

DEPARTMENT OF ELECTIONS RECORD RETENTION SCHEDULE

	Division(s)	Type of Record	Code Section	Retention Period	Retention Category*	Destruction Category**
1	All Divisions	Correspondence - Incoming and Outgoing	Admin Code § 8.3	5 years	2	1
2	All Divisions	Office Procedures	Department Practice	Until superseded	4	2
3	All Divisions	Publications - e.g., Candidate Guide, Observer Guide	Department Practice	Until superseded	4	2
4	All Divisions	Reports	Admin Code § 8.3	5 years	2	2
5	Administrative	Calendar - Department Head	Admin Code § 67.29-1 and 67.29-5	Permanent	1	2
6	Administrative	Invoices	Controller's Records Retention Memo dated 3/6/2013	5 years or length of time stipulated by funding source, if greater than 5 years	2	2
7	Administrative	Travel and Reimbursement Records	Controller's Records Retention Memo dated 3/6/2013	5 years	2	2
8	Administrative	Budget Files	Controller's Records Retention Memo dated 3/6/2013	5 years	2	2
9	Administrative	Audit Work papers and Supporting Documents (Audit Report will be stored by the Controller)	Controller's Records Retention Memo dated 3/6/2013	7 years	2	2
10	Administrative	Contracts including RFPs and RFQs	Controller's Records Retention Memo dated 3/6/2013	Contract life + 20 years retention or the term required by funder	2	2
11	Administrative	Press Releases	Admin Code § 8.3 (see also Ethics retention schedule)	Permanent	1	2
12	Administrative	Personnel Records	Admin Code § 8.3 - secure permission from SFERS prior to destruction	50 years or life of employee	2	1
13	Administrative	Emergency Plan	Admin Code § 8.9	Until superseded	1	2
14	Campaign Services	Completed Applications for Viewing Master Voter Files	CAEC § 2188(f)	5 years	2	1
15	Campaign Services	Candidates' Declarations, Petitions, and Nomination Certificates	SF MEC § 920	2 years	2	2
16	Campaign Services	Nomination Documents and Signatures in Lieu	CAEC § 17100	Term of Office + 4 years	2	2
17	Campaign Services	Mayor, Board of Supervisors Candidate Statements ELECTED	CA Gov. Code § 81009	Permanent	1	2

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****Destruction Category**

- 1 - Destruction/Shredding
- 2 - Recycling

Updated 3/9/2015

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18	Campaign Services	Mayor, Board of Supervisors Candidate Statements NOT ELECTED	CA Gov. Code § 81009	5 years	2	2
19	Campaign Services	All Other Candidate Statements	CA Gov. Code § 81009	7 years	2	2
20	Campaign Services	Certification of Election Results	CAEC § 15372 and 15375	10 years on Dept. website and transmitted to SOS	2	2
21	Campaign Services	FPPC Forms	CA Gov.Code § 81009 (See also Ethics schedule)	Permanent	1	1
22	Campaign Services	Historical Voter Information Pamphlet/Sample Ballots	Admin. Code § 8.7	Permanent	1	2
23	Campaign Services	Charter Amendments	CA Gov. Code § 34460	Permanent	1	2
24	MIS	Ballot Tabulation Data - Federal and State Elections	CAEC § 17301 and 17302. Consistent with state election requirements.	22 months - federal 6 - months - state	2	2
25	MIS	Voted Voter Data File - Federal and State Elections	CAEC § 17301 and 17302. Consistent with state election requirements.	22 months - federal 6 - months - state	2	1
26	Outreach	Advertisements	Admin Code § 8.3	5 years	2	1
27	Outreach	Community Organization Contact List	Admin Code § 8.3	5 years	2	1
28	Poll Worker	High School Volunteer Applications	Admin Code § 8.3	5 years	2	1
29	Poll Worker Administration	FED Personnel information	Admin Code § 8.3 - secure permission from SFERS prior to destruction	50 years or life of employee	2	1
30	Poll Worker	Poll Worker Material including Oaths, Training Lists, Applications, Appointment Notices etc. - Federal and State Elections	CAEC § 17502 and 17503	22 months - federal 6 months - state	2	1
31	Poll Worker	Security Seal Sheet	SOS certification/Sequoia voting system. Retention duration consistent with state requirements. (CAEC § 17301 and 17302.	22 months - federal 6 months - state	2	2
32	Publications	Meeting Recordings for Ballot Simplification Committee Meetings	Admin Code § 67.14	Permanent	1	2
33	Precinct Services	Supervisorial and District Maps	CAEC § 17501	12 years with SOS	2	2

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34	Precinct Services	Polling Place Locations, Contracts, and Site Surveys	Admin Code § 8.3	5 years	2	2
35	Precinct Services	Delivery Route Sheets	Admin Code § 8.3	5 years	2	2
36	Ballot Distribution Warehouse	Ballots - Voted Precinct, VBM, Provisional, Spoiled, Cancelled, Surrendered VBM, and Ballot Receipts - Federal and State Elections	CAEC § 17301 and 17302	22 months - federal 6 months - state	2	2
37	Ballot Distribution Voter Services Warehouse	VBM and Provisional Envelopes - Federal and State Elections	CAEC § 17301 and CAEC § 17302	22 months - federal 6 months - state	2	1
38	Ballot Distribution Voter Services Warehouse	Tally Sheets, Street Index, Challenge and Assisted Voter List - Federal and State Elections	CAEC § 17303 and 17304	22 months - federal 6 months - state	2	2
39	Ballot Distribution Warehouse	Ballots/Unvoted	CAEC § 14403 and 14404	Recycle - no later than 30 days following the last day to certify the election	2	2
40	Ballot Distribution Warehouse	Ballots/Voted VBM - Special Elections	Department Practice - consistent with state election requirements	6 months	2	2
41	Ballot Distribution Warehouse	Ballots - Cancelled, Spoiled and Surrendered - Special Elections	Department Practice - consistent with state election requirements	6 months	2	2
42	Ballot Distribution Warehouse	Ballots/Chain of Custody Documentation	Admin Code § 67.29-7	Until certification	2	2
43	Voter Services Warehouse	Registration Cards (All)	CAEC § 2165 and 17000 42 USC § 1974	Permanent	1	1
44	Voter Services Warehouse	Initiatives and Referendum Petitions - State and Local	CAEC § 17200	8 months after certification unless needed as evidence in an ongoing investigation	2	1

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45	Voter Services	Official Notices - Death, Felony, and Incompetence Listings	42 USC § 1974	22 months	2	1
46	Voter Services	Request to Change/Cancel Registration	42 USC § 1974	22 months	2	1
47	Voter Services	Voter Notification Cards, Alternative Residency Confirmation Cards, Address Confirmation Postcards (8d(2)) - Undeliverable	42 USC § 1974 NVRA 1993	22 months	2	1
48	Voter Services	Rosters including Posted Ballot Statement	CAEC § 17300	5 years	2	1
49	Warehouse	L&A Test ballots - Federal and State Elections	CAEC § 17301 and 17302. Consistent with state election requirements for voted ballots.	22 months - federal 6 months - state	2	2

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