

# **Marion County Board of Elections**

## **Regular Board Meeting Minutes**

April 19, 2023

### **I. Call to Order**

Chair Todd Anderson called to order the regular meeting of the Board of Elections at 5:00 PM on April 19, 2023 the meeting was held in the Prospect Room of the Marion County Building.

### **II. Attendance**

The following board members were present: Chair Todd Anderson, Brandi Downs, Lynn Zucker and Robb Koons. The Director and Deputy Director were present.

### **III. Approval of Meeting Minutes**

#### **March 15, 2023-Regular Board Meeting**

Mrs. Zucker made a motion to approve meeting minutes for February 13, 2023. Mrs. Downs seconded the motion. The board voted unanimously to accept the motion.

### **IV. Finance Report**

#### **Monthly budgetary report for March**

The Deputy Director provided the financial report to the board. Mrs. Downs made a motion to approve the financial report for March. Mrs. Zucker seconded the motion. The board voted unanimously to accept the motion.

### **V. Payroll Report**

The Director reviewed the payroll worksheet reports from the auditor's system (3/31/2023 and 4/14/2023) and March and April board payroll. Mr. Koons moved to approve the payroll reports. Mrs. Zucker seconded the motion. The board voted unanimously to accept the motion.

### **VI. Old Business**

#### **Campaign Finance Update**

The Deputy Director shared the updates of the Annual Campaign Finance Report. The following Campaign Finance Reports have been resolved.

- Joshua Feliciano
- Rocky Ratliff
- Kathy Masters

The Marion County Republican Building Fund had a 65.00 discrepancy. They are going to make an amendment to the amendment. The Republican Building Fund is going to file their Pre-Primary on 4-20-2023 and file the amendments then too.

The Director asked the board to go into executive session to discuss purchase of a building. Mrs. Downs made a motion to enter into executive session to discuss purchase of a property. Mrs. Zucker seconded the motion. Mrs. Downs amended her motion to include The Director, The Deputy Director, and County Commissioner Kerr Murray in executive session. Mrs. Zucker seconded the motion. The board voted by roll call to go into executive session. Mrs. Downs-yes, Mr. Koons-yes, Mr. Anderson-yes, and Mrs. Zucker. The board voted unanimously to go into executive session. The board went into executive session at 5:14 PM.

Mrs. Zucker made a motion to close executive session at 5:46 PM. Mr. Koons seconded the motion. The board voted by roll call to close executive session. Mrs. Downs-yes, Mr. Koons-yes, Mr. Anderson-yes, and Mrs. Zucker-yes. The board voted unanimously to close executive session.

## **VII. New Business**

### **2023 Election Updates**

- **Machine Allocation – Second Vote**  
Mrs. Zucker made a motion to accept the second vote on the machine allocation. Mrs. Downs seconded the motion. The board voted unanimously to accept the motion.
- **Ballot Allocation-Second Vote**  
Mrs. Downs made a motion to accept the second vote on the ballot allocation as presented. Mr. Koons seconded the motion. The board voted unanimously to accept the motion.
- **Final Poll Workers List**  
The Director stated there will be 75 poll workers this election. There are 38 Republicans, 31 Democrats, and 6 independents. Mrs. Zucker made a motion to accept the poll worker list. Mrs. Downs seconded the motion. The board vote unanimously to accept the motion.
- **May 1<sup>st</sup>, May 2<sup>nd</sup>, and May 3<sup>rd</sup> schedules**  
Mrs. Downs will not be here on May 1<sup>st</sup> and May 3<sup>rd</sup>. Mrs. Zucker will be available all day on May 1<sup>st</sup> and available on May 3<sup>rd</sup>. Mr. Anderson will not be available on May 1<sup>st</sup>. He will be available on May 3<sup>rd</sup>. Mr. Koons will be available on May 1<sup>st</sup> and May 3<sup>rd</sup>. All four board members will be available on May 2<sup>nd</sup>.
- **Registered Voters**  
The Director informed the board there are 38,479 registered voters in Marion County. There will only be 27,232 registered voting in this election. Not every precinct has an election on May 2<sup>nd</sup>.
- **Meeting dates for Certification**  
The Provisional meeting will be May 10<sup>th</sup> at 7:00 AM. The Regular and Certification board meeting will be May 15<sup>th</sup> at 5:00 PM.
- **Record Retention**  
The Director stated that a list of our record retention schedule has been turned into the Records Commission. Our shred date is scheduled for May 25<sup>th</sup> at 10:00 AM.
- **Voter Maintenance Policy**  
Mrs. Downs made a motion to approve the voter maintenance policy. Mrs. Zucker seconded the motion. The board voted unanimously to accept the motion.

## **VIII. Additional Business**

The Director mentioned the Knowbe4 training is due October 6, 2023.  
Our office is going to have two students for Youth and Government Day.

**Upcoming Dates**

- May 2, 2023 – 6:30 AM – Election Day
- May 4, 2023 – 10:00 AM – Post Public Test
- May 10, 2023 – 7:00 AM – Provisional/Absentee in Question Meeting
- May 15, 2023 – 5:00 PM – Regular Meeting and Certification Board Meeting
- June 21, 2023 – 5:00 PM – Regular Meeting
- July 12, 2023 – 7:00 AM – Regular Meeting
- Summer Conference – Save the Date – 6/27/23-6/28/23 – Hilton Easton
- Winter Conference – Save the Date – 1/11/24-1/12/24 – Hilton Downtown

Mrs. Downs made a motion to go into executive session at 6:07 PM regarding staff salaries and would like to invite The Director and The Deputy Director to stay. Mrs. Zucker seconded the motion. The board voted unanimously to go into executive session by roll call Mrs. Downs-yes, Mr. Koons-yes, Mr. Anderson-yes, and Mrs. Zucker-yes.

Mrs. Downs made a motion to come out of executive session. Mrs. Zucker seconded the motion. The board unanimously voted to come out of executive at 7:14 PM by roll call Mrs. Downs-yes, Mr. Koons-yes, Mr. Anderson-yes, and Mrs. Zucker-yes.

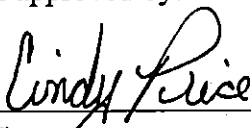
Mrs. Zucker moved to pay The Director and The Deputy Director \$32.27 beginning May 1, 2023. Jackie Fields Election Specialist \$25.00 per hour. Holly Ramey will be paid \$21.00 per hour. Mr. Koons seconded the motion. The board voted unanimously to accept the motion. This motion will take effect May 1, 2023.

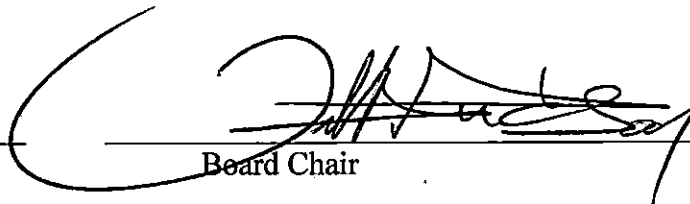
**IX. Adjournment**

Mrs. Downs moved to adjourn. Mrs. Zucker second the motion. The board voted unanimously to adjourn at 7:16 PM on April 19, 2023.

Minutes submitted by: Jackie Fields


Minutes approved by:


  
\_\_\_\_\_  
Director

  
\_\_\_\_\_  
Board Chair

  
\_\_\_\_\_  
Deputy Director

\_\_\_\_\_  
Board Member

  
\_\_\_\_\_  
Board Member

  
\_\_\_\_\_  
Board Member



# PUBLIC NOTICE

Pursuant to the applicable law of the State of Ohio, the Marion County Board of Elections herein announces public notice of a Regular Board Meeting to be held on

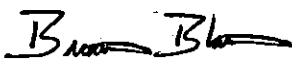
**Wednesday, April 19th @ 5:00 PM**

In the Prospect Room located in the Marion County Building located at 222 W. Center Street, Marion Ohio.

The public is invited to attend all meetings.

Signed this 20th day of March, 2023.

  
Cindy Price  
Director

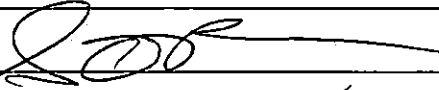
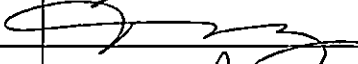
  
Brian Blair  
Deputy Director

Marion County Board of Elections  
Regular Board Meeting  
April 19, 2023

**Sign In Sheet**

Name – Please Print

Signature

Name – Please Print	Signature
Susie Briza	
Teresa Bellinger	
R. J. Bickins	Ruth Jane C. Bickins

Registered Voters 0 - Total Ballots 85 : N/A

Party Distribution

Total Ballots	85	
NON-PARTISAN	85	100.00%
Republican	0	0%

River Valley Local School District Bond Issue and Tax Levy (Marion, Morrow) 3.56 mills / 25 years and 2.5 mills / continuous

Total Votes	77	
FOR THE BOND ISSUE AND LEVY	21	27.27%
AGAINST THE BOND ISSUE AND LEVY	56	72.73%
Undervote	1	
Overvote	0	

River Valley Local School District Income Tax Renewal (Marion, Morrow) 1% / 20 years

Total Votes	75	
FOR THE INCOME TAX	29	38.67%
AGAINST THE INCOME TAX	46	61.33%
Undervote	3	
Overvote	0	

First Consolidated Fire District Tax Levy Replacement and Increase (Marion, Morrow) 5 mills / continuous

Total Votes	80	
FOR THE TAX LEVY	27	33.75%
AGAINST THE TAX LEVY	53	66.25%
Undervote	0	
Overvote	0	

Registered Voters 27,232 - Total Ballots 3,085 : 11.33%

36 of 36 Precincts Reporting 100.00%

Party Distribution		
Number of Precincts	36	
Precincts Reporting	36	100.00%
Total Ballots	3,085	
NON-PARTISAN	1,953	63.31%
Republican	1,132	36.69%

Salt Rock Township Fire Levy Renewal 1 mill / 5 years		
Number of Precincts	1	
Precincts Reporting	1	100.00%
Total Votes	26	
FOR THE TAX LEVY	26	100.00%
AGAINST THE TAX LEVY	0	0%
Undervote	2	
Overvote	0	

For Marion City Mayor (Republican)		
Number of Precincts	21	
Precincts Reporting	21	100.00%
Vote For 1		
Total Votes	1,124	
Bill Collins	922	82.03%
Sue McGowan	202	17.97%
Undervote	8	
Overvote	0	

River Valley Local School District Bond Issue and Tax Levy (Marion, Morrow) 3.56 mills / 25 years and 2.5 mills / continuous		
Number of Precincts	19	
Precincts Reporting	19	100.00%
Total Votes	1,900	
FOR THE BOND ISSUE AND LEVY	829	43.63%
AGAINST THE BOND ISSUE AND LEVY	1,071	56.37%
Undervote	4	
Overvote	0	

For Marion City Council Third Ward (Republican)		
Number of Precincts	3	
Precincts Reporting	3	100.00%
Vote For 1		
Total Votes	165	
Carie Fuller	67	40.61%
Jason Schaber	98	59.39%
Undervote	5	
Overvote	0	

River Valley Local School District Income Tax Renewal (Marion, Morrow) 1% / 20 years		
Number of Precincts	19	
Precincts Reporting	19	100.00%
Total Votes	1,896	
FOR THE INCOME TAX	834	43.99%
AGAINST THE INCOME TAX	1,062	56.01%
Undervote	8	
Overvote	0	

Big Island Township Fire Levy Renewal 2 mills / 5 years		
Number of Precincts	1	
Precincts Reporting	1	100.00%
Total Votes	64	
FOR THE TAX LEVY	44	68.75%
AGAINST THE TAX LEVY	20	31.25%
Undervote	2	
Overvote	0	

Registered Voters 27,232 - Total Ballots 3,085 : 11.33%

36 of 36 Precincts Reporting 100.00%

First Consolidated Fire District Tax Levy Replacement and Increase  
(Marion, Morrow) 5 mills / continuous

Number of Precincts	4	
Precincts Reporting	4	100.00%
Total Votes	713	
FOR THE TAX LEVY	284	39.83%
AGAINST THE TAX LEVY	429	60.17%
Undervote	4	
Overvote	0	



**Secretary of State Retention Chart for Boards of Elections**

*Last Updated October 2022*

<b>SERIES NUMBER</b>	<b>DESCRIPTION OF RECORD</b>	<b>RETENTION PERIOD</b>	<b>METHOD OF DESTRUCTION</b>	<b>ORIGIN DATE</b>	<b>AUTHORIZATION #</b>
CBE-01	<b>Absentee Ballot Applications: Civilian and Military - Applications.</b>	Retain four (4) years then destroy	Paper - wastepaper	1983	050-0031
CBE-02	<b>Absentee Voter Register: Civilian - record of absentee voters.</b>	Retain permanently	Paper - permanent	1983	050-0032
CBE-03	<b>Absentee Voter Register: Military - record of absentee voters.</b>	Retain permanently	Paper - permanent	1983	050-0033
CBE-04	<b>Abstract of Votes - Abstract of votes cast in all elections.</b>	Retain permanently	Paper - permanent	1983	050-0034
CBE-05	<b>Audit Report - Report of the state examiner.</b>	Retain one (1) copy permanently	Paper - permanent	1983	050-0035
CBE-06	<b>All Ballots - All Ballots: Used and Unused.</b>	Retain until sixty (60) days after an election or 22 months after a federal election then destroy provided no pending court action or court order (R.C. 3505.31)	Paper - wastepaper	1983 Revised 2010	050-0036
CBE-07	<b>Ballots: Sample - Record of bond issues and tax levies in form of sample ballots.</b>	Paper: Retain paper copies eight (8) years in office, then contact State Archives for review and possible transfer. Paper copies may be scanned and electronic files reviewed by State Archives. Paper copies may then be destroyed. Electronic: Retain electronic copies eight (8) years, then contact State Archives for review and possible transfer.	Paper - Archives; Electronic - Archives	1983; revised 2022	050-0037
CBE-08	<b>Bids: Unsuccessful - copies of unsuccessful bids.</b>	Retain two (2) years after contract awarded, then destroy	Paper - wastepaper	1983	050-0038
CBE-09	<b>Bids: Successful with Contract - This record series contains copies of successful bids, contracts and related documents from vendors for various goods and/or services.</b>	Retain for eight (8) years, then may destroy.	Paper - wastepaper	1983, revised 2013	050-0039
CBE-10	<b>Cash Book - Record of fees collected.</b>	Retain ten (10) years and until audited by Auditor of State and audit report is released, then destroy	Paper - wastepaper	1983	050-0040
CBE-11	<b>Campaign Expense Reports - Candidates' expense reports filed.</b>	Retain six (6) years then destroy	Paper - wastepaper	1983	050-0041
CBE-12	<b>Central Committee Notices - Notices of political party meetings and committee member lists.</b>	Notices: retain two (2) years, then may destroy; Member List: retain two (2) or four (4) years depending on term of committee members of the political party, then may destroy.	Paper - wastepaper	1983, revised 2015	050-0042
CBE-13	<b>Correspondence - General Office Correspondence.</b>	Retain one (1) year then destroy	Paper - wastepaper	1983	050-0043
CBE-14	<b>Certificates of Annexation - Copy of annexation ordinances, etc.</b>	Retain permanently	Paper - permanent	1983	050-0044
CBE-15	<b>Election Charge-Back Record - Election expenses charged back.</b>	Retain three (3) years and until audited by Auditor of State and audit report is released, then destroy	Paper - wastepaper	1983	050-0045
CBE-17	<b>Ledger of Receipts and Expenditures - Board's financial record.</b>	Retain six (6) years and until all items are cleared and audited by Auditor of State and audit report is released, then destroy	Paper - wastepaper	1983	050-0047
CBE-18	<b>Petitions of Candidates - Accepted and rejected petitions for elections; declarations of intent to be write-in candidates.</b>	Retain for six (6) years, then may destroy.	Paper - shred	1983, Revised 2011, Revised 2020	050-0048

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CBE-19	<b>Pollbooks, Poll Lists and Related Materials</b> - This record series includes, but is not limited to, pollbooks, poll lists or signature pollbooks, tally sheets, summary statements, and other records and returns of an election delivered to the Board of Elections from polling places.	Retain two (2) years, then may destroy.	Paper - wastepaper	1983, Revised 2015	050-0049
CBE-21	<b>Poll Officials Record / Precinct Record</b> - List maintained by county boards of elections that contains contact information of qualified individuals available to serve as judges or precinct election officials.	Retain two (2) years then may destroy	Paper - wastepaper	1983, revised 2012	050-0052
CBE-22	<b>Receipts and Expenditures: Candidates</b> - Campaign financial history for candidates.	Retain six (6) years then destroy	Paper - wastepaper	1983	050-0053
CBE-23	<b>Receipts and Expenditures: Questions and Issues</b> - Campaign financial history; for/against questions and issues.	Retain two (2) years then destroy	Paper - wastepaper	1983	050-0054
CBE-24	<b>Receipt Books: Election Papers</b> - Office receipt book for ethics material & campaign financing statements issued.	Retain one (1) year then destroy	Paper - wastepaper	1983	050-0055
CBE-25	<b>Receipt Books: Monies</b> - Office copy of financial receipts issued.	Retain until audited by Auditor of State and audit report is released, then destroy	Paper - wastepaper	1983	050-0056
CBE-26A	<b>Resolutions on Bond Issues that Pass</b> - Copies of resolutions by governmental bodies authorizing placement of issues on the ballot.	Retain for the life of the bond, then destroy	Paper - wastepaper	1983	050-0057
CBE-26B	<b>Resolutions Except for Bond Issues that Pass</b> - Copies of resolutions by governmental bodies authorizing placement of issues on the ballot.	Retain five (5) years after election, then destroy	Paper - wastepaper	1983	050-0058
CBE-27	<b>Vouchers</b> - Office copy of voucher sent to County Auditor.	Retain until audited by Auditor of State and audit report is released, then destroy	Paper - wastepaper	1983	050-0059
CBE-28	<b>Ward &amp; Precinct Maps</b> - Political subdivision precinct boundaries.	Retain permanently	Paper - permanent	1983	050-0060
CBE-29	<b>Withdrawal of Candidacy Notices</b> - Notices of withdrawal received.	Retain one (1) year after election then destroy	Paper - wastepaper	1983	050-0061
CBE-30	<b>Minutes of the Board of Elections</b> - Record of proceedings.	Retain permanently	Paper - permanent	1983	050-0062
CBE-31	<b>Change of Name, Deaths, and Disenfranchised Voters Reports</b> - Original reports issued by the Probate Court, Clerk of Courts, and Health Department.	Retain two (2) years after filing then destroy	Paper - wastepaper	1983	050-0063
CBE-32	<b>Registration Cards: Active</b> - Master and precinct cards files for currently registered voters.	Retain permanently	Paper - permanent	1983	050-0064
CBE-33	<b>Registration Cards: Inactive</b> - Cancelled voter registration cards.	Retain permanently	Paper - permanent	1983	050-0065
CBE-34	<b>Transfer of Registrations</b> - Record of voters' transfer of registration from one area to another.	Retain four (4) years, then destroy	Paper - wastepaper	1983, revised 2010	050-0066
CBE-35	<b>Campaign Expense Reports</b> - Original PAC campaign finance reports.	Retain in office, six (6) years then transfer to Records Center for six (6) years, then destroy	Paper - wastepaper	1992	050-0084
CBE-36	<b>Change of Address/Name Notifications</b> - Written notices from registered voters of a change of address or name, including R.C. 3503.16(B)(1) notice of change of name (SOS prescribed form 10-1).	Retain four (4) years, then may destroy.	Paper - wastepaper	1994, revised 2015	050-0087

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Last Updated October 2022

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CBE-37	<b>Elector Application for Correction or Challenge Form</b> - Forms to be completed pursuant to R.C. 3505.20, R.C. 3513.19 and R.C. 3513.20.	Retain two (2) years then may destroy	Paper - wastepaper	1994, revised 2015	050-0088
CBE-38	<b>Absentee Identification Envelopes</b> - Statement of absentee voter and absent voter's ballot identification envelope supplement.	Retain ninety (90) days after an election, or twenty-two (22) months after a federal election, then may destroy, provided no pending court action or order	Paper - wastepaper	1994, revised 2016	050-0090
CBE-40	<b>Provisional ballot affirmations</b> - Affirmations filled out by an elector voted a ballot provisionally.	Retain four (4) years, then destroy unless used as a voter registration form, then retain permanently	Paper - wastepaper	1994, revised 2010	050-0092
CBE-42	<b>Payroll Records for County Boards</b> - Payroll records of pollworkers, election extras, part-time workers and workers no longer employed at the boards.	Retain four (4) years, then may destroy provided audited and audit report has been released.	Paper - shred; Electronic - delete	1994, revised 2015	050-0094
CBE-44	<b>Registration Confirmation Notices</b> - Confirmation notices sent by the county boards to voters in order to verify registration records; and returned confirmation notices with updated or confirmed information. Boards maintain a list of these responses.	County Board will retain for five (5) years, then may destroy.	Paper - shred	1996, revised 2011, revised 2017	050-0096
CBE-45	<b>Directives/Advisories</b> - Letters of instruction, information and guidance sent to all county board of elections concerning the election process and new election laws.	Retain in office for one (1) year, then transfer to storage for an additional five (5) years.	Paper - wastepaper	1994, revised 2011	050-0086
CBE-46	<b>Confirmation or Acknowledgement Notice Lists</b> - Lists of names and addresses of persons who were sent confirmation or acknowledgement notices.	County Board will retain for five (5) years, then destroy	Paper - shred.	1996, revised 2010	050-0098
CBE-47	<b>Acknowledgement or confirmation cards</b> - Acknowledgement or confirmation cards returned.	Retain four (4) years, then destroy	Paper - recycle	2010	50030006
CBE-48	<b>Voter Verified Paper Audit Trail</b> - Voter Verified Audit Trail (VVPAT) official ballot to be used for recount purposes.	Retain for 60 days or 22 months for federal elections, then destroy provided no pending court action or court order (R.C. 3506.18)	Paper - recycle	2010	50030007
CBE-49	<b>Voting Machine Reports</b> - This record series includes, but is not limited to, logic & accuracy testing, test decks, tapes, testing result records, zero tapes, close of polls tapes, cards downloaded, used seal/lock records, independent verification and validation testing (IV & V) of new voting equipment.	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 - recycle	2010, revised 2013	50030008
CBE-50	<b>Chain of custody form and voting unit event log</b> - This record series includes chain of custody forms and voting unit event log.	Retain two (2) years, then may destroy.	Paper - wastepaper	2010, revised 2015	50030005
CBE-51	<b>Proclamations of elections or legal advertisement of questions and issues</b> - Proclamations of elections or legal advertisement of questions and issues.	Retain one (1) year, then destroy	Paper - recycle	2010	50030009
CBE-52	<b>Challenge forms</b> - Challenge forms pursuant to R.C. 3505.20	Retain for two (2) years, then destroy	Paper - recycle	2010	50030010
CBE-53	<b>Observer forms</b> - Observer forms pursuant to R.C. 3505.21.	Retain one (1) year, then destroy	Paper - recycle	2010	50030011
CBE-54	<b>Census block reprecincting waiver form and accompanying maps</b> - Census block reprecincting waiver form and accompanying maps.	Retain four years (4), then destroy	Paper - recycle	2010	50030036

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<b>CBE-55</b>	<b>Affirmation of voter who does not possess any appropriate identification for voting purposes - Affirmation of voter who does not possess any appropriate identification for voting purposes - (SOS prescribed form #10-T).</b>	For any Form 10-T completed prior to the May 6, 2014 primary election, retain two (2) years, then may destroy. For any Form 10-T completed during the May 6, 2014 primary election, retain until May 6, 2016, then may destroy	Paper - wastepaper	2010, revised 2015	50030012
<b>CBE-56</b>	<b>Verification of handicapped accessible parking spaces and polling locations - Verification of handicapped accessible parking spaces and polling locations.</b>	Retain one (1) year, then destroy	Paper - recycle	2010	50030013
<b>CBE-57</b>	<b>Certification of training hours completed - Certification of training hours completed.</b>	Retain two (2) years, then destroy	Paper - recycle	2010	50030014
<b>CBE-58</b>	<b>Election Calendars - Election Calendars.</b>	Retain until no longer of administrative value, then destroy	Paper - recycle	2010	50030032
<b>CBE-59</b>	<b>Mailing Envelope Containing Voted Absent Voter Ballot - Mailing envelope containing a voted absent voter ballot.</b>	Retain ninety (90) days after election, then may destroy provided no pending court action or court order.	Paper - wastepaper	2010, revised 2016	50030029
<b>CBE-60</b>	<b>Proofs of ballots - Proofs of ballots.</b>	Retain 60 days after election, then destroy provided no pending court action or court order	Paper - recycle	2010	50030030
<b>CBE-61</b>	<b>Report Forms for local questions &amp; issues including approved ballot language - Report forms for local questions &amp; issues including approved ballot language.</b>	Retain 60 days after election, then destroy provided no pending court action or court order	Paper - recycle	2010	50030015
<b>CBE-62</b>	<b>Certifications by most populous county of overlapping local questions and issues - Certifications by most populous county of overlapping local questions and issues.</b>	Retain 60 days after election, then may destroy provided no pending court action or court order.	Paper - wastepaper	2010, revised 2015	50030035
<b>CBE-63</b>	<b>Certificates of results - certificates of results pursuant to R.C. 3505.32 and 3513.22.</b>	Retain six (6) years, then destroy	Paper - recycle	2010	50030037
<b>CBE-64</b>	<b>Copies of state issues petitions or statewide candidate petitions - Copies of state issues petitions or statewide candidate petitions.</b>	Retain 60 days after election, then destroy provided no pending court action or court order	Paper - recycle	2010	50030033
<b>CBE-65</b>	<b>Unofficial election results - Unofficial election results.</b>	Retain 60 days after election, then destroy provided no pending court action or court order	Paper - recycle	2010	50030031
<b>CBE-66</b>	<b>Evidence used in protest hearing - Evidence or materials provided or used in conjunction with a protest hearing</b>	Retain one (1) year, then destroy provided no pending court action or court order	Paper - recycle	2010	50030016
<b>CBE-67</b>	<b>SOS expenses of conducting elections - Yearly report to Secretary of State of the expenses of conducting elections.</b>	Retain four (4) years, then destroy	Paper - recycle	2010	50030017
<b>CBE-68</b>	<b>Organization or Reorganization of Boards of Elections - Report forms on organization or reorganization of board of elections.</b>	Retain six (6) years, then destroy	Paper - recycle	2010	50030027
<b>CBE-69</b>	<b>Reimbursement of poll worker training - Reimbursement records of costs of training poll workers.</b>	Retain two (2) years or until audited, then destroy	Paper - recycle	2010	50030018
<b>CBE-70</b>	<b>Statewide Voter Registration Database Reports - This record series includes, but is not limited to, data quality reports and duplicate reports generated by the statewide voter registration database and sent to boards of elections to correct or add to a voter's record.</b>	Retain for 60 days or until no longer of administrative value, then may destroy.	Paper - shred; Electronic - delete	2010, revised 2017	50030019

**Secretary of State Retention Chart for Boards of Elections**

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<b>SERIES NUMBER</b>	<b>DESCRIPTION OF RECORD</b>	<b>RETENTION PERIOD</b>	<b>METHOD OF DESTRUCTION</b>	<b>ORIGIN DATE</b>	<b>AUTHORIZATION #</b>
CBE-71	Duplicate or incomplete voter registration forms - Duplicate or incomplete voter registration forms.	Retain for 4 (four) years, then destroy	Paper - recycle	2010	50030020
CBE-72	Returned undeliverable 60 day notices - 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 destroy	Paper - recycle	2010	50030028
CBE-73	Transmittal forms that accompany voter registration forms from agencies - Transmittal forms that accompany voter registration forms from agencies.	Retain 2 (two) years, then destroy	Paper - recycle	2010	50030021
CBE-74	Copies of identification provided by electors - copies of identification provided by electors with a voter registration form or absentee ballot application.	Retain for the longer of these periods; 6 months from the date of receipt or 45 days from the date of the election for which the absentee ballot was issued, then destroy	Paper - recycle	2010	50030022
CBE-75	Copies of identification provided by electors with an absentee ballot and identification envelope - Copies of identification provided by electors with an absentee ballot and identification envelope.	Retain for 90 (ninety) days from the date received, then destroy	Paper - recycle	2010	50030023
CBE-76	Copies of identification provided by the UOCAVA voter with a Federal Postcard application - Copies of identification provided by a (UOCAVA) voter with a federal postcard application. (UOCAVA) = Uniform and overseas citizen absentee voting act.	Retain 4 (four) years from the date received, then destroy	Paper - recycle	2010	50030024
CBE-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 - permanent	2012	50030057
CBE-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 - trash	2012	50030060
CBE-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 four (4) years, then may destroy.	Paper - shred; Electronic - delete	2012, revised 2015	50030061
CBE-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 - wastepaper	2012	50030052
CBE-81	Local Option Petitions - Local option petitions filed with county boards of elections.	Retain four (4) years, then may destroy	Paper - wastepaper	2012	50030053
CBE-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 - wastepaper	2012	50030054

**Secretary of State Retention Chart for Boards of Elections**

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CBE-83	<b>Certificates of Appointment</b> - 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 - wastepaper	2012	50030065
CBE-84	<b>County Job &amp; Family Services Voter Registrations Report</b> - Quarterly report of number of voter registration forms received from county job and family services offices.	Retain one (1) year, then may destroy	Paper - wastepaper	2012	50030066
CBE-85	<b>Returned Undeliverable Notices</b> - Notices sent to electors that are returned as undeliverable (i.e. change of precinct, polling location or voting district, notice of cancellation of voter registration following receipt of notification of the death of a registered elector).	Retain four (4) years, then may destroy.	Paper - wastepaper	2012, revised 2015	50030067
CBE-86	<b>Authority to Vote Slips</b> - 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 - wastepaper	2012	50030055
CBE-87	<b>Post-Election Audit Reports</b> - The original audit workbook verifying that the county board of elections has conducted an audit of the election process. To be completed after each even-numbered year general election and after presidential primary elections verifying the accuracy of the election process.	Retain for four (4) years, then may destroy.	Paper - wastepaper	2013, revised 2015	50030100
CBE-88	<b>Ethics Forms</b> - 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 - wastepaper	2013	50030093
CBE-90	<b>Attorney-in-Fact Forms</b> - An elector may designate another individual as an Attorney-in-Fact to complete election related documents. (R.C. 3501.11; R.C. 3501.382).	Retain until revoked or elector no longer registered in county.	Paper - shred	2013, revised 2015	50030086
CBE-91	<b>Elected Official and Appointment Certification Forms</b> - Forms to report certifications of persons elected to office; report of certifications of persons appointed to elective 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 - wastepaper	2013, revised 2018	50030087
CBE-92	<b>Division of Liquor Control Requests</b> - 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 - wastepaper	2013	50030098
CBE-93	<b>Precinct Election Officials Notices</b> - Notices of acceptance, rejection, replacement or removal of precinct election officials. (R.C. 3501.22).	Retain one (1) year, then may destroy.	Paper - wastepaper	2013	50030094

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CBE-94	<b>Former Resident Presidential Ballot</b> - 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 - shred	2013	50030095
CBE-95	<b>Authorization for Elector to Update Signature</b> - 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 - shred	2013	50030097
CBE-96	<b>Certifications of District Candidates</b> - 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 - wastepaper	2013	50030088
CBE-97	<b>Election Hardware Inventory</b> - 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 - shred	2013	50030089
CBE-98	<b>Election Day Precinct Incident Log</b> - 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 - shred	2013	50030090
CBE-99	<b>Declaration of Intent to Change Political Party</b> - 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 - shred	2013	50030096
CBE-100	<b>Absentee Voter Challenge</b> - 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 - wastepaper	2013	50030091
CBE-101	<b>Provisional Voter Precinct Verification</b> - 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 - wastepaper	2013	50030092
CBE-102	<b>Correspondence for DOB</b> - Letters sent by Board of Elections requesting a registered voter to provide their date of birth.	Retain until no longer of administrative value, then may destroy.	Paper - shred	2015	50030108
CBE-103	<b>State and Territorial Exchange of Vital Events (STEVE) files</b> - File containing county statewide voter registration database (SWVRD) records that have been matched with records of decedents for the purpose of cancelling the registrations of deceased voters.	Retain two (2) years, then may destroy.	Electronic - delete	2015	50030115
CBE-104	<b>Cancellation of Registration of Deceased Elector</b> - Includes Notice of Death of Registered Voter (R.C. 3503.21(A)(3)) and Notice of Cancellation of Voter Registration (R.C. 3503.21(F)) following receipt of notification of death of a registered elector. (SOS prescribed forms 255-C and 255-D)	Retain two (2) years, then may destroy.	Paper - shred	2015	50030118
CBE-105	<b>Documentation of Campaign Finance Filings Examinations</b> - Includes letters and audit checklists concerning examinations of campaign finance filings filed with the board of elections.	Retain in office for six (6) years, then may destroy.	Paper - shred; Electronic - delete	2016	50030128

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SERIES NUMBER	DESCRIPTION OF RECORD	RETENTION PERIOD	METHOD OF DESTRUCTION	ORIGIN DATE	AUTHORIZATION #
CBE-106	<b>Precinct Official Registration List</b> - The complete and official registration list for each precinct of all qualified registered voters in the precinct that must be prepared fourteen (14) days before an election. Per R.C. 3503.23, this list (in paper or electronic form) is to be made available at the board of elections for viewing by the public during normal business hours.	Retain two (2) years, then may destroy.	Paper - shred; Electronic - delete	2017	50030130
CBE-107	<b>Backup Signature Pollbook</b> - Printed, blank signature pollbooks that have been prepared as backup in case of problems with the electronic pollbook, but then not used during the election.	Retain for 60 days or until no longer of administrative value, then may destroy.	Paper - shred	2017	50030131
CBE-108	<b>Verification of UOCAVA Compliance</b> - Copy of form to be completed by county board of elections verifying compliance with the Uniformed and Overseas Civilian Absentee Voting Act (UOCAVA) and submitted to the Ohio Secretary of State's office.	Retain for two (2) years, then may destroy.	Paper - shred; Electronic - delete	2017	50030132
CBE-109	<b>Safe At Home Confidential Voter Registration Request</b> - This record series includes, but is not limited to, the Request to Have a Confidential Voter Registration Record and any related materials.	Retain permanently.	Paper - permanent; Electronic - permanent	2018	50030144
CBE-110	<b>Safe At Home Acknowledgement Notice</b> - This record series includes, but is not limited to, Acknowledgement Notices sent to Safe At Home participants that have been returned undeliverable and any related materials.	Retain for four (4) years, then may destroy.	Paper - shred; Electronic - delete	2018	50030139
CBE-111	<b>Safe At Home Confidential Voter Registration Cancellation</b> - This record series includes, but is not limited to, the Request to Cease Having a Confidential Voter Registration Record and any related materials.	Retain permanently.	Paper - permanent; Electronic - permanent	2018	50030143
CBE-112	<b>Safe At Home Absentee Identification Envelope Supplement</b> - This record series includes, but is not limited to, the Absent Voter's Ballot Identification Envelope Supplement and any related materials.	Retain ninety (90) days after an election, or twenty-two (22) months after a federal election, then may destroy, provided no pending court action or order.	Paper - shred; Electronic - delete	2018	50030142
CBE-114	<b>Electronic Pollbook Records</b> - This record series includes, but is not limited to, audit and transaction records and images of signatures captured that are produced by electronic pollbooks.	Retain six (6) years, then may destroy.	Electronic - delete	2018	50030145
CBE-115	<b>Federal Write-in Absentee Ballot (FWAB) Election Notice</b> - A notice required to be prepared prior to an election that provides the list of offices and questions and issues that will appear on the ballot and which includes specific instructions for uniformed services and overseas voters on casting the FWAB. (R.C. 3511.16)	Retain for one (1) year, then may destroy.	Paper - trash; Electronic - delete	2020	50030148
CBE-116	<b>Recounts</b> - Records produced by the recounting of ballots and re-examination of the reconciliation of records of the official results of an election. (R.C. 3515)	Retain for six (6) years, then may destroy.	Paper - shred; Electronic - delete	2020	50030154
CBE-117	<b>Notice of Voter Registration Cancellation</b> - A notice or letter returned by a voter in response to a notification regarding possible cancellation of the voter's registration.	Retain for five (5) years, then may destroy.	Paper - shred	2020	50030152



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<b>CBE-118</b>	<b>Help America Vote Act (HAVA) Records</b> - Records of grants received for election related equipment.	Retain until state and federal audits have been conducted, audit reports released, and audit resolutions issued or resolved, then destroy.	Paper - shred; Electronic - delete	2020	50030153
<b>CBE-119</b>	<b>Precinct Election Official Training Materials</b> - This series includes, but is not limited to, training manuals, quick reference guides and related materials that are used to train precinct election officials prior to an election.	Retain for one (1) year or until replaced by updated training materials, whichever occurs first, then may destroy.	Paper - trash; Electronic - delete	2020	50030150
<b>CBE-120</b>	<b>Election Night Reporting</b> - This record series covers any documents created or used for Election night reporting. This includes, but is not limited to, test scripts, test reports, mock election instructions, mock election proofing material or candidate proofing material.	Retain for two (2) years, then may destroy.	Paper - shred; Electronic - delete	2021	50030155
<b>CBE-121</b>	<b>Political Party Change Reports</b> - This record series includes reports done after a primary election that reflect political party affiliation changes and any support materials.	Retain for three (3) years, then may destroy.	Paper - trash; Electronic - delete	2022	50030158
<b>CBE-122</b>	<b>Notices to Voter Registration Records Pending Cancellation</b> - This record series includes notices sent to addresses of voter registration records that are subject to cancellation under federal and state law.	Retain for five (5) years, then may destroy.	Paper - shred; Electronic - delete	2022	50030161



Marion County Board of Elections  
2023 August Special Ballot Quantities - First Vote

PRECINCT	Election Day	EVC
1-A/1	5	BOD
1-A/2	5	BOD
1-B/1	5	BOD
1-B/2	5	BOD
1-B/3	5	BOD
2-A/1	5	BOD
2-A/2	5	BOD
2-B/1	5	BOD
2-B/2	5	BOD
3-A/1	5	BOD
3-B/1	5	BOD
3-C/1	5	BOD
3-C/2	5	BOD
4-A/1	5	BOD
4-B/1	5	BOD
4-C/1	5	BOD
4-D/1	5	BOD
4-D/2	5	BOD
5-A/1	5	BOD
5-A/2	5	BOD
5-B/1	5	BOD
5-C/1	5	BOD
5-D/1	5	BOD
6-A/1	5	BOD
6-B/1	5	BOD
6-B/2	5	BOD
6-B/3	5	BOD
6-C/1	5	BOD
6-D/1	5	BOD
6-E/1	5	BOD
6-E/2	5	BOD
6-E/3	5	BOD
6-F/1	5	BOD
6-F/2	5	BOD
BIT/1	5	BOD
BIT/2	5	BOD
BG/1	5	BOD
MONT/1	5	BOD
MONT/2	5	BOD
MONT/3	5	BOD
MONT/4	5	BOD
CTA/1	5	BOD
CTA/2	5	BOD
CTB/1	5	BOD
GS/1	5	BOD

Marion County Board of Elections  
2023 August Special Ballot Quantities - First Vote

GS/2	5	BOD
GS/3	5	BOD
GS/4	5	BOD
GS/5	5	BOD
GPA/1	5	BOD
GPA/2	5	BOD
GCT/1	5	BOD
GCT/2	5	BOD
MTA/1	5	BOD
MTA/2	5	BOD
MTB/1	5	BOD
MTC/1	5	BOD
MTC/2	5	BOD
MTC/3	5	BOD
MTD/1	5	BOD
MTD/2	5	BOD
MTD/3	5	BOD
MTD/4	5	BOD
MTE/1	5	BOD
MTE/2	5	BOD
MTE/3	5	BOD
MTF/1	5	BOD
MTF/2	5	BOD
MTF/3	5	BOD
MTF/4	5	BOD
PLTA/1	5	BOD
PLTB/1	5	BOD
PLTC/1	5	BOD
PLTD/1	5	BOD
PV/1	5	BOD
PT/1	5	BOD
PT/2	5	BOD
RTA/1	5	BOD
RTA/2	5	BOD
RTB/1	5	BOD
RTB/2	5	BOD
ST/1	5	BOD
ST/2	5	BOD
ST/3	5	BOD
ST/4	5	BOD
WAL/1	5	BOD
WAL/2	5	BOD
WAL/3	5	BOD
<b>Totals</b>	440	

Marion County Board of Elections  
2023 August Special Ballot Quantities - First Vote