



**ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS**
A DIVISION OF THE ARIZONA SECRETARY OF STATE



**General Records Retention Schedule Issued to:
All Public Bodies
Election Records**

**Schedule Number:
GS-1058 Rev. 3**

- Authority:** Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the required time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered by State and Local Agencies when there is a compelling need to retain records for a longer period of time than the approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.
- Archival Value:** Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).
- Disposition:** This schedule is used in conjunction with the *Certificate of Records Destruction*. All records disposed under this schedule must be reported on the *Certificate of Records Destruction*, unless transferred to the Arizona State Archives.
- Format:** Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.
- Copies:** Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the *Certificate of Records Destruction* when they are disposed.
- Supersedence:** **This schedule supersedes General Schedule 1058 Rev. 2 dated September 30, 2021.**

Records Analyst, Secretary of State: Helena LaPina	Arizona State Archivist: Laura Palma Blandford
<i>Records Series Electronically Approved in RSM Database</i>	<i>Records Series Electronically Approved in RSM Database</i>
Deputy Arizona State Archivist: Carlos Lopez	
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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20325	Candidate Records, Federal Elections. State and local election records of federal candidates, including campaign finance records, nomination papers, petitions, affidavits, financial disclosure statements, statements of organization, threshold statements and other related records.	4 Years	After date of election		9/28/2021
20323	Candidate Records, If Elected. State and local election records, including campaign finance records, nomination paper, petitions; affidavits, financial disclosure statements, statements of organization, threshold statements and other related records.	4 Years	After term in office ended.		9/28/2021
20324	Candidate Records, If Not Elected. State and local election records, including campaign finance records; nomination papers, petitions, affidavits, financial disclosure statements, statements of organization, threshold statements and other related records.	4 Years	After PAC terminated or after date of election, whichever is later		9/30/2021
20327	Court Challenge Records, All others.	2 Years	After calendar year resolved		7/10/2012
20326	Court Challenge Records, Historical.	Permanent	Preserve pursuant to ARS 39-101	ARS 39-101	7/10/2012
20328	Cumulative Independent Expenditure Notification Forms.	3 Years	After date of election		7/10/2012

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20329	Department of Justice Records. Including submissions and Americans with Disabilities Act (ADA) records.	Permanent	Preserve pursuant to ARS 39-101	ARS 39-101	7/10/2012
20331	Election Records; Federal and Presidential Preference Elections. Voted ballots, voting abstracts (ARS 16-618, 619), and related voting materials, including voted ballots, official and unofficial returns envelopes, unofficial results, early voting requests, county special election records, write-in tally sheets, official poll lists, tally lists and voted ballots (ARS 16-615), unofficial poll lists and tally lists(ARS 16-616), chain of custody documents, logic and accuracy test records, hand count/ early ballot audit documents and related records.	2 Years	After date of election (ARS 16-624(A); USC 42- 1974)"	ARS 16-624(A); USC 42- 1974)	7/10/2012

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20333	<p>Election Records; Political Subdivision Records, All other records.</p> <p>Voted ballots, voting abstracts (ARS 16-618, 619), and related voting materials, including voted ballots, official and unofficial returns envelopes, unofficial results, early voting requests, county special election records, write-in tally sheets, official poll lists, tally lists and voted ballots (ARS 16-615), unofficial poll lists and tally lists(ARS 16-616), chain of custody documents, logic and accuracy test records, hand count/ early ballot audit documents and related records.</p>		<p>After calendar year 2 regular elections held or after political subdivision ceases to exist or after political subdivision begins holding own elections, whichever comes first</p>		7/10/2012
20332	<p>Election Record; Political Subdivision Records, If not retained by office.</p> <p>Voted ballots, voting abstracts (ARS 16-618, 619), and related voting materials, including voted ballots, official and unofficial returns envelopes, unofficial results, early voting requests, county special election records, write-in tally sheets, official poll lists, tally lists and voted ballots (ARS 16-615), unofficial poll lists and tally lists(ARS 16-616), chain of custody documents, logic and accuracy test records, hand count/ early ballot audit documents and related records.</p>		<p>Transfer to political subdivision after election</p>		7/10/2012

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20330	Election Records; State, and Local Elections. Voted ballots, voting abstracts (ARS 16-618, 619), and related voting materials, including voted ballots, official and unofficial returns envelopes, unofficial results, early voting requests, county special election records, write-in tally sheets, official poll lists, tally lists and voted ballots (ARS 16-615), unofficial poll lists and tally lists(ARS 16-616), chain of custody documents, logic and accuracy test records, hand count/ early ballot audit documents and related records.	6 Months	After date of election		7/10/2012
20334	Election Violation Complaint Records, Resolved through litigation.	5 Years	After litigation completed		7/10/2012
20335	Election Violation Complaint Records, Resolved without litigation.	2 Years	After date of election		7/10/2012
20336	Maps: Precincts and districts, including legal descriptions.	Permanent	Preserve pursuant to ARS 39-101	ARS 39-101	7/10/2012
20337	Official Canvass (ARS 16-646).	Permanent	Preserve pursuant to ARS 39-101	ARS 39-101	7/10/2012

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20340	Political Action Committee (PAC) Records, All others.	4 Years	After PAC terminated		8/19/2021
20338	Political Action Committee (PAC) Records, Initial filing records.	4 Years	After PAC terminated		8/19/2021
20339	Political Action Committee (PAC) Records, Jurisdictional filing records. Records filed with jurisdictions where PAC is campaigning.	4 Years	After PAC terminated or after date of election, whichever is later		8/19/2021
20343	Poll Worker for Election Day Records. Including financial records, names, addresses, poll worked, sign-in sheets, reports and handouts, and other related records.	2 Years	After date of election		7/10/2012
20342	Polling Place Records, All others. Including consent forms.	2 Years	After date of election		7/10/2012

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20341	Polling Place Records; Presidential Preference Election (PPE). Including consent forms.		After next PPE held		7/10/2012
53438	Proof of Citizenship Records May include, but not limited to copies of change of address forms, State driver's license, state-issued ID card, birth certificate, US passport, US naturalization documents, Bureau of Indian Affairs card number or tribal enrollment number.	2 Years	After received	ARS 16-166(J)	9/28/2021
20345	Publicity Records, All others. Including pamphlets and other educational documentation for election issues.		After fiscal year election held		7/10/2012
20344	Publicity Records, Historical. Including pamphlets and other educational documentation for election issues.	Permanent	Preserve pursuant to ARS 39-101	ARS 39-101	7/10/2012
20346	Report of Voter Statistics (if issued).	10 Years	After date of election		7/10/2012

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20347	Signature Rosters. Including for traditional elections, this is the actual signature roster and may include notation for voters that mail-in ballots and for elections that are fully conducted via mail-in I online, this can be a roster/checklist of citizens that actually voted in the election.	Permanent	Preserve pursuant to ARS 39-101	ARS 39-101	7/10/2012
20350	Title 19 Records; Application for initiatives, recalls and referendum. Including initiatives, recalls, and referendum.	10 Years	After calendar year filed		7/10/2012
20348	Title 19 Records, Historical. Including initiatives, recalls, and referendums.	Permanent	Preserve pursuant to ARS 39-101	ARS 39-101	7/10/2012
20349	Title 19 Records, Petitions, certification sheets, and related correspondence. Including initiatives, recalls, and referendum.	1 Year	After calendar year of election. If no election held, return petitions to petitioner		7/10/2012
20351	Video Recording of Ballot Counting and Related Records. For any statewide, county or legislative election.	30 Days	After end of challenge period on general election.	ARS 16-621 (C)(D)	5/14/2019