



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
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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 <i>Original signature held on file.</i>	Date 4/1/2014
Attorney General/Designee <i>Original signature held on file.</i>	Date 4/23/2014	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 4/7/2014
State Archivist <i>Original signature held on file.</i>	Date 4/10/2014	Records Analyst <i>Original signature held on file.</i> Date 4/10/2014

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Election Administration 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>		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>Annual accrual rate is approximately two cubic feet.</p>
<p>002 - Filing for Office Files 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>		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>Annual accrual rate is less than .25 cubic foot.</p>
<p>003.1 - Election Certification Paperwork Includes Precinct Registers; Questioned Registers; Absentee Registers; Tally Books (Original); Precinct Materials, Absentee, Questioned 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 Testings (LATs); GEMS Database CDs and miscellaneous certification paperwork.</p>		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 C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office</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>

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003.2 - Election Certification Paperwork (Original Election Certificates) Arranged numerically by district and precinct.		PA	Y	Agency retains for four years. Recommend review for transfer to the State Archives every four years. Confidential under 6 AAC 25.040 (Elections Security). Retention authority: AS 15.15.470 (Preservation of Election Ballots, Papers, and Materials).
004 - State Review Board/Statement of Vote Official statement of vote count signed by State Review Board for primary, general, REAA, CRSA, and special elections. Arranged numerically by district and precinct.		PA	Y	Retention authority: AS 15.15.450 (Certification of State Ballot Counting Review).
005 - Voted Ballots & Stubs for Non-federal Elections Local, REAA, CRSA, and special elections. Arranged numerically by district and precinct.		C+1 Mo.		C = After the election is certified. Retention authority: AS 15.15.470 (Preservation of Election Ballots, Papers, and Materials).
006 - Voted Ballots & Stubs for Federal Elections General, primary and special elections. Arranged numerically by district and precinct.		C+22 Mos.		C = After the election is certified. Retention authority: 42, USC 20, Section 1974 (Retention and Preservation of Records and Papers by Officers of Elections).
007 - Sample Ballots One single document used for each district showing the ballot for each election (see item #013 for REAA, CRSA and local elections). Arranged numerically by district, by election.		PA	Y	Reference copy located in the director's office library. Annual accrual rate is less than .25 cubic foot.

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<p>008.1 - Official Election Pamphlet (OEP) and Primary Voter Pamphlet (PVP) 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>		PA	Y	Additional copies retained in the director's office resource files. Annual accrual rate is less than .25 cubic foot.
<p>008.2 - Official Election Pamphlet (OEP) and Primary Voter Pamphlet (PVP) Backup Material Backup materials consist of final pages for layout information, correspondence and photographs.</p>		PA	Y	Additional copies retained in the director's office resource files. Annual accrual rate is less than .25 cubic foot.
<p>009 - Regional Precinct Election Files 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.</p> <p>Arranged numerically by precinct.</p>		5		Records remain for five years in the regional offices and then destroyed. Payment data remains in the director's office for five years and then is destroyed. Timesheets and payment data not retained elsewhere.
<p>010.1 - Voter Registration Forms/Absentee Ballot Requests (Originals) This series includes applications for initial registration and absentee ballots.</p>	H & S	PO	Y	Hardcopy is destroyed after scanned copy is certified "true and correct". Scanned copy is retained permanently in the office. 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.

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010.2 - Voter Registration Forms/Absentee Ballot Requests (Master Microfilm) This series includes applications for initial registration and absentee ballots.	M	PA	Y	One master microfilm reel is produced and then transferred to the State Archives. 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.
011.1 - Master Index Voter Registration Arranged alphabetically by name.	E	PA	Y	Transferred to the State Archives as produced.
011.2 - Master Index Voter Registration - Reference Copy Arranged alphabetically by name.	E	PO	Y	
012 - Initiative, Referendum & Recall Petition Files Petition application with names of sponsors, sponsor/booklet accountability report, sample signature booklet, certification and correspondence. Arranged numerically by Petition ID.		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).
013 - Initiative, Referendum & Recall Petition Signature Booklets Signature booklets with original signatures.		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>014 - Local Incorporation, Consolidation & Dissolution Election Records 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>		PA	Y	<p>Annual accrual rate is less than .25 cubic feet.</p> <p>This series includes REAA/CRSA elections (see item #002 for candidacy filings).</p>
<p>015 - Local Liquor Option Files 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.</p>		PA	Y	<p>Annual accrual rate is less than .25 cubic feet.</p>
<p>016 - Reapportionment Records 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>		PA	Y	<p>Reapportionment occurs every ten years.</p> <p>Annual accrual rate is less than .25 cubic feet.</p>
<p>017 - Voter Registration & Election Management Systems 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>		C	Y	<p>C = Until material is obsolete or superseded and administrative need has been met.</p> <p>Retention authority: AS 40.21 (Management & Preservation of Public Records) & 4 AAC 59.005 (Retention & Preservation of Electronic Records).</p>

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