

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Office of the Governor
Office of the Lt. Governor
Division of Elections

Authority: Under AS 40.21.060(4) and AS 40.21.110, the agency shall retain and otherwise manage records in accordance with this schedule.

If this schedule does not cover a record, the agency shall retain and otherwise manage records in accordance with the most current *State of Alaska General Administrative Records Retention Schedules*. If this schedule and the *General Administrative Records Retention Schedules* do not cover a record, the agency must obtain approval to dispose of the record from the Records and Information Management Service.

Disposition: The agency may not destroy permanent records. Notwithstanding any retention period in this schedule or the *Alaska General Records Retention Schedules*, the agency must retain records relevant to ongoing or foreseeable investigations, audits or lawsuits, or responsive to a pending public records request.

Archival Value: Under AS 40.21.030(a)(3), the State Archivist may review for permanent retention all records with potential permanent legal or historical value. All records created prior to 1960 must be retained for review by the Alaska State Archives. This retention schedule does not authorize the transfer of records to any repository other than the Alaska State Archives (AS 40.21.030).

Format and Media: Under AS 40.21.150(6), the retention periods listed on this schedule apply to all electronic and non-electronic records. The agency may store a record in any format as long as the record remains readable and accessible for its retention period. See 4 AAC 59.005.

Accordingly, the agency must, as necessary, periodically update storage media, adopt migration strategies, and implement security plans. Backups produced for data recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Essential Designation: Under AS 40.21.060, the agency shall identify, segregate and protect essential records vital to the continuing operation of the agency in the event of natural or man-made disasters. See 4 AAC 59.005(a)(8) and 4 AAC 59.010(5)(E).

Copies: Do not retain copies preserved for convenience or for business essential or data recovery purposes for longer than the retention period of the record copy. See AS 40.21.150(6).

Supersedence: This schedule supersedes: 01-07.2, Office of the Governor, Office of the Lt. Governor, Division of Elections

Pursuant to the provisions of AS 40.21.030 (b)(10) and 4 AAC 59.005, the records listed on this schedule are approved for retention and disposition as indicated.		Agency CEO/ Division Director	Date:
		<i>Original signature held on file.</i>	10/3/2019
		Gail Fenumiai, Director, Division of Elections, Office of the Governor, Office of the Lt. Governor	
Attorney General/Designee	Date:	Commissioner of Administration/Designee	Date:
<i>Original signature held on file.</i>	12/17/2019	<i>Original signature held on file.</i>	10/3/2019
Alan Birnbaum, Chief Assistant Attorney General, Department of Law		Hans Zigmund, Director, Division of Finance, Department of Administration	
State Archivist	Date:	Records Analyst	Date:
<i>Original signature held on file.</i>	12/30/2019	<i>Original signature held on file.</i>	12/27/2019
Karen Gray, State Archivist		Jennifer Treadway, State Records Manager	

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
1	<p>Election Administration</p> <p>This series consists of information related to the administration of division programs including: absentee and questioned voting, voter registration, primary/general/special/Regional Educational Attendance Area (REAA) elections, lawsuits, subpoenas, election contests, voter fraud, duplicate voter research, recounts, election central, list maintenance, surveys, and hand count verification.</p>	4		<p>Dispose of records 4 years after calendar year.</p> <p>Retention authority: 52 U.S.C. 20701 (Retention and Preservation of Records and Papers by Officers of Elections).</p>
2	<p>Filing for Office Files</p> <p>This series includes declarations of candidacy, nominating petitions, limited political party petitions, write-in candidates, electoral college, primary, general, special and REAA candidates, candidacy complaints, candidacy challenges, checklist for candidates, and general correspondence.</p>	Permanent	Yes	<p>Transfer to the Alaska State Archives 4 years after an election.</p> <p>Confidential per Privacy Act of 1988 and Alaska Constitution, Article 1, Section 22.</p> <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>

Inactive Records may be transferred to an approved records center at any time. Complete a Records Transfer List (RTL) and submit to your Records Officer for approval.

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
3	<p>Election Certification Paperwork</p> <p>This series includes original election certificates; Precinct Registers; Questioned Registers; Absentee Registers; Summary 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>	4	Yes	<p>Dispose of records 4 years after the election is certified.</p> <p>These materials are associated with conducting special, primary and general elections.</p> <p>Confidential per 6 AAC 25.040 (Elections Security). Retention authority: AS 15.15.470 (Preservation of Election Ballots, Papers, and Materials).</p>
4	<p>State Review Board/Statement of Vote</p> <p>Official statement of vote count signed by State Review Board for primary, general, REAA, and special elections.</p>	Permanent	Yes	<p>Transfer to the Alaska State Archives after an election.</p> <p>Retention authority: AS 15.15.450 (Certification of State Ballot Counting Review).</p>
5	<p>Voted Ballots & Stubs for Non-Federal Elections</p> <p>Local, REAA, and special elections.</p>	30 days		<p>Dispose of records 30 days after the election is certified.</p> <p>Retention authority: AS 15.15.470 (Preservation of Election Ballots, Papers, and Materials).</p>

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Item #	Record Series Title and Description	Retention	Essential	Retention Notes
6	<p>Voted Ballots & Stubs for Federal Elections</p> <p>General, primary and special elections.</p>	22 months		<p>Dispose of records 22 months after the election is certified.</p> <p>Retention authority: 52 U.S.C. 20701 (Retention and Preservation of Records and Papers by Officers of Elections).</p>
7	<p>Sample Ballots</p> <p>One single document used for each district showing the ballot for each election (see item # 014 for REAA and local elections).</p>	Permanent	Yes	<p>Retain records permanently in the office.</p> <p>Electronic copy kept on division's website and reference hard copy is located in the director's office library.</p>
8	<p>Official Election Pamphlet (OEP) and Ballot Measure Pamphlet (BMP)</p> <p>One copy of each booklet which includes autobiographical sketches of candidates, translated pamphlets, bonding and ballot propositions, and advisory election information.</p>	Permanent	Yes	<p>Transfer to the Alaska State Library after an election.</p> <p>Additional copies retained in the director's office resource files.</p>
9	<p>Regional Precinct Election Files</p> <p>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>	5		<p>Dispose of records 5 years after an election.</p> <p>Records remain in the regional offices except for payment data, which is held in the director's office.</p> <p>Timesheets and payment data not retained elsewhere.</p>

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10	<p>Voter Registration Forms/Absentee Ballot Requests</p> <p>This series includes applications for initial registration and absentee ballots.</p>	Permanent	Yes	<p>Retain records permanently in the office.</p> <p>Confidential per Privacy Act of 1988 and Alaska Constitution, Article 1, Section 22.</p> <p>Retention authority: 52 U.S.C. 20701 (Retention and Preservation of Records and Papers by Officers of Elections).</p>
11	<p>Master Index Voter Registration</p>	Permanent	Yes	<p>Retain records permanently in the office.</p>
12	<p>Initiative, Referendum & Recall Petition Files</p> <p>Petition application with names of sponsors, sponsor/booklet accountability report, sample signature booklet, certification and correspondence.</p>	Permanent		<p>Transfer to the Alaska State Archives 90 days after the law is enacted, or if rejected, 90 days after the election it appeared on the ballot.</p> <p>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).</p>
13	<p>Initiative, Referendum & Recall Petition Signature Booklets</p> <p>Signature booklets with original signatures.</p>	30 days		<p>Dispose of records 30 days after item goes on ballot or certification denied.</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>

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Item #	Record Series Title and Description	Retention	Essential	Retention Notes
14	<p>REAA, Local Incorporation, Consolidation & Dissolution Election Records</p> <p>This series includes 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>	Permanent	Yes	<p>Transfer to the Alaska State Archives after an election.</p> <p>This series includes REAA elections (see item #2 for candidacy filings).</p>
15	<p>Local Liquor and Marijuana Option Files</p> <p>This series 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>	Permanent	Yes	<p>Transfer to the Alaska State Archives after an election.</p>
16	<p>Reapportionment Records</p> <p>This series includes correspondence, census information, precinct conversions, and conversions of registered voter lists, map reference files, mapping files, reports and plans.</p>	Permanent	Yes	<p>Transfer to the Alaska State Archives every 10 years.</p> <p>Reapportionment occurs every ten years. Alaska Constitution, Article VI, Section 3.</p>
17	<p>Voter Registration & Election Management Systems</p> <p>General information, manuals, software, hardware vendor correspondence.</p>	Current	Yes	<p>Retain data until obsolete, superseded, and/or administrative need has been met.</p>

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Item #	Record Series Title and Description	Retention	Essential	Retention Notes
18	<p>Public Records Logs and Requests for Public Information</p> <p>This series includes agency copies of logs, initial requests for information, responses to requests, and general correspondence.</p>	4		<p>Dispose of records 4 years after date of request.</p> <p>Files to be reviewed every four years to determine if they are eligible for destruction; files have referential value for future responses to requests.</p>
19	<p>Opt-Out Mailers</p> <p>This series includes returned and completed opt-out mailers from individuals not registered to vote through the Permanent Fund Dividend Automatic Voter Registration process.</p>	1		<p>Dispose of records 1 year after opt-out deadline has passed.</p>

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