



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211

OHIO HISTORICAL SOCIETY
 MAR 13 2014
 STATE AND LOCAL GOVERNMENT RECORDS

For State Archives - LGRP Use Only	
Date Received:	
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Items requested for transfer	YES NO
If YES, attach copy of transfer form	

Board of Elections

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Clark County Board of Elections Springfield, OH

(local government entity)

(unit)

[Signature]

Matthew Tachec

Director

January 13, 2014

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Records Commission

437-521-2006

(telephone number)

50 E Columbia St Springfield OH

45502

Clark

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: *mlokai@clarkcounty.ohio.gov*
 I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

[Signature]

March 12, 2014

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

[Signature]

Electronic Records Assistant

03/24/2014

Signature

Title

Date

Section D: Auditor of State

[Signature]

4-4-14

Signature

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form.

Schedule Number	Record title and description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-2 Required by OHS - LGRP
CCBOE-01	Absentee ballot applications	Retain four (4) years, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-02	Absentee voter register – record of civilian absentee voters	Retain permanently	Paper, Electronic		<input checked="" type="checkbox"/>
CCBOE-03	Absentee voter register – record of military absentee voters	Retain permanently	Paper, Electronic		<input checked="" type="checkbox"/>
CCBOE-04A	Abstract of votes – abstract of votes cast in an election	Retain paper until scanned, then dispose	Paper		<input type="checkbox"/>
CCBOE-04B	Abstract of votes – abstract of votes cast in an election	Retain permanently	Electronic		<input checked="" type="checkbox"/>
CCBOE-05	Audit report – report of the state examiner	Retain one (1) copy permanently	Paper, Electronic		<input type="checkbox"/>
CCBOE-06	Ballots used and unused	Retain until sixty (60) days after a non-federal election or twenty-two (22) months after a federal election, then may destroy provided no pending court action or court order (R.C. 3505.31)	Paper, Electronic		<input type="checkbox"/>
CCBOE-07	Ballots (sample) – record of bond issues and tax levies in form of sample ballots	Retain twenty (20) years by office, then transfer to county archives for permanent retention	Paper, Electronic		<input checked="" type="checkbox"/>
CCBOE-08	Bids - unsuccessful	Retain two (2) years after successful bid in group awarded, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-09	Bids – successful bid with contract	Retain fifteen (15) years after completion of contract, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-10	Cash book – record of fees collected	Retain (10) years and until audited by Auditor of State and audit report is released, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-11	Campaign expense reports – expense reports filed	Retain six (6) years, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-12	Central committee notices – notices of political party meetings and committee members lists	Notices retain two (2) years, then may destroy; members list: two (2) or four (4) years depending on term of committee members of the political party, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-13	Correspondence – general office correspondence	Retain one (1) year, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-14	Certificates of annexation – copy of annexation ordinance, etc.	Retain permanently	Paper, Electronic		<input checked="" type="checkbox"/>
CCBOE-15	Chargeback record – election expenses charged back to subdivisions	Retain three (3) years and until audit report is released, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-17	Ledger of receipts and expenditures – financial records of boards of elections	Retain six (6) years and until all items are audited and cleared by Auditor of State and audit report is released, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-18	Petitions of candidates – accepted and rejected petitions for elections	Retain six (6) years, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-19	Poll books and summary sheets – signatures of electors voting and precinct summary statements	Retain six (6) years, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-20	Poll lists – list of voters by precinct	Retain two (2) years, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-21	Poll officials record/precinct records – list of judges	Retain two (2) years, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-25	Receipt books – office copy of fiscal receipts issued	Retain until audited by Auditor of State and audit report is released, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-26A	Resolutions on bond issues that pass – copies of resolutions by governmental bodies authorizing placement of bond issues on the ballot	Retain for life of bonds, then may destroy	Paper, Electronic		<input type="checkbox"/>

Audited means: the years encompassed by the record have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

Clark County Board of Elections

Schedule Number	Record title and description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS - LGRP
CCBOE-26B	Resolutions except for bond issue resolutions – copies of resolutions by governmental bodies authorizing placement of issues on the ballot	Retain for five (5) years after election, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-27	Vouchers – copy sent to county auditor	Retain until audited by Auditor of State and audit report is released, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-28	Ward & precinct maps – political subdivision precinct boundaries	Retain permanently	Paper, Electronic		<input checked="" type="checkbox"/>
CCBOE-29	Withdrawal of candidacy notices – record of a signed candidate's withdrawal notice/letter	Retain one (1) year after election, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-30	Minutes of BOE meetings – record of proceedings	Retain permanently	Paper, Electronic		<input checked="" type="checkbox"/>
CCBOE-31	Change of name, death, and disenfranchised voters reports – original reports issued by the probate court, clerk of courts, and health department	Retain two (2) years after filing, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-32A	Registration cards (active) – master and precinct cards files for currently registered voters	Retain until microfilmed	Paper, Electronic		<input type="checkbox"/>
CCBOE-32B	Registration cards (active) – master and precinct cards files for currently registered voters	Retain permanently	Paper, Electronic		<input checked="" type="checkbox"/>
CCBOE-33A	Registration cards (active) – cancelled voter registration cards	Retain until microfilmed	Paper, Electronic		<input type="checkbox"/>
CCBOE-33B	Registration cards (active) – cancelled voter registration cards	Retain permanently	Paper, Electronic		<input checked="" type="checkbox"/>
CCBOE-34	Transfer of Registrations – record of voters' transfer from one area to another	Retain four (4) years, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-35	Directives/Advisories – instruction, information and guidance sent to all county board of elections concerning the election process and new election laws	Retain one (1) year in office, transfer to county record center for five (5) years, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-36	Change of address/name notifications – written notices from registered voters of a change of address or name	Retain four (4) years, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-37	Primary voter challenge – forms which are signed by registered voters when they want to vote for a different political party's candidates than which they are currently listed	Retain two (2) years, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-38	Absentee identification envelopes – envelopes which identify a voter by name/address. This envelope contains the voted ballots and is used to prove ballot security until counted.	Retain sixty (60) days after non-federal election or twenty-two (22) months after a federal election, then must destroy, provided no pending court action or court order	Paper, Electronic		<input type="checkbox"/>
CCBOE-40	Provisional ballot affirmations – affirmation an elector voted a ballot provisionally	Retain four (4) years, then may destroy unless used as a voter registration form, then retain permanently	Paper, Electronic		<input type="checkbox"/>
CCBOE-42	Payroll records for BOEs – payroll records of poll workers, election extras, part-time workers and workers no longer employed at the boards	Retain four (4) years, then may destroy	Paper, Electronic		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

Clark County Board of Elections

Schedule Number	Record title and description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-5 Required by OHS - LGRP
CCBOE-44	Registration Confirmation Notices – confirmation notices sent by the county boards to resident to verify registration records and returned with updated information	Retain four (4) years, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-45	Confirmation notice responses – information indicating whether a person has responded to a confirmation notice	Retain five (5) years, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-46	Confirmation or acknowledgement notice lists – list of names and addresses of persons who were sent confirmation or acknowledgement notices	Retain five (5) years, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-47	Acknowledgements or confirmation cards returned undeliverable	Retain four (4) years, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-48	Voter verified paper audit trail (VVPAT) official ballot to be used for recount purposes	Retain sixty (60) days or twenty-two (22) months for federal elections, then may destroy provided no pending court action or court order (R.C.3506.18)	Paper, Electronic		<input type="checkbox"/>
CCBOE-49	Voting machine reports (logic & accuracy testing, test decks, tapes, testing result records, zero tapes, close of polls tapes, cards downloaded, used seal/lock records)	Retain sixty (60) days after non-federal election or twenty-two (22) months for federal elections, then may destroy provided no pending court action or court order (R.C.3506.18)	Paper, Electronic		<input type="checkbox"/>
CCBOE-50	Chain of custody forms, voting unit event log, and election day precinct incident log	Retain two (2) years, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-51	Proclamations of elections or legal advertisement of questions and issues	Retain one (1) year, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-52	Challenge forms pursuant to R.C.3505.20	Retain two (2) years, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-53	Observer forms pursuant to R.C.3505.21	Retain one (1) year, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-54	Census block precincting waiver form and accompanying maps	Retain four (4) years, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-55	Affirmation of voter who does not possess any appropriate identification for voting purposes (SOS prescribed form #10-T)	Retain two (2) years, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-56	Verification of handicapped accessible parking spaces and polling locations	Retain one (1) year, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-57	Certification of training hours completed	Retain two (2) years, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-58	Election calendars	Retain until no longer of administrative value, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-59	Mailing envelope containing voted absent voter ballot	Retain sixty (60) days after election, then may destroy provided no pending court action or court order	Paper, Electronic		<input type="checkbox"/>
CCBOE-60	Proofs of ballots	Retain sixty (60) days after election, then may destroy provided no pending court action or court order	Paper, Electronic		<input type="checkbox"/>
CCBOE-61	Report Forms for local questions & issues including approved ballot language	Retain sixty (60) days after election, then may destroy provided no pending court action or court order	Paper, Electronic		<input type="checkbox"/>
CCBOE-62	Certifications by most populous county of overlapping candidates or local questions and issues	Retain sixty (60) days after election, then may destroy provided no pending court action or court order	Paper, Electronic		<input type="checkbox"/>
CCBOE-63	Certificates of results pursuant to R.C.3505.32 and 3513.22	Retain six (6) years, then may destroy	Paper, Electronic		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

Clark County Board of Elections

Schedule Number	Record title and description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS - LGRP
CCBOE-64	Copies of state issues petitions or statewide candidate petitions	Retain sixty (60) days after election, then may destroy provided no pending court action or court order	Paper, Electronic		<input type="checkbox"/>
CCBOE-65	Unofficial election results	Retain sixty (60) days after election, then may destroy provided no pending court action or court order	Paper, Electronic		<input type="checkbox"/>
CCBOE-66	Evidence or materials provided or used in conjunction with a protest hearing	Retain one (1) year, then may destroy provided no pending court action or court order	Paper, Electronic		<input type="checkbox"/>
CCBOE-67	Yearly report to Secretary of State of the expenses of conducting elections	Retain four (4) years, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-68	Report forms on organizations or reorganization of board of elections	Retain six (6) years, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-69	Reimbursement records of costs of training poll workers	Retain two (2) years or until audited, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-70	Duplicate reports generated by the statewide voter registration database	Retain for sixty (60) days or no longer of administrative value, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-71	Duplicate or incomplete voter registration forms	Retain four (4) years, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-72	Returned undeliverable 60 day notices	Retain until the elector appears to vote or until the elector named is removed from the voter registration list, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-73	Transmittal forms that accompany voter registration forms from agencies	Retain two (2) years, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-74	Copies of identification provided by electors with a voter registration form or absentee ballot application	Retain for the longer of these periods: six (6) months from the date of receipt; or forty-five (45) days from the date of the election for which the absentee ballot was issued, then must destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-75	Copies of identification provided by electors with an absentee ballot and identification envelope	Retain for ninety (90) days from date received, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-76	Copies of identification provided by a UOCAVA (Uniformed and Overseas Citizens Absentee Voting Act) voter with a Federal Postcard application	Retain four (4) years from date received, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-77	Federal Postcard Voting Application (FVAP) - Application for registration as a voter on a form adopted in accordance with federal regulations relating to the "Uniformed and Overseas Citizens Absentee Voting Act" per R.C. 3511.02	Retain permanently	Paper, Electronic		<input type="checkbox"/>
CCBOE-78	Election Administration and Voting Survey Biennial Reports - Election administration and voting survey biennial reports that include information on voter registrations, changes of name/address, absentee ballots, ballots cast provisionally and other election related information.	Retain two (2) years, three (3) months, then may destroy.	Paper, Electronic		<input type="checkbox"/>
CCBOE-79	Election Administration Plans - Administrative plans created by county boards of elections indicating preparations for conducting elections and handling of possible emergency situations on election day.	Retain for two (2) years or until January 11, 2015, whichever is longer, then may destroy.	Paper, Electronic		<input type="checkbox"/>

Clark County Board of Elections

Schedule Number	Record title and description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS - LGRP
CCBOE-80	Precinct Election Officials Performance Assessment -A review to be conducted after each presidential primary and even-numbered general election to determine whether precinct election officials are satisfactorily performing their duties.	Retain fifteen (15) months, then may destroy.	Paper, Electronic		<input type="checkbox"/>
CCBOE-81	Local Option Petitions - Local option petitions filed with county boards of elections	Retain four (4) years, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-82	Notice of County Board of Elections Public Meeting - Notice of public meeting of a county board of elections - including regular, special or emergency meetings. Required by R.C. 121.22 (F).	Retain two (2) years, six (6) months, then may destroy.	Paper, Electronic		<input type="checkbox"/>
CCBOE-83	Certificates of Appointment - Copies of certificates of appointment to elected office. The certificate contains the name of the appointed official, the office held, and beginning and ending terms of the appointment.	Retain four (4) years, then may destroy.	Paper, Electronic		<input type="checkbox"/>
CCBOE-84	County Job & Family Services Voter Registrations Report - Quarterly report of number of voter registration forms received from county job and family services offices.	Retain one (1) year, then may destroy	Paper, Electronic		<input type="checkbox"/>
CCBOE-85	Returned Undeliverable Notices - Notices sent to electors that are returned as undeliverable (i.e. change of precinct, polling location or voting district).	Retain four (4) years, then may destroy.	Paper, Electronic		<input type="checkbox"/>
CCBOE-86	Authority to Vote Slips - Form given to elector at polling place indicating permission to cast a ballot.	Retain sixty (60) days after election, then may destroy provided no court action or court order.	Paper, Electronic		<input type="checkbox"/>
CCBOE-87	Post-Election Audit Reports - The original audit workbook verifying that the county board of elections has conducted an audit of the election process. Required after each even-numbered year general election and after presidential primary elections verifying the accuracy of the election process as required by the League of Women Voters court settlement. (Effective through Jan. 11, 2015)	Retain for two (2) years or until January 11, 2015, whichever is longer, then may destroy.	Paper, Electronic		<input type="checkbox"/>
CCBOE-88	Ethics Forms - Forms required to be completed by board of elections staff verifying that they have been trained on and will comply with the Secretary of State's ethics policy and Ohio ethics law. Original signed forms will be provided to the Ohio Secretary of State's Office for board of elections permanent employees. Original signed forms will be retained for board of elections precinct election workers, rovers and/or any temporary persons employed to assist with the election.	Retain one (1) year, then may destroy.	Paper, Electronic		<input type="checkbox"/>

Clark County Board of Elections

Schedule Number	Record title and description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS - LGRP
CCBOE-89	Declaration of Elector Unable to Mark Ballot - Verification by voter of the inability to mark voter's ballot without assistance. (R.C. 3505.24)	Retain 60 days, then may destroy provided no pending court action or court order.	Paper, Electronic		<input type="checkbox"/>
CCBOE-90	Power of Attorney Forms - An elector may permit another designated person to have power of attorney for election related documents. (R.C. 3501.11; R.C. 3501.382)	Retain until revoked or elector no longer registered in county.	Paper, Electronic		<input type="checkbox"/>
CCBOE-91	Elected Official and Appointment Certification Forms - Forms to report certifications of persons elected to office; report appointments to fill vacancies in nomination on the ballot; and/or report political affiliation of previous office holder certified by the board of elections director.	Retain six (6) years, then may destroy.	Paper, Electronic		<input type="checkbox"/>
CCBOE-92	Division of Liquor Control Requests - Copies of responses to the Division of Liquor Control regarding precinct boundaries or other local liquor option inquiries received from the Division of Liquor Control.	Retain six (6) months, then may destroy.	Paper, Electronic		<input type="checkbox"/>
CCBOE-93	Precinct Election Officials Notices - Notices of acceptance, rejection, replacement or removal of precinct election officials. (R.C. 3501.22)	Retain one (1) year, then may destroy.	Paper, Electronic		<input type="checkbox"/>
CCBOE-94	Former Resident Presidential Ballot - Form required to be completed under chapter 3504 of the Ohio Revised Code, submitted to county board of elections requesting a presidential ballot. Copy sent to the Secretary of State.	Retain for twenty-two (22) months after the federal election, then may destroy provided no pending court action or order.	Paper, Electronic		<input type="checkbox"/>
CCBOE-95	Authorization for Elector to Update Signature - Allows an elector to update his or her voter signature with the county board of elections per R.C. 3501.05(AA).	Retain until signature updated or person no longer registered in county, then may destroy.	Paper, Electronic		<input type="checkbox"/>
CCBOE-96	Certifications of District Candidates - Certification by the board of the most populous county in a district to overlap counties in that district, of the names of the candidates to appear on the primary or general election ballot for district offices. (R.C. 3505.01; R.C. 3513.05)	Retain six (6) months, then may destroy.	Paper, Electronic		<input type="checkbox"/>
CCBOE-97	Election Hardware Inventory - Listing of election hardware (servers) providing make, model type, quantity, date of installation and software/firmware version.	Retain until no longer of administrative value, then may destroy.	Paper, Electronic		<input type="checkbox"/>
CCBOE-98	Election Day Precinct Incident Log - Log submitted by precinct election officials to county board of elections regarding incidents occurring at a precinct on Election Day.	Retain sixty (60) days after an election or twenty-two (22) months after a federal election, then may destroy provided no pending court action or order.	Paper, Electronic		<input type="checkbox"/>

Clark County Board of Elections

Schedule Number	Record title and description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS - LGRP
CCBOE-99	Declaration of Intent to Change Political Party - Declaration of intent to change political party filed by an elected official prior to their submission of declaration of candidacy and petition for partisan office. R.C. 3513.191(C).	Retain for ten (10) years, then may destroy.	Paper, Electronic		<input type="checkbox"/>
CCBOE-100	Absentee Voter Challenge - Statement of person challenged as to party affiliation when requesting an absentee voter's ballot.	Retain sixty (60) days after an election or twenty-two (22) months after a federal election, then may destroy provided no pending court action or order.	Paper, Electronic		<input type="checkbox"/>
CCBOE-101	Provisional Voter Precinct Verification - Form completed by a precinct election official when a voter's name does not appear in the poll book/list and the voter insists on voting in the wrong precinct of a multiple-precinct polling location.	Retain for four (4) years, then may destroy.	Paper, Electronic		<input type="checkbox"/>
CCBOE-102	Campaign Finance Receipts - Carbon copy of receipt provided upon filing of campaign finance documents.	Retain six (6) years then destroy	Paper, Electronic		<input type="checkbox"/>
CCGPE-103	Campaign Finance Receipts - Carbon copy of receipt required under 3517.11(B) after provision of campaign finance materials.	Retain six (6) years then destroy	Paper, Electronic		<input type="checkbox"/>