

Municipal Records Retention Schedule M6 ELECTORS AND ELECTIONS RECORDS

The disposal of Election Records falls under the provisions of *CGS* Sec. 7-109. The Public Records Administrator may not grant blanket approval to destroy public records. You may obtain approval to destroy these records using the Form RC-075. The only exception to this rule applies to absentee ballots or unused or mutilated ballots. ***Be sure to read the notes included in this records retention schedule.*** These notes give specific destruction instructions. **Please note that a statutory citation included with a retention period indicates the retention period is prescribed by the statute cited.** The election calendar issued by the Secretary of the State is not a records disposal authorization.

TOWN CLERK -- FEDERAL REQUIREMENT: *In elections for federal offices—whether general, special, or primary—federal law (42 U.S. Code 1974) requires retention of all election materials for twenty-two (22) months after the date of the election, excluding unused, mutilated or voided ballots. This requirement supersedes any state statute or regulation.*

Item Number	Record Series Title	Description	Minimum Retention	Disposition	Notes
A.	REGISTRARS OF VOTERS				
M6-010	Admission as elector, application for		Until elector omitted from registry list for 5 yrs. [<i>CGS</i> Sec. 9-35]	Destroy after receipt of signed form RC-075 from OPRA	<i>OPRA</i> refers to the Office of the Public Records Administrator; Connecticut General Statutes no longer require a permanent record of admission as an elector. However, registrars may retain documents if they have some historical value to the municipality
M6-015	Admission as elector, application for (member of Armed Forces)	(<i>CGS</i> Sec. 9-25)	Until elector omitted from registry list for 5 yrs.	Destroy after receipt of signed form RC-075 from OPRA	
M6-020	Canvass	Related records such as mail, telephone, and door-to-door inquiries (<i>CGS</i> Sec. 9-32)	2 years	Destroy after receipt of signed form RC-075 from OPRA	
M6-025	Canvass (Removal from voters list, Notice of)	(<i>CGS</i> Sec. 9-32, 35, 35a)	1 year from last election date	Destroy after receipt of signed form RC-075 from OPRA	

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Item Number	Record Series Title	Description	Minimum Retention	Disposition	Notes
M6-030	Canvass (Confirmation of Voting Residence, Notice of)	Pursuant to National Voter Registration Act Sec. 8(i); (CGS Sec. 9-35)	Until elector omitted from registry list for 5 yrs. [CGS Sec. 9-35]	Destroy after receipt of signed form RC-075 from OPRA	
M6-040	Certificate of Registrars and Party Watchers	(CGS Sec. 9-240, 245, 248); form ED-690	180 days after election, if not contested	Destroy after receipt of signed form RC-075 from OPRA	
M6-050	Convicted persons, list of	Forfeited rights files (CGS Sec. 9-45)	2 years after notification of removal	Destroy after receipt of signed form RC-075 from OPRA	See also M6-175
M6-055	Conviction notification	Forfeited rights files (CGS Sec. 9-45)	No requirement	Destroy	See also M6-175
M6-060	Electors admitted, record of	includes Federal Military Service Postcard Application	Until elector omitted from registry list for 5 years [CGS Sec. 9-35]	Destroy after receipt of signed form RC-075 from OPRA	Connecticut General Statutes no longer requires a permanent record of admission as an elector. However, registrars may retain documents if they have some historical value to the municipality
M6-070	Enrollment, application for	Voter registration cards including "Erasure from" or "Transfer to;" (CGS Sec. 9-59)	Until elector omitted from registry list for 5 yrs. [CGS Sec. 9-58]	Destroy after receipt of signed form RC-075 from OPRA	
M6-075	Enrollment list, corrected or supplementary		six copies retained until printing of new list [CGS Sec. 9-55(e)]	Destroy after receipt of signed form RC-075 from OPRA	
M6-080	Enrollment list, notice of intent to erase, party disaffiliation	(CGS Sec. 9-60, 62, 63)	Until elector omitted from registry list for 5 yrs.	Destroy after receipt of signed form RC-075 from OPRA	
M6-090	Jury Lists		No requirement	Destroy	
M6-100	Monthly compilation of changes to Active and Inactive Registry	(CGS Sec. 9-50a)	2 years	Destroy after receipt of signed form RC-075 from OPRA	

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Item Number	Record Series Title	Description	Minimum Retention	Disposition	Notes
M6-110	Motor Vehicle Monthly listing regarding Change of Address	(NVRA, 42 USC Chapter 20)	2 years	Destroy after receipt of signed form RC-075 from OPRA	
M6-120	Oaths of Poll Workers		No requirement	Destroy	
M6-130	Party rules (petition for caucus or convention to amend)	(CGS Sec. 9-375)	Until superseded	Destroy after receipt of signed form RC-075 from OPRA	
M6-140	Polling place officials, list of	Primary or election (CGS Sec. 9-258, 9-436)	No requirement	Destroy	
M6-150	Public Disclosure of Voter Registration Information	Pursuant to NVRA, Sec. 8(i)	2 years	Destroy after receipt of signed form RC-075 from OPRA	
M6-160	Registration (Application for retention on voter list)	by elector challenged as non-resident	Permanent record [CGS Sec. 9-43]	Maintain in municipality	
M6-165	Registration (Cancellation of)	in former town of residence (CGS Sec. 9-21)	Until elector omitted from registry list for 5 yrs.	Destroy after receipt of signed form RC-075 from OPRA	
M6-170	Registration (Continuance of)	(CGS Sec. 9-40a)	Until elector omitted from registry list for 5 yrs.	Destroy after receipt of signed form RC-075 from OPRA	
M6-175	Registration (Notice of discharge of convicted party, restoration of)	Issued by the Office of the Secretary of the State (CGS Sec. 9-46a)	Until elector omitted from registry list for 5 yrs.	Destroy after receipt of signed form RC-075 from OPRA	See also M6-050 and M6-055
M6-180	Registration (Request for transfer; change of residence)	(CGS Sec. 9-35)	Until elector omitted from registry list for 5 yrs.	Destroy after receipt of signed form RC-075 from OPRA	
M6-190	Registry list (Change of name, written request for)	(CGS Sec. 9-42a)	Until elector omitted from registry list for 5 yrs.	Destroy after receipt of signed form RC-075 from OPRA	

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Item Number	Record Series Title	Description	Minimum Retention	Disposition	Notes
M6-195	Registry list (Final and supplementary)		Two copies of current list for two years [CGS Sec. 9-39]	Destroy after receipt of signed form RC-075 from OPRA	
M6-200	Registry list (Preliminary)	(CGS Sec. 9-37)	Two copies of current list retained until printing of new preliminary list	Destroy	
M6-205	Registry list (Removal for non-residence - evidence of notice re)		Permanent record [CGS Sec. 9-43]	Maintain in municipality	
M6-210	Registry list (Written claim for "Addition to" or "Erasure from")	(CGS Sec. 9-37)	Until elector omitted from registry list for 5 yrs.	Destroy after receipt of signed form RC-075 from OPRA	
M6-220	Signatures of Electors who did not present identification at polls	(CGS Sec. 9-261)	180 days after state or local election, if not contested; 22 months after a federal election [42 U.S.C. 15301 to 15545 (Help America Vote Act of 2002)]	Destroy after receipt of signed form RC-075 from OPRA	Refer to Town Clerk Federal Requirement at beginning of retention schedule
M6-230	Unofficial checkers; persons seeking appointment for elections, referendum; primary candidate checkers	(CGS Sec. 9-235, 436a)	No requirement	Destroy	
B. TOWN CLERK					
M6-240	Admission as electors, cross-town application for (CGS Sec. 9-19e)	Copy	60 days if no appeal pending	Destroy after receipt of signed form RC-075 from OPRA	

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Item Number	Record Series Title	Description	Minimum Retention	Disposition	Notes
M6-250	Ballots, absentee (Affidavit re. reception of)		180 days after a state or local election, if not contested [CGS Sec. 9-150b]; 22 months after a federal election [42 U.S.C. 15301 to 15545 (Help America Vote Act of 2002)]	Destroy	Records maintained under the provision of CGS. Sec. 9-150b may be destroyed after the applicable retention period <i>without</i> prior permission of OPRA if no contest is pending and no subpoena has been issued by the State Enforcement Commission.
M6-255	Ballots, absentee (Applicants, list of)	Includes both the numeric list (CGS Sec. 9-150) and the list of names and addresses (CGS Sec. 9-140)	60 days after a state or local election, if not contested [CGS Sec. 9-150b]; 22 months after a federal election [42 U.S.C. 15301 to 15545 (Help America Vote Act of 2002)]	Destroy	Records maintained under the provision of CGS. Sec. 9-150b may be destroyed after the applicable retention period <i>without</i> prior permission of OPRA if no contest is pending and no subpoena has been issued by the State Enforcement Commission.
M6-260	Ballots, absentee (Applications for)	Includes Federal Military Postcard Application	60 days after a state or local election, if not contested [CGS Sec. 9-150b]; 22 months after a federal election [42 U.S.C. 15301 to 15545 (Help America Vote Act of 2002)]	Destroy	Records maintained under the provision of CGS. Sec. 9-150b may be destroyed after the applicable retention period <i>without</i> prior permission of OPRA if no contest is pending and no subpoena has been issued by the State Enforcement Commission.
M6-265	Ballots, absentee (Direction by registrar)		60 days after a state or local election, if not contested [CGS Sec. 9-150b]; 22 months after a federal election [42 U.S.C. 15301 to 15545 (Help America Vote Act of 2002)]	Destroy	Records maintained under the provision of C.G.S. Sec. 9-150b may be destroyed after the applicable retention period <i>without</i> prior permission of OPRA if no contest is pending and no subpoena has been issued by the State Enforcement Commission.

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Item Number	Record Series Title	Description	Minimum Retention	Disposition	Notes
M6-270	Ballots, absentee (Executed ballots)		180 days after a state or local election, if not contested [CGS Sec. 9-150b]; 22 months after a federal election [42 U.S.C. 15301 to 15545 (Help America Vote Act of 2002)]	Destroy	Records maintained under the provision of C.G.S. Sec. 9-150b may be destroyed after the applicable retention period <i>without</i> prior permission of OPRA if no contest is pending and no subpoena has been issued by the State Enforcement Commission.
M6-275	Ballots, absentee (Late arrivals)		60 days after a state or local election, if not contested [CGS Sec. 9-150b]; 22 months after a federal election [42 U.S.C. 15301 to 15545 (Help America Vote Act of 2002)]	Destroy	Records maintained under the provision of C.G.S. Sec. 9-150b may be destroyed after the applicable retention period <i>without</i> prior permission of OPRA if no contest is pending and no subpoena has been issued by the State Enforcement Commission.
M6-280	Ballots, absentee (Outer/inner envelopes)		60 days after a state or local election, if not contested [CGS Sec. 9-150b]; 22 months after a federal election [42 U.S.C. 15301 to 15545 (Help America Vote Act of 2002)]	Destroy	Records maintained under the provision of C.G.S. Sec. 9-150b may be destroyed after the applicable retention period <i>without</i> prior permission of OPRA if no contest is pending and no subpoena has been issued by the State Enforcement Commission.
(M1-245)	Ballots, absentee (Report to Secretary of the State accounting for use of absentee ballot materials)	(CGS Sec. 9-303)	2 years [CGS Sec. 9-150b]	Destroy after receipt of signed form RC-075 from OPRA	
M6-285	Ballots, absentee (Unused absentee ballots)		10 days after an election, if not contested [CGS Sec. 9-150b]	Destroy	Unused or mutilated ballots may be destroyed <i>without</i> the permission of OPRA.
M6-290	Ballots, absentee (Voided / mutilated ballots)		60 days after election, if not contested [CGS Sec. 9-150b]	Destroy	Unused or mutilated ballots may be destroyed <i>without</i> the permission of OPRA.

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Item Number	Record Series Title	Description	Minimum Retention	Disposition	Notes
M6-300	Ballots, paper (Counted)		180 days after a state or local election, if not contested [<i>CGS</i> Sec. 9-302]; 22 months after a federal election [42 U.S.C. 15301 - 15545 (Help America Vote Act of 2002)]	Destroy after receipt of signed form RC-075 from OPRA	Executed ballots shall be retained for the same period as executed absentee ballots
M6-305	Ballots, paper (Counter's certificate)	(<i>CGS</i> Sec. 9-300)	60 days after a state or local election, if not contested; 22 months after a federal election [42 U.S.C. 15301 - 15545 (Help America Vote Act of 2002)]	Destroy after receipt of signed form RC-075 from OPRA	
M6-310	Ballots, paper (Receipt, ballot clerk's)	(<i>CGS</i> Sec. 9-285)	60 days after a state or local election, if not contested; 22 months after a federal election [42 U.S.C. 15301 - 15545 (Help America Vote Act of 2002)]	Destroy after receipt of signed form RC-075 from OPRA	
M6-315	Ballots, paper (Statement, ballot clerk's)	(<i>CGS</i> Sec. 9-303)	60 days after a state or local election, if not contested; 22 months after a federal election [42 U.S.C. 15301 - 15545 (Help America Vote Act of 2002)]	Destroy after receipt of signed form RC-075 from OPRA	
M6-320	Ballots, paper Unused or mutilated		10 days after election, if not contested [<i>CGS</i> Sec. 9-303]	Destroy	Unused or mutilated ballots may be destroyed <i>without</i> the permission of OPRA

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Item Number	Record Series Title	Description	Minimum Retention	Disposition	Notes
M6-330	Ballots, presidential and overseas		22 months after date of election	Destroy	Refer to Town Clerk Federal Requirement at beginning of retention schedule; Records maintained under the provision of <i>CGS. Sec. 9-150b</i> may be destroyed after the applicable retention period <i>without</i> prior permission of OPRA if no contest is pending and no subpoena has been issued by the State Enforcement Commission.
M6-340	Ballots, write-in		180 days after a state or local election, if not contested [<i>CGS Sec. 9-310</i>]; 22 months after a federal election [42 U.S.C. 15301 - 15545 (Help America Vote Act of 2002)]	Destroy after receipt of signed form RC-075 from OPRA	
M6-350	Campaign financing records		5 years from date of filing [<i>CGS Sec. 9-608(c)(7)</i>]	Destroy after receipt of signed form RC-075 from OPRA	
M6-360	Certificate of appointment	Assistant or deputy registrar of voters	Record in town record book; [<i>CGS Sec. 9-192</i>]	Discard	
M6-370	Challenged ballots		180 days after a state or local election, if not contested [<i>CGS Sec. 9-232f</i>]; 22 months after a federal election [42 U.S.C. 15301 - 15545 (Help America Vote Act of 2002)]	Destroy after receipt of signed form RC-075 from OPRA	
M6-380	Election Returns, Receipt for delivery to Secretary of State		60 days after election, if not contested	Destroy after receipt of signed form RC-075 from OPRA	

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Item Number	Record Series Title	Description	Minimum Retention	Disposition	Notes
M6-390	Enrollment list, corrected or supplementary		Remains on file until superseded by new list [CGS 9-55]	Destroy after receipt of signed form RC-075 from OPRA	
M6-400	Head Moderator's Return	(CGS Sec. 9-314)	Record in town record book	Discard	
M6-410	Instruction of election officials report	(CGS Sec. 9-249)	60 days after election, if not contested	Destroy after receipt of signed form RC-075 from OPRA	
M6-420	Justices of the Peace (List of qualified)		Record in town record book [CGS Sec. 51-95]	Discard	
M6-425	Justices of the Peace (Signature cards)	(CGS Sec. 51-95)	Term of office	Destroy after receipt of signed form RC-075 from OPRA	
M6-430	Moderator's Returns Certificate and Receipts	(CGS sec. 9-307)	180 days after election, if not contested	Destroy after receipt of signed form RC-075 from OPRA	
M6-440	Notice of primary, registrar's	(CGS Sec. 9-435)	Record in town record book	Discard	
M6-450	Party-endorsed candidates, list of	(CGS Sec. 9-390)	180 days after election, if not contested	Destroy after receipt of signed form RC-075 from OPRA	
M6-460	Party watchers report		60 days after election, if not contested [CGS Sec. 9-245]	Destroy after receipt of signed form RC-075 from OPRA	
M6-470	Petition (Primary)		3 years [CGS Sec.9-412]	Destroy after receipt of signed form RC-075 from OPRA	
M6-475	Petition (Referendum regarding charter revision)	(CGS Sec. 7-188, 7-191)	3 years	Destroy after receipt of signed form RC-075 from OPRA	

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Item Number	Record Series Title	Description	Minimum Retention	Disposition	Notes
M6-480	Petition (Special election)	(CGS Sec. 9-164)	3 years	Destroy after receipt of signed form RC-075 from OPRA	
M6-485	Petition (All other)		3 years	Destroy after receipt of signed form RC-075 from OPRA	
M6-490	Recanvass, Moderator's statement of results of	(CGS Sec. 9-311)	Record in town record book	Discard	
M6-500	Redistricting records for municipalities	For towns where members of legislative bodies are elected from districts (i.e. representative town meeting, or another method of electing town government based on districts)	Retain until next redistricting plan implemented (i.e. used for an election)	Destroy after receipt of signed form RC-075 from OPRA	
(M6-190)	Registry list (Final & supplementary)		Remains on file for 2 years [CGS Sec. 9-38]	Destroy after receipt of signed form RC-075 from OPRA	
(M6-195)	Registry list (Preliminary)		Remains on file until superseded by new list [CGS Sec. 9-36]	Destroy after receipt of signed form RC-075 from OPRA	
M6-501	Resignation of municipal officials	(CGS Sec. 7-103)	Record in town record book	Discard	
M6-502	Town Committee (party) rules	i.e. by-laws	Until revised or superseded [CGS Sec. 9-374]	Destroy after receipt of signed form RC-075 from OPRA	
M6-503	Vacancy in elective municipal office notice	Copy of form sent to Sec. of State	Record in town record book	Discard	
M6-505	Voting checklist with certificate	Also know as "Voting check off lists"	4 years after election [CGS Sec. 9-307]	Destroy after receipt of signed form RC-075 from OPRA	

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Item Number	Record Series Title	Description	Minimum Retention	Disposition	Notes
M6-510	Voting machine keys, receipt for	(CGS Sec. 9-248)	180 days after election, if not contested	Destroy after receipt of signed form RC-075 from OPRA	
M6-515	Voting machine mechanic report		60 days after election, if not contested [CGS Sec. 9-245]	Destroy after receipt of signed form RC-075 from OPRA	
M6-525	Voting machine printout	Printomatic (CGS Sec. 9-310)	14 days after election if not contested [CGS Sec. 9-311(c)]	Destroy after receipt of signed form RC-075 from OPRA	
(M1-245)	Voting Machine Statistics	(CGS Sec. 9-238a)	2 years	Destroy after receipt of signed form RC-075 from OPRA	
M6-535	Warning of election		Record in town record book [CGS Sec. 9-225]	Discard	
M6-545	Withdrawal of candidacy	(CGS Sec. 9-460)	180 days after election, if not contested	Destroy after receipt of signed form RC-075 from OPRA	
M6-555	Writs of special election	(CGS Sec. 9-212, 215, 218)	Record in town record book	Discard	