authority: AS 40.21 (Management &amp; Preservation of Public Records) &amp; 4 AAC 59.005 (Retention &amp; Preservation of Electronic Records).</p>
18	<p><b>General Administrative Records:</b></p> <p>Includes Administrative Policies and Procedures, Accounting, Travel, Budget; Contracts, Election Forms, Grant Management; Procurement, Leasing, Property, Inventory, Information Technology; Reading Files, Vendor Files etc.</p> <p>Arranged chronologically (by region, if applicable).</p>	4			X		<p>All duplicate copies maintained on any media may be destroyed as soon as administrative or management need is met.</p> <p>The General Schedule may be accessed on the Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>