

SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 3.10  
(ID # 24846)

MEETING DATE:  
Tuesday, May 21, 2024

FROM : ASSESSOR-COUNTY-CLERK-RECORDER:

SUBJECT: ASSESSOR-COUNTY CLERK-RECORDER/RMAP: Approval of Revised Departmental Records Retention Schedule for the Registrar of Voters (ROV), All Districts. [\$0] (4/5th Vote Required)

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the attached Departmental Records Retention Schedule for the Registrar of Voters (ROV)

ACTION: 4/5 Vote Required, Policy

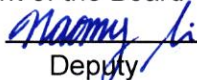
  
\_\_\_\_\_  
Kan Wang, Assistant Assesor-County-Clerk Recorder 5/1/2024

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MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez  
Nays: None  
Absent: None  
Date: May 21, 2024  
xc: Assessor

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$0	\$0	\$0	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS: N/A</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 2023/2024</b>	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

In accordance with the provisions of Board Policy A-43, the Records Management and Archives Program (RMAP) worked with appropriate departments to review the Records Retention Schedule attached. Approval will authorize the disposal of certain records following mandatory retention requirements, thereby enabling the County to reduce the cost of storage for obsolete materials while ensuring that administrative, fiscal, legal, and other recordkeeping responsibilities are met. Prior agenda references are noted on the appropriate cover page. Per Government Code Section 26202, this item requires a 4/5 vote.

**Impact on Residents and Businesses**

The citizens of Riverside County benefit from the efficiencies gained through the application of generally accepted recordkeeping principles.

**ATTACHMENTS:**

**DRRS\_ROV\_2024\_Rev04** – Supersedes DRRS\_ROV\_2018\_Rev03 adopted April 24, 2018, Agenda item #3.14.

*Cesar Bernal*  
Cesar Bernal, PRINCIPAL MGMT ANALYST 5/10/2024

*Aaron Gettis*  
Aaron Gettis, Chief of Deputy County Counsel 5/8/2024



## County of Riverside, California Departmental Records Retention Schedule (DRRS\_ROV\_2024\_Rev04)

Enacted pursuant to Board of Supervisors, County of Riverside Resolution No. 2016-126, "Pertaining to the Management, Retention, Destruction or Disposition of County Records," and Board of Supervisors, County of Riverside Policy A-43: "County Records Management and Archives Policy."

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Inquiries or comments regarding this schedule should be directed to:

County of Riverside  
Records Management and Archives Program (RMAP)  
2724 Gateway Drive  
Riverside, CA 92507  
[ACR-RIM@asrckrec.com](mailto:ACR-RIM@asrckrec.com)  
<https://www.rivcoacr.org/RiversideCountyRecordsManagement>

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### Introduction

This Departmental Records Retention Schedule (DRRS) for the Registrar of Voters Department (ROV) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted June 24, 2018 as Item #3.14.

This schedule is written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series. This retention schedule indicates the length of time that listed records, regardless of media or format, must be retained by the department before disposition may be implemented. These retention requirements are recommended in order to reduce the costs for the storage and maintenance of records while ensuring that administrative, fiscal, legal and other recordkeeping responsibilities are met.

Records, including copies held for convenience or reference, must be disposed of as directed herein at the close of the official retention period. Retention schedule changes apply to all documents unless they have been digitally uploaded into a Trusted System. The regulatory requirements include the immutability standards for objects in a Trusted System. This includes the initial retention applied to the digital file per RMAP management. A full justification for any request to extend the retention period for a particular group of records must be submitted in writing to the Records Management and Archives Program (RMAP) as stated by Board Policy A-43, Section D.5.

If a federal or state statute or regulation specifies a longer retention period for any records series received, created, or maintained by the department, the statute or regulation override this schedule and the department must amend its records retention schedule as soon as practicable. In addition, a record may not be destroyed if notice of litigation, audit, public records request, etc. is received prior to the expiration of the retention period. For records held for audit purposes, the Auditor Controller's Office, or appropriate auditing authority, will notify the department once the audit is complete. In the event a lawful claim or a lawsuit is made against the county of Riverside, the department will suspend destruction of the subject records until all issues of the matter are resolved. Further, if the department is notified by County Counsel or Human Resources to put documents on hold due to a claim or other legal proceeding, the department will suspend any records destruction of the identified documents. (Board Policy A-43 § D.9)

The department will maintain the requested records until the close of litigation or proceedings plus an additional ten (10) years. The department is responsible for ascertaining the correct date of closure in order to establish this ten (10) year retention period. Furthermore, the department is responsible for establishing appropriate procedures to ensure that records are retained for the period of time mandated and that the records remain accessible as required.

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## Explanation of Fields

**Record Series Codes:** The Record Series Code is assigned by RMAP. The code is alphanumeric and uniquely identifies the Record Series Title regardless of the schedule it occupies enabling the Record Series to be tracked within the master index system.

**Record Series Title:** The Record Series Title identifies a group of similar records generally produced or utilized for similar business needs allowing them to be evaluated as a group for retention scheduling purposes.

**Record Series Description:** A description of the Record Series Title that includes examples, not an exhaustive list, of the record types found within the group.

**Official Records:** The agency or department responsible for the county's official record.

**Official Record Retention:** The length of time that the official record must be kept based upon the legal minimum requirement as well as any operational or business need. All other copies must be disposed of at the end of the retention period. For example, departmental copies held for convenience or reference must be destroyed at the close of the retention period or when no longer needed to support normal business operations, whichever is earlier.

**Citation / Rationale:** The legal citation or operational/business reason for retaining the official record for the period specified.

**Final Disposition:** The recommended final status or arrangement for the official record, usually disposed of by confidential shredding or transfer to the County of Riverside Archives as determined through best practice.

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## Explanation of Codes

**USC = United States Code**

**Best Practice** = Best Practice determined through business and government agency benchmarks.

**CL** = Closed, which will also mean after final resolution (as in an inquiry or litigation) after expiration (as in a contract) after final payment, upon completion of participation in a program, etc. A record is considered "closed" when no further action is pending or required.

**CY** = Calendar year end

**EC** = California Elections Code

**GC** = California Government Code

**P** = Permanent



## COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: **Registrar of Voters**

Schedule Type: Departmental Records Retention Schedule (DRRS)

Division: All

Schedule #:

Section: All

**DRRS\_ROV\_2024\_Rev04**

With full consideration given to the preservation of the historic records of the County, the undersigned hereby certifies that this retention schedule conforms to the legal and regulatory requirements and best business practices known at this time.

Department Head: \_\_\_\_\_

Date: 4/11/2024

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
<b>Vote-By-Mail (VBM)</b>						
ROV-VBM100	Ballot Receipts - Federal	Ballot receipts for federal elections. Records series includes unused ballots and receipts, Ballot card accounting record, Ballot Processing Forms, BOD Paper receipts, Ballot Statements, and Mid-Day Pickup Receipts.	ROV	CL + 22 months	EC 17301(b)	Shred / Delete
ROV-VBM125	Ballot Receipts - State/Local	Ballot receipts for state/local elections. Records series includes unused ballots and receipts, Ballot card accounting record, Ballot Processing Forms, BOD Paper receipts, Ballot Statements, and Mid-Day Pickup Receipts.	ROV	CL + 6 months	EC 17302(b)	Shred / Delete
ROV-VBM150	Canceled Ballots - Federal	Ballot issued to a voter that was not voted by that voter, instead it is returned to a poll worker for cancellation.	ROV	CL + 22 months	52 USC 20701 et seq; EC 17301(b)	Shred / Delete
ROV-VBM175	Canceled Ballots - State/Local	Ballot issued to a voter that was not voted by that voter, instead it is returned to a poll worker for cancellation.	ROV	CL + 6 months	EC 17302(b)	Shred / Delete
ROV-VBM200	Cancelled Ballots - Retirement Board	Ballot issued to a voter that was not voted by that voter, instead it is returned to a poll worker for cancellation.	ROV	CL + 3 years	GC 26202	Shred / Delete
ROV-VBM225	Envelopes - Federal	Paper ballot envelopes for voter identification.	ROV	CL + 22 months	52 USC 20701 et seq; EC 17301(b)	Shred / Delete

FORM APPROVED COUNTY COUNSEL

BY: MCT 08 MAY 24  
 MICHAEL C. THOMAS DATE

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
ROV-VBM250	Envelopes - State/Local	Paper ballot envelopes for voter identification.	ROV	CL + 6 months	EC 17302(b)	Shred / Delete
ROV-VBM275	Envelopes - Retirement Board	Paper ballot envelopes for voter identification.	ROV	CL + 3 years	GC 26202	Shred / Delete
ROV-VBM300	Conditional Voter Registration (CVR) Ballots - Federal	Conditional Voter Registration (CVR) ballots from various polling sites in which a voters name does not appear on the electronic voter roster in the election management system.	ROV	CL + 22 months	52 USC 20701 et seq; EC 17301(b)	Shred / Delete
ROV-VBM325	Conditional Voter Registration (CVR) Ballots - State/Local	Conditional Voter Registration (CVR) ballots from various polling sites in which a voters name does not appear on the electronic voter roster in the election management system.	ROV	CL + 6 months	EC 17302(b)	Shred / Delete
ROV-VBM350	Spoiled Ballots - Federal	Paper ballot turned in at a polling site with unintended marks or are somehow damaged.	ROV	CL + 22 months	52 USC 20701 et seq; EC 17301(b)	Shred / Delete
ROV-VBM375	Spoiled Ballots - State/Local	Paper ballot turned in at a polling site with unintended marks or are somehow damaged.	ROV	CL + 6 months	EC 17302(b)	Shred / Delete
ROV-VBM400	Spoiled Ballots - Retirement Board	Paper ballot turned in at a polling site with unintended marks or are somehow damaged.	ROV	CL + 3 years	GC 26202	Shred / Delete
ROV-VBM425	Surrendered Vote-By-Mail Ballots - Federal	Paper ballot turned in at a polling site in exchange for a duplicate ballot or to allow voter to vote an electronic ballot on the accessible voting unit or request a ballot on demand. Includes VBM envelopes and other insert materials.	ROV	CL + 22 months	52 USC 20701 et seq; EC 17301(b)	Shred / Delete
ROV-VBM450	Surrendered Vote-By-Mail Ballots - State/Local	Paper ballot turned in at a polling site in exchange for a duplicate ballot or to allow voter to vote an electronic ballot on the accessible voting unit or request a ballot on demand. Includes VBM envelopes and other insert materials.	ROV	CL + 6 months	EC 17302(b)	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
ROV-VBM475	Surrendered Vote-By-Mail Ballots - Retirement Board	Paper ballot turned in at a polling site in exchange for a duplicate ballot or to allow voter to vote an electronic ballot on the accessible voting unit or request a ballot on demand. Includes VBM envelopes and other insert materials.	ROV	CL + 3 years	GC 26202	Shred / Delete
ROV-VBM480	Undeliverable Vote-By-Mail Ballots - Federal	Paper ballots returned to the department by the United States Postal Service as undeliverable as addressed.	ROV	CL + 22 months	52 USC 20701 et seq; EC 17301(b)	Shred / Delete
ROV-VBM481	Undeliverable Vote-By-Mail Ballots - State/Local	Paper ballots returned to the department by the United States Postal Service as undeliverable as addressed.	ROV	CL + 6 months	EC 17302(b)	Shred / Delete
ROV-VBM500	Voted Ballots - Federal	Official ballot cast and accepted in a federal election.	ROV	CL + 22 months	52 USC 20701 et seq; EC 17301(b); EC 17305(b)	Shred / Delete
ROV-VBM525	Voted Ballots - State/Local	Official ballot cast and accepted in a state/local election.	ROV	CL + 6 months	EC 17302(b)	Shred / Delete
ROV-VBM550	Voted Ballots - Retirement Board	Official ballot cast and accepted in an election.	ROV	CL + 3 years	GC 26202	Shred / Delete
ROV-VBM575	Vote-By-Mail Voter Applications - Federal	Application form mailed to the voter upon request for a Vote-by-Mail ballot.	ROV	CL + 22 months	52 USC 20701 et seq; EC 17504(b)	Shred / Delete
ROV-VBM600	Vote-By-Mail Voter Applications - State/Local	Application form mailed to the voter upon request for a Vote-By-Mail ballot.	ROV	CL + 6 months	EC 17505(b)	Shred / Delete
ROV-VBM625	Affidavits of Registration - original paper copy	Application form provided to affiant to be completed to establish them as an elector.	ROV	CL + 5 years	EC 17000(a)	Shred
ROV-VBM650	Affidavits of Registration - Inactive Electronic Record	Elector's electronic application record is made inactive due to not voting in two federal elections.	ROV	CY + 2 years	GC 26202	Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
ROV-VBM675	Affidavits of Registration - Cancelled Electronic Record	Elector's electronic application record is canceled due to not voting in two federal elections or due to voter not confirming residency address in order to remain on the active voter list.	ROV	CL + 5 years	EC 17000(a)	Delete
ROV-VBM700	Affidavits of Registration - Pending paper copy	Elector's application record is placed in pending status due to missing voter information.	ROV	CL + 22 months	52 USC 20701 et seq	Shred
ROV-VBM725	Duplicated Ballots - Federal	Paper ballot that has been recreated onto another ballot that was cast and accepted in a federal election.	ROV	CL + 22 months	52 USC 20701 et seq; EC 17301(b)	Shred / Delete
ROV-VBM750	Duplicated Ballots - State/Local	Paper ballot that has been recreated onto another ballot that was cast and accepted in a state/local election.	ROV	CL + 6 months	EC 17302(b)	Shred / Delete
ROV-VBM775	Test Ballots - Federal	Mock up of a paper ballot that was created to test the accuracy of voting equipment before sealed and sent to polling sites. This also includes any other logic and accuracy testing materials or documents.	ROV	CL + 22 months	52 USC 20701 et seq; EC 17301(b)	Shred / Delete
ROV-VBM800	Test Ballots - State/Local	Mock up of a paper ballot that was created to test the accuracy of voting equipment before sealed and sent to polling sites. This also includes any other logic and accuracy testing materials or documents.	ROV	CL + 6 months	EC 17302(b)	Shred / Delete
ROV-VBM825	VBM Collection Forms - Federal	Logs of daily collections of Vote-by-Mail ballot envelopes at Official Ballot Boxes, including City Halls, staffed locations, and the Registrar of Voters office.	ROV	CL + 22 months	52 USC 20701 et seq; EC 17301(b)	Shred / Delete
ROV-VBM850	VBM Collection Forms - State/Local	Logs of daily collections of Vote-by-Mail ballot envelopes at Official Ballot Boxes, including City Halls, staffed locations and the Registrar of Voters office.	ROV	CL + 6 months	EC 17302(b)	Shred / Delete
<b>Campaign (CAM)</b>						



Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
ROV-CAM100	Campaign Statements - Local	Original statements of elected board of supervisors candidates for these offices and committees supporting an office holder or a candidate (successful).	ROV	Permanent	GC 81009(b)	Dept.
ROV-CAM125	Campaign Statements - Local	Original statements of board of supervisors candidates for these offices and committees supporting an office holder or a candidate (unsuccessful).	ROV	CL + 5 years	GC 81009(b)	Shred / Delete
ROV-CAM150	Campaign Statements - All others	Original campaign statements of all other persons not mentioned in GC 81009(a) or (b).	ROV	CL + 7 years	GC 81009(c)	Shred / Delete
ROV-CAM300	Nomination papers / Signatures in-lieu of Filing Fee	Nomination papers for all candidates, not just those elected.	ROV	Expiration of Term + 4 years	EC 17100(a)	Shred / Delete
ROV-CAM400	Reports and Statements - All Elections	Original reports and statements not specified by GC 81009(a), (b), (d).	ROV	CL + 7 years	GC 81009(e)	Shred / Delete
ROV-CAM450	Reports and Statements (copies) - All Elections	Copies of reports and statement that do not need retention of more than one copy.	ROV	CL + 4 years	GC 81009(f)	Shred / Delete
ROV-CAM500	Statements of Economic Interest	Original statement of economic interest of persons holding statewide elective office.	ROV	P	GC 81009(d)	Dept.
<b>Petitions (PET)</b>						
ROV-PET100	Initiative or Referendum Petition - Failed	If the measure is not submitted to the voters 8 months after the final examination of the petition by the elections official. Local petitions are returned to the Clerk.	ROV	CL + 8 months	EC 17200(a)	Shred / Delete
ROV-PET150	Initiative or Referendum Petition - Failed and Inspected by Proponent	Failed Initiative or referendum petitions received and stored for one year from the date of the proponent's last examination.	ROV	CL + 1 year	EC 17200(b)	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
ROV-PET200	Initiative or Referendum Petition - Qualified	Petitions received and stored for 8 months after certification of the results of the election for which the election qualified for. Local petitions are returned to the Clerk.	ROV	CL + 8 months	EC 17200(a)	Shred / Delete
ROV-PET300	Recall Petition - Failed	Recall Petitions received and stored for 8 months after final examination of the petition by the elections official for. Local Recall petitions are returned to the Clerk.	ROV	CL + 8 months	EC 17400(a)	Shred / Delete
ROV-PET400	Recall Petition - Qualified	Recall Petitions received and stored for 8 months after certification of the results of the election for which the recall qualified for. Local Recall petitions are returned to the Clerk.	ROV	CL + 8 months	EC 17400(a)	Shred / Delete
<b>Precincts (PRE)</b>						
ROV-PRE100	Assisted Voters List - Federal	List containing the voter's names who have been assisted in marking their ballot in a federal election.	ROV	CL + 22 months	EC 17303(b)	Shred / Delete
ROV-PRE125	Assisted Voters List - State/Local	List containing the voter's names who have been assisted in marking their ballot in a State/Local election.	ROV	CL + 6 months	EC 17304(b)	Shred / Delete
ROV-PRE150	Ballot Inventory Logs - Federal	Paper ballot logs for unused ballots in federal elections. Records series includes unused ballots and receipts/logs, and unused ballot paper in Ballot On Demand printers.	ROV	CL + 22 months	EC 17301(b) EC 13004	Shred / Delete
ROV-PRE175	Ballot Inventory Logs - State/Local	Paper ballot receipts for unused ballots in state/local elections. Records series includes unused ballots and receipts/logs, and unused ballot paper in Ballot On Demand printers.	ROV	CL + 6 months	EC 17302(b) EC 13004	Shred / Delete
ROV-PRE200	Challenge Lists - Federal	List containing the voter's names who have been orally challenged by a member of the precinct board at the Vote Center during a federal election.	ROV	CL + 22 months	EC 17303(b)	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
ROV- PRE225	Challenge Lists - State/Local	List containing the voter's names who have been orally challenged by a member of the precinct board at the Vote Center during a state/local election.	ROV	CL + 6 months	EC 17304(b)	Shred / Delete
ROV- PRE250	Sign-In Rosters & Ballot Request Form	Used for voter look-up in the electronic voter database and for reconciliation purposes. It allows a space of sufficient size to allow each voter to sign his or her name. This also includes any roster audit materials.	ROV	CL + 5 years	EC 17300(a)	Shred / Delete
ROV_ PRE275	Envelopes / Conditional Voter Registration (CVR) - Federal	Conditional Voter Registration (CVR) envelopes for voter identification from various polling sites in which a voters name does not appear on the voter roster in a federal election.	ROV	CL + 22 months	EC 17301(b)	Shred / Delete
ROV- PRE300	Envelopes / Conditional Voter Registration (CVR) - State/Local	Conditional Voter Registration (CVR) envelopes for voter identification from various polling sites in which a voters name does not appear on the voter roster in a state/local election.	ROV	CL + 6 months	EC 17302(b)	Shred / Delete
ROV- PRE375	Official Precinct Material - Federal	Records series includes precinct officers Declaration of Intention (EC 12321); Precinct Board Member applications (EC 12300); Order appointing precinct boards and designating the polling places (EC 12286); Nomination appointments from county central commission (EC 12306); written orders appointing precinct Board members and designating polling places (EC 12327); Recruitment Documents, Election Officer Comment Sheets, and Range Inspector Binders.	ROV	CL + 22 months	EC 17502(b)	Shred / Delete
ROV- PRE400	Official Precinct Material - State/Local	Records series includes precinct officers Declaration of Intention (EC 12321); Precinct Board Member applications (EC 12300); Order appointing precinct boards and designating the polling places (EC 12286); Nomination appointments from county central commission (EC 12306); written orders appointing precinct Board members and designating polling places (EC 12327); Recruitment Documents, Election Officer Comment Sheets, and Range Inspector Binders.	ROV	CL + 6 months	EC 17503(b)	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
ROV- PRE425	Precinct Maps - Federal	Maps created using the current election parameters and precincts during a federal election.	ROV	CL + 2 years	GC 26202	Shred / Delete
ROV- PRE450	Precinct Maps - State/Local	Maps created using the current election parameters and precincts during a state/local election.	ROV	CL + 2 years	GC 26202	Shred / Delete
ROV- PRE525	Tally Sheets (poll copies) - Federal	Two sheets used in federal elections by precinct board members showing the contests being voted upon. The total number of votes counted for each candidate and for and against each measure is recorded on the tally sheets in words and figures.	ROV	CL + 22 months	EC 17303(b)	Shred / Delete
ROV- PRE550	Tally Sheets (poll copies) - State/Local	Two sheets used in state/local elections by precinct board members showing the contests being voted upon. The total number of votes counted for each candidate and for and against each measure is recorded on the tally sheets in words and figures.	ROV	CL + 6 months	EC 17304(b)	Shred / Delete
ROV- PRE600	Voting Equipment Security Logs - Federal, State, Local	Signed documents to ensure that ballot-marking devices, precinct scanners, ballot printers and other items have been checked to ensure election integrity.	ROV	CL + 22 months	52 USC 20701 et seq; EC 17301(b)	Shred / Delete
<b>Voter Registration (VTR)</b>						
ROV- VTR100	8d (2) Cards (undeliverable)	When NCOAs are processed the system will generate an 8d(2) card to confirm the address on record. Returned to election offices by registrants responding to verification or confirmation mailings.	ROV	CY + 2 years	GC 26202	Shred / Delete
ROV- VTR200	Alternate Residency Cards (ARC)	Generated by the system to confirm the voter record address. Returned to election offices by registrants responding to verification or confirmation mailings.	ROV	CY + 2 years	GC 26202	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
ROV-VTR300	Application for Viewing Voter Files	Applications to Purchase or View Voter Records per EC §2188	ROV	CL + 5 years	EC 2188(f)	Shred / Delete
ROV-VTR400	National Change of Address Cards (NCOA)	In lieu of mailing a residency confirmation card, these notifications are sent to registrants to confirm registration address status and are returned as undeliverable or with address.	ROV	CY + 2 years	GC 26202	Shred / Delete
ROV-VTR500	Official Notices	Official notices received relating to a voter including notification of death, mental incompetence, felony cancellations, pre-registration, and voting restoration notices.	ROV	CY + 2 years	GC 26202	Shred / Delete
ROV-VTR600	Prior Registration Notice	Notice indicating voter registered in another jurisdiction.	ROV	CY + 2 years	GC 26202	Shred / Delete
ROV-VTR700	Undeliverable Voter Notifications	Notifications (VNC) sent to registrants to confirm registration status that are returned as undeliverable or with address. Returned to election offices by registrants responding to verification or confirmation mailings. This will also apply to any VCA mailings that come back undeliverable as well as voter restoration letters.	ROV	CY + 2 years	GC 26202	Shred / Delete
ROV-VTR800	Voter Registration Cards - correspondence	Request to cancel registration or change of address, name, party, etc.	ROV	CY + 2 years	GC 26202	Shred / Delete