

STATE OF NEW JERSEY



COUNTY BOARD OF ELECTIONS AND SUPERINTENDENT OF ELECTIONS

C440000-003

Department:	COUNTY BOARD OF ELECTIONS AND SUPERINTEND	Agency Representative:	JOSEPH BRITT
Division:		Title:	DIRECTOR, NJ DIVISION OF ELECTIONS
Bureau:		Phone #:	

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

Agency Representative Signature:	Date:	Secretary, State Records Committee Signature:	Date:
	3/11/1998		5/21/1998

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Absentee Ballots and Applications						2 Years After election		Destroy	
0002-0000	Board Worker Applications - Organization Certificates --- Consists of District Board Worker job applications						2 Years		Destroy	
0003-0000	Certified List of Absentee Ballot Applications (Copy) --- Original maintained by County Clerk						2 Years		Destroy	
0004-0000	Certified List of Polling Places						2 Years		Destroy	
0005-0000	Challenger List for Permits Issued						2 Years		Destroy	
0006-0000	Criminal Conviction Registration Card						1 Years After restoration of voting rights		Destroy	
0007-0000	Election District Board Error Listing --- Consists of a listing of all voting tally errors discovered						5 Years		Destroy	
0008-0000	Election District Maps --- Including re-adjustments, Maps are also maintained by permanently by the Division of Elections						3 Years After update		Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C440000			Schedule: 003		Page #:2 of 4	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0009-0000	Index Cards of Registered Voters						2 Years After inactive		Destroy	
0010-0000	Official Instructions and Procedures Manual						1 Years		Destroy	
0011-0000	Permit Issued to an Agent or a Challenger --- Used to permit said person to remain within the polling place while the election is in progress						2 Years		Destroy	
0012-0000	Prosecutor's Letter of Voter Disqualification --- Consists of correspondence notifying the Election Board of a disqualified voter						5 Years		Destroy	
0013-0000	Prosecutor's List of Criminal Convictions for Voter Disqualification						5 Years		Destroy	
0014-0000	Receipts for Ballots and Supplies						1 Years If federal election, then 2 yrs		Destroy	
0015-0000	Returned Sample Ballots						6 Months If federal election, then 2 yrs		Destroy	
0016-0000	Voter Registration and Record of Voting Form - Deleted --- Including original Mail Registration Form, Certificate of Signature, Disability Certificate and Identification Statement									
0016-0001	Voter Registration and Record of Voting Form - Deleted (Original)						5 Years After deleted		Destroy	
0016-0002	Voter Registration and Record of Voting Form - Deleted (Copy)						Upon input and verification of electronic data system		Destroy	

Records Retention and Disposition Schedule				Agency: C440000			Schedule: 003		Page #:3 of 4	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0017-0000	Voter Registration Investigation Reports						5 Years		Destroy	
0018-0000	Voter Registry Lists (Copy) --- Consists of registered voters per district and addresses. Original maintained by County Clerk (NJSA 19:31-18.3 42 USC 1974-1974e)						1 Years If federal election, then 2 yrs		Destroy	NJSA 19:31-18.3 42 USC 1974-1974e
0019-0000	Voting Authority Cards/Sheets						6 Weeks If federal election, then 2 yrs		Destroy	
0020-0000	Voter Registration Application --- Includes: new voters, change of name, and change of address						5 Years		Destroy	
0021-0000	Duplicate Voter Registration --- Occurs when a voter has registered twice by mistake						2 Years And after correction made		Destroy	
0022-0000	Statistical Return of Registered Voters --- (42 USC 1974-1974e)						2 Years		Destroy	42 USC 1974-1974e
0023-0000	Return Sheet --- Lists people on ballot and total votes per machine (NJSA 19:18-7)						5 Years		Destroy	NJSA 19:18-7
0024-0000	Peremptory List - Obsolete --- Consists of a list of people not allowed to vote						5 Years		Destroy	
0025-0000	Poll Books --- (NJSA 19:31-23)						6 Years		Destroy	NJSA 19:31-23
0026-0000	Affirmation of Voter Registration for the Use of the Provisional Ballot						5 Years		Destroy	

Records Retention and Disposition Schedule				Agency: C440000			Schedule: 003		Page #:4 of 4	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0027-0000	Affidavit of Residency --- Includes: Signature Comparison, Disability Certificate and Identification Statement, and Temporary Registration						5 Years		Destroy	
0028-0000	Voter Registration Information - Electronic --- Includes: Registration Date, Birthdate of Registrant, Party Affiliation if any, Voting record. (NJSA 19:31-3.1)						10 Years		Erase	NJSA 19:31-3.1
0029-0000	Voter Declaration of Party Affiliation						2 Years		Destroy	
0030-0000	Death Notice List						2 Years		Destroy	
0031-0000	Declination of Voter Registration						5 Years		Destroy	
0032-0000	Rejected Voter Registration Applications 42 USC 1974-1974e --- (42 USC 1974-1974e)						1 Years If federal election, then 2 yrs		Destroy	42 USC 1974-1974e
0033-0000	Confirmation/Verification Notice - Address									
0033-0001	Confirmation/Verification Notice - Address In County --- Used for a change of address within the county						2 Years		Destroy	
0033-0002	Confirmation/Verification Notice - Address Out of County --- Used for a change of address out of the county						4 Years		Destroy	
0033-0003	Confirmation/Verification Notice - Address - Undeliverable						4 Years		Destroy	