

Division of Community and Regional Affairs

Post-Election Documentation for Municipal Elections



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DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT

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10/9/25

Municipal Elections- Municipal Records and Voter History

Municipal History (records) Municipal clerks are the hub of government, the direct link between residents and their local government. The clerk is the historian of the community, with the entire recorded history of the local government in the clerk's care.

“Municipal Responsibility”

Voter History is the record of an individual's participation in a specific election. This history is maintained by the State Division of Elections and indicates the year and specific elections in which each voter participated. **“State Responsibility”**



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Municipal Elections-Records

Statutory Requirements:

- Sec. 29.20.380 (a)(4)(5). Municipal Clerk
- The municipal clerk shall
 - manage municipal records and develop retention schedules and procedures for inventory, storage, and destruction of records as necessary.
 - maintain an indexed file of all permanent municipal records, provide for codification of ordinances, and authenticate or certify records as necessary.



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Municipal Elections- Voting Information From Municipalities

Statutory Requirements:

- Sec. 15.07.137. Voting information from municipalities.
- Within **60 days** after each election held in a municipality, the municipal clerk shall certify and send to the director the official registration list containing the names, residence addresses, and voter identification numbers of **all** persons voting in each precinct in that election. The names of the persons who voted in the municipal election shall be indicated on the official registration list sent to the director by the municipal clerk.



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Municipal Elections- Records Management For Local Records

Statutory Requirements:

Sec. 40.21.070. Records management for local records.

The governing body of each political subdivision of the state shall promote the principles of efficient records management for local public records kept in accordance with state law. The governing body shall, as far as practical, follow the program established for the management of state records. The department shall, upon request of the governing body of a political subdivision, provide advice and assistance in the establishment of a local records management program.

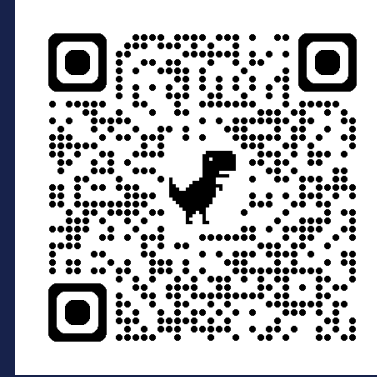


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Post Election Documentation-DOE

- State of Alaska Division of Elections (DOE)
- Official Registration List (Register)
- Provisional Voter Registers
- Floppies (If using State Forms)
- EAQ List compiled by the Clerk



*The Division of Elections uses the **Voter Register** and voter lists to update voter rolls. The 60-day deadline is important because of the purge process, which deletes the names of inactive voters. It begins the first week in January.*



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Post Election Documentation- APOC

Alaska Public Offices Commission (APOC)

- Certification of Election
- Public Official Financial Disclosure Statements
- Candidate Exemption Forms

It is a candidate's responsibility to familiarize themselves with statutes and regulations to ensure they are in compliance with state law.

Some Clerks provide APOC forms in the *Candidacy Packet*.



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Post Election Documentation- DCRA

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- Certification of Election: email to DCRResearchandAnalysis@alaska.gov
- Elected Officials Survey: <https://arcg.is/0GP5u>



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DCRA Election Documents Repository

Official election results and certification documents will be uploaded to the Election Documents Repository:

<https://www.commerce.alaska.gov/dcra/admin/ElectionDocument/Search>

If your election documents from past years are missing from the repository, please send them to us:

DCRResearchandAnalysis@alaska.gov



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Other Post-Election Documents

- Ballot Destruction Certificate

Destroy ballots in accordance with your code or records retention schedule.

- Retention of Election Records

If your governing body has not adopted a records retention schedule the State of Alaska 300.1 Model General Schedule may be used as a guide.

- Letter to Voters

For provisional ballots that did not count or partially counted, a letter will be sent from the Clerk's office explaining the reason to the voter.

Question ballots

Absentee ballots



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Other Post-Election Documents – Records

- Submit election official timesheets to your Finance Department/Treasurer.
- Submit all invoices to your Finance Department/Treasurer.
- Archive permanent election records.
- File election records according to your code or records retention schedule.
- Update election forms for next year.
- Update election calendar and schedule.
- Update manuals (*review all election official notes*)
- Note election ordinances for amendment.
- Post results on your official city website.



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Example Resolution for Certification of Election

Introduced by: City Clerk
Date: October 10, 2022
Action: Adopted
Vote: YES (4) Adams, Brunswick, Cole Stout
No: (0)
Absent: Seat A, Seat B, Seat D

CITY OF HOUSTON, ALASKA RESOLUTION 22-13

A RESOLUTION OF THE HOUSTON CITY COUNCIL ACCEPTING THE CERTIFICATE OF CANVASS BOARD RESULTS AND CERTIFYING THE OCTOBER 4, 2022 REGULAR CITY OF HOUSTON ELECTION.

WHEREAS, pursuant to HMC, the Canvass Board met on October 7, 2022, to judge the validity of absentee by-mail, early, special needs, and questioned ballots cast by voters at the October 4, 2022, Regular City Election; and

WHEREAS, on October 7, 2022, the Canvass Board opened and tallied the accepted ballots; and

WHEREAS, the results of the accepted ballots were added to the tally of votes cast at the polls on Election Day; and

WHEREAS, the results compiled by the Canvass Board are reflected in the attached Unofficial Results spreadsheet, Exhibit A.

NOW, THEREFORE, BE IT RESOLVED: that we, the Houston City Council, certify that the October 4, 2022, Regular Election was held to the best of our knowledge.

BE IT FURTHER RESOLVED THAT the results of the October 4, 2022, Regular Election are certified as follows:

1. David A Childs is elected to Council Seat E, a three-year term ending in October 2025, having received the greatest number of votes cast for Seat E.
2. Sandy J McDonald is elected to Council Seat F, a three-year term ending October 2025, having received the greatest number of votes cast for Seat F.
3. Mike Adams is elected to Council Seat G, a three-year term ending October 2025, having received the greatest number of votes cast for Seat G.

EFFECTIVE DATE: This Resolution takes effect upon adoption.

ADOPTED by the Houston City Council on October 10, 2022.

City of Houston **Bold and Underline** added. ~~Strike-through~~, deleted. Resolution No. 22-13 Page 1 of 2

Official Results and Canvass Board Certificate should be attached to this resolution, see next slide for examples

BE IT FURTHER RESOLVED, by the Houston City Council that the 2019 ballots be destroyed pursuant to Houston Municipal Code 3.33.035.



Examples: Official Results and Canvass Board Certificate

CITY OF HOUSTON - OFFICIAL RESULTS - REGULAR CITY ELECTION, OCTOBER 4, 2022										
Total	Statistics	Precinct 30-580 City Hall	Poll	Early	Absentee By-Mail*	Early & Poll Questioned	Early & Poll Special Needs	Total	Outstanding Provisional Ballots	
0.0%	Percent of Voter Turnout	13.4%	13.4%						16.3%	
1755	Registered Voters	1755	1755						1755	
285	Ballots Cast or Mailed*	236	236	48	1	0	1	286		
285	Ballots Counted	236	236	47	1	0	1	285		
	Races	Precinct 30-580	Total Poll Vote	Total Early, Absentee By-Mail, Questioned, and Special Needs Votes					Total Votes	% of Total Votes Cast
	COUNCIL SEAT E									
219	Childs, David A		180	38					218	76.5%
67	Jorgensen, Gina F		56	11					67	23.5%
0	Write-in		0	0					0	0.0%
	COUNCIL SEAT F									
212	McDonald, Sandy J		176	36					212	74.9%
71	Stout, Paul		58	13					71	25.1%
	Write-in		0	0					0	0.0%
	COUNCIL SEAT G									
200	Adams, Mike		169	31					200	70.4%
82	Johansen, Lisa M		64	18					82	28.9%
2	Write-in		2	0					2	0.7%
Houston City Council Resolution 22-13 Adopted at the October 10, 2022, Special Meeting.										

City of Houston Certification of Election

Regular Election
October 4, 2022

The results of the City of Houston Regular Election of October 4, 2022, are as follows:

City Council Seat E, a three-year term ending October 2025			
	Poll Vote Total	Combined Absentee, Early, Special Need, and Questioned Vote Total	Total Votes
Childs, David A	180	38	218
Jorgensen, Gina F	56	11	67
Write-In			

City Council Seat F, a three-year term ending October 2025			
	Poll Vote Total	Combined Absentee, Early, Special Need, and Questioned Vote Total	Total Votes
McDonald, Sandy J	176	36	212
Stout, Paul	58	13	71
Write-In			

City Council Seat G, a one-year term ending October 2025			
	Poll Vote Total	Combined Absentee, Early, Special Need, and Questioned Vote Total	Total Votes
Adams, Mike	169	31	200
Johansen, Lisa M	64	18	82
Write-In			

	Issued	Counted
TOTAL POLL BALLOTS:	236	236
TOTAL EARLY BALLOTS:	48	47
TOTAL ABSENTEE BY-MAIL BALLOTS:	1	1
TOTAL EARLY QUESTIONED, POLL QUESTIONED, AND SPECIAL NEEDS BALLOTS:	1	1
GRAND TOTAL:	286	285

We, the Canvass Board, jointly certify that the information listed herein is a true and accurate statement of the votes cast in the Regular City Election of October 4, 2022, and hereby declare said election to be held valid to the best of our knowledge and belief.

Dated this 7 day of October, 2022.

Linda Sayen
Linda Sayen, Canvass Board Member

Kim Waters
Kim Waters, Canvass Board Member

David A. Sayen
David Sayen, Canvass Board Member

Rebecca Waters
ATTEST: Rebecca Waters, City Clerk

Canvass Board Ballot Certificate of Election

Page 1 of 1



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Sample Precinct Register



PREMS - (GBVREMS)
SEPR680P-R1
BIG LAKE

EL-ID 12MSB5

STATE OF ALASKA -- DIVISION OF ELECTIONS
DISTRICT 10 PRECINCT REGISTER

PRECINCT 155

DATE: 09/11/201
TIME: 18:03
PAGE: 177

VOTER NO	IDENTIFIED BY (VC) (DI) (PK)	NAME & SIGNATURE (LAST-FIRST-MIDDLE INITIAL)	PARTY	A RESIDENCE ADDRESS B MAILING ADDRESS
2289	() () () ()	ZOLA EUGENE F		BIG LAKE BIG LAKE AK
2290	() () () ()	ZOLLER CAROL J		BIG LAKE BIG LAKE AK
2291	() () () ()	ZOLTER MATHEW J		BIG LAKE WASILLA AK
2292	() () () ()	ZWERN-KELLEY KELLY A		BIG LAKE BIG LAKE AK
2293	() () () ()	ZWEIFEL GRADCEV D		BIG LAKE BIG LAKE AK
2294	() () () ()	ZWEIFEL MICHAEL A		BIG LAKE BIG LAKE AK
2295	() () () ()	ZYWOZ NICHOLAS A		BIG LAKE BIG LAKE AK

OF SIGNATURES: _____

SUBTOTAL: _____



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Examples: Questioned Ballot Envelope and Register

Questioned Ballot Oath & Affidavit Envelope Please print and press hard - You are making a copy

1. You **MUST** complete this section
☐ Yes ☐ No I am a citizen of the United States.
☐ Yes ☐ No I am at least 18 years old.

2. Last Name _____ First Name _____ Middle Initial _____ Suffix (Sr., Jr., etc.) _____

3. Name Previously Registered: _____

4. **Alaska Residence Address Where You Claim Residency**
House No. _____ Street Name _____ City _____ Alaska State _____
If your mailing address is different than your residence address, and you want to keep your residence address confidential, check the following box: ☐ Yes, please keep my address confidential.

5. Mailing Address _____ City _____ State _____ Zip Code _____

6. You **MUST** provide at least **ONE**
Social Security No. _____ / _____ / _____ Last 4 Digits of SSN _____
AK Driver's License No. _____ AK State ID Card No. _____
☐ I have not been issued a SSN, AK Driver's License or AK State ID No.

7. You **MUST** provide Date of Birth _____ / _____ / _____
Month _____ Day _____ Year _____

8. Sex ☐ Male ☐ Female

9. Alaska Voter Number _____ (if known)

10. Daytime Phone No. _____
Evening Phone No. _____

11. Write Political Affiliation Here: _____

12. I swear or affirm, under penalty of perjury, that: The information on this form is true, accurate and complete to the best of my knowledge. I further certify that I am a resident of Alaska and I have not been convicted of a felony, or having been so convicted, have been unconditionally discharged from incarceration, probation and/or parole. I am not registered to vote in another state, or I have taken the necessary steps to cancel that registration. I am or have been a registered voter in Alaska at some time in the last 4 years or am newly registering. I have not and will not vote in any other manner in this election.

Voter Signature _____

13. This form must be witnessed. By signing as a witness, I attest that to the best of my knowledge, the applicant is the person he/she claims to be and this certification was made in my presence on the date indicated.

SIGNATURE OF ELECTION OFFICIAL _____ Date _____ Voting Location _____ District and Precinct _____ Register Line No. _____

For Canvass Board Use
Precinct No. _____
☐ Count
District No. _____
☐ Partial Count
☐ No Count
Ballot Type _____
Reject code _____
Comments: _____

Election Official Use
Reason for Questioned Ballot
☐ Not on Precinct Register
☐ Moved
☐ No Identification and Unknown
☐ Not a US Citizen
☐ Not 18 years of Age
☐ Felony Conviction
☐ Other: _____
Comments: _____

MSB 2012

City of _____ Questioned Register

#	Voter's Full Name (Print)	Voter's Signature	One Identifier (SSN, Last 4 SSN, DOB, VN, ADL)	Residential Address	Mailing Address (If different from residential)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Election Official's Signature

Date

Election Official's Signature

Date

Election Official's Signature

Date



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Example 300.1

Local Government Model General Administrative Records Retention Schedule

8. Elections

Item No.	Records Series Title and Description	Retention and Disposition	Remarks
8.1	Voting Ballots (Completed, Challenged, Rejected, Absentee and Special Needs) May include applications.	C+1 Month then destroy	C = Until election is certified. If election is contested, retain longer per AS 15.15.470.
8.2	Certificates of Election Copies of election certificates presented to candidates upon verification of election.	4 years then destroy	
8.3	Certificates of Election Returns (Regular and 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.	Retain Permanently	Certain certificates that are duplicated elsewhere or do not have archival value may be disposed after administrative need is met.
8.4	Election Registers and Tally Books Consists of the following registers: precinct, final voting, questioned voter, special needs voting and absentee voter. Also includes special needs voting applications.	4 years then destroy	Retain longer if election is contested per AS 15.15.470.
8.5	Election Contest/Runoff Information Contested election and runoff data.	C+1 year then destroy	C = Until election is certified.
8.6	DOJ Preclearance Records This series includes request and pre-clearance for election.	Retain Permanently	DOJ = Department of Justice.
8.7	Declarations of Candidacy Declarations executed under oath including name, mailing address, office declared, residency length, etc.	4 years then destroy	AS 15.25.030

The Model General Schedule 300.1 is meant to be a guide only. Each governing body should inventory its records and develop its own adopted Records Retention Schedule



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Sample Letter to Voter

Sample Letter

Dear *[Early, Questioned, Absentee By-Mail or Special Needs]* Voter:

Thank you for participating in the recent City of [XX] *[Regular or Special]* Election of [Date]

As required by “[City] Municipal Code, each *[Early, Questioned, Absentee By-Mail or Special Needs]* Ballot Envelope must be reviewed by the Canvass Board to determine a voter’s eligibility to vote. During the review, the Canvass Board verifies if a voter was registered to vote on or before the registration deadline, and if the voter properly completed the ballot envelope.

While conducting their review on your ballot envelope, the Canvass Board determined that the ballot could not be counted due to the following reason:

[Insert paragraph using the List of Reason Not to Count on the following page.]

Thank you for your interest in the voting process. If you have questions, please feel free to contact me at [Phone number]

City Clerk



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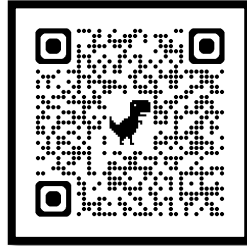
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Resources

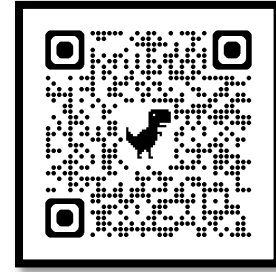
[Records Retention](#)
[300.1 – Local](#)
[Government Model](#)



[DCRA Election](#)
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Resources

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Questions?



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