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| **EL-1** | **VOTING BALLOTS (COMPLETED, CHALLENGED, REJECTED, ABSENTEE** & **SPECIAL NEEDS)**  May include applications. | **Retain one month after election is certified; if election is contested, retain longer per AS 15.15.470.** |
| **EL-2** | **CERTIFICATES OF ELECTION**  Copies of election certificates presented to candidates upon verification of election | **Retain 4 years.** |
| **EL-3** | **CERTIFICATES OF ELECTION RETURNS (REGULAR** & **SPECIAL)**  Consists of individual machine numbers; polling place designation; date· of election; total votes registered by machine, candidate or referenda; and, signatures of elections inspectors, judges, administrators, clerks, volunteers. | **Permanent. Certain certificates that are duplicated elsewhere or do not have archival value may be disposed after administrative/management need is met.** |
| **EL-4** | **ELECTION REGISTERS** & **TALLY BOOKS**  Consists of the following registers: precinct, final voting, questioned voter, special needs voting and absentee voter. Also includes special needs voting applications. | **Retain 4 years.**  **Retain longer if election is contested per AS 15.15.470.** |
| **EL-5** | **ELECTION CONTEST/RUNOFF INFORMATION**  Contested election and runoff data. | **Retain 1 year after election is certified.** |
| **EL-6** | **DOJ PRECLEARANCE RECORDS**  Includes request and pre-clearance for election. | **Permanent**  **DOJ: Department of Justice** |
| **EL-7** | **DECLARATIONS OF CANDIDACY**  Declarations executed under oath including name, mailing address, office declared, residency length, etc. | **Retain 4 years.**  **AS 15.25.030** |
| **EL-8** | **FINANCIAL DISCLOSURE STATEMENTS**  May include APOC financial disclosure report. | **Retain 6 years if subject to the APOC (municipalities can exempt themselves).**  **APOC: Alaska Public Offices Commission** |

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| **EL-9** | **-AFFIDAVITS**  Documents voters requiring or requesting action or special accommodation during an election. | **Retain 4 years.** |
| **EL-10** | **RECOUNT PETITIONS**  Candidate requests for recount of individual machine or paper ballot tallies. Includes candidates' reason for request. | **Retain 4 years.** |
| **EL-11** | **CANDIDATES LISTS**  Lists of candidates. Data includes: name and address of candidate, order in which they will appear on the ballot, office sought and  term of office. | **Retain 4 years.** |
| **EL-12** | **CANDIDATE WITHDRAWALS**  Certificates of withdrawal. Includes candidate statement concerning reason for withdrawal. | **Retain 4 years.** |
| **EL-13** | **ELECTION OFFICIALS' RECORDS**  May consist of recruitment materials, interest letters, training notes, acceptance forms, oaths and mileage reimbursement requests. Includes absentee voting officials' documentation. | **.Retain 4 years.** |
| **EL-14** | **VOTING DISTRICT DESCRIPTIONS, MAPS**  & **STREET BOOKS**  Descriptions of election precinct boundaries and maps indicating current voting district boundaries and numbers. Street books consist of alphabetical lists of streets (and house numbers where street encompasses more than one district) providing senatorial  and representative numbers. | **Permanent** |
| **EL-15** | **CAMPAIGN DISCLOSURE**  Municipalities must report to APOC when money is spent on informational campaigns. | **Retain 6 years.** |