



SUMMARY OF CHANGES

- **Series appearing in the *Local Government General Retention Schedule (LGRRS)* have been removed from this schedule.** Please see the *LGRRS* for records series not covered by this schedule.
- 41 existing series with similar retention have been consolidated into two new series:
 - ELECTION ADMINISTRATION RECORDS – FEDERAL, and
 - ELECTION ADMINISTRATION RECORDS – NON-FEDERAL
- 9 existing series with similar retention have been consolidated into two new series designated archival:
 - ELECTION - OFFICIAL RESULTS RECORDS – FEDERAL, and
 - ELECTION - OFFICIAL RESULTS – NON-FEDERAL
- Titles and descriptions have been improved.
- Remarks have been added, and statutory references updated.
- Revisions to series title, description, and/or remarks are NOT included in this guide, but are noted on the retention schedule in the series description area.
- Discontinued series have been removed from the schedule.
- All records series unique to the County Auditor Schedule have an “AU” prefix.



NEW SERIES AND DISPOSITION AUTHORITY NUMBERS (DANs)					
Category	Series Title	DAN	Description	Retention	Justification
BOUNDARIES	DISTRICT AND PRECINCT BOUNDARIES – DEVELOPMENT	AU52-03C69	Records documenting the development and revision of district and precinct boundaries where the final records are retained in accordance with DAN AU52-03C17.	POTENTIAL ARCHIVAL VALUE Retain until obsolete or superseded THEN contact Regional Archivist before destroying.	To allow destruction of working files.
ELECTION RESULTS AND VOTING RECORDS	BALLOTS – UNISSUED OR UNDELIVERABLE – STATE OR FEDERAL ELECTIONS	AU52-03C70	Includes security envelopes.	Retain for 11 days after Secretary of State's certification of election	To allow destruction of blank envelopes.
ELECTION RESULTS AND VOTING RECORDS	BALLOTS – UNISSUED OR UNDELIVERABLE – LOCAL ELECTIONS	AU52-03C71	Includes security envelopes.	Retain for 11 days after certification of election by County Auditor	To allow destruction of blank envelopes.
ELECTION RESULTS AND VOTING RECORDS	ELECTION – ADMINISTRATION RECORDS – FEDERAL	AU52-03C72	Records that document the internal administration of each federal election, including, but not limited to <ul style="list-style-type: none"> All voted ballots of any kind. Records that document the organization, operations, inspections of and challenges to the voting process. <i>(For non-federal elections see DAN #AU52-03C73)</i>	Retain for 22 months after date of election	To combine 41 various federal election-related series into one.
ELECTION RESULTS AND VOTING RECORDS	ELECTION – ADMINISTRATION RECORDS – NON-FEDERAL	AU52-03C73	Records that document the internal administration of each non-federal election, including, but not limited to: <ul style="list-style-type: none"> All voted ballots of any kind. Records that document the organization, operations, inspections of and challenges to the voting process. <i>(For federal elections see DAN# AU52-03C72)</i>	Retain for 60 days after date of election	To combine 41 various non-federal election-related series into one.
ELECTION RESULTS AND VOTING RECORDS	ELECTION - OFFICIAL RESULTS RECORDS – FEDERAL	AU52-03C74	Core official documentation and published notices concerning the initiation and outcome of each federal election, including, but not limited to: <ul style="list-style-type: none"> Canvassing board records. Certification records. District resolutions. Official abstracts of the votes that were tabulated. Sample ballots. Voters' pamphlets. <i>(For non-federal elections see DAN AU52-03C75.)</i>	ARCHIVAL Retain for 22 months after date of election THEN transfer to Washington State Archives.	To combine 9 various federal election-related series into one.



NEW SERIES AND DISPOSITION AUTHORITY NUMBERS (DANs)					
Category	Series Title	DAN	Description	Retention	Justification
ELECTION RESULTS AND VOTING RECORDS	ELECTION - OFFICIAL RESULTS RECORDS – NON-FEDERAL	AU52-03C75	Core official documentation and published notices concerning the initiation and outcome of each federal election, including, but not limited to: <ul style="list-style-type: none"> • Canvassing board records. • Certification records. • District resolutions. • Official abstracts of the votes that were tabulated. • Sample ballots. • Voters' pamphlets. (For federal elections see DAN AU52-03C74.)	ARCHIVAL Retain for 60 days after date of election THEN transfer to Washington State Archives.	To combine 9 various non-federal election-related series into one.
ELECTION RESULTS AND VOTING RECORDS	RECALL OF ELECTED OFFICIALS - INSUFFICIENT	AU52-03C76	Records relating to the processing of a recall where requisite number of signatures is not sufficient. Includes, but is not limited to, petitions.	Retain for 30 days after conclusion of count	Existing DAN AU52-03C34 covers recalls that generate sufficient signatures, and this new series covers recalls where insufficient signatures are gathered.
ELECTION RESULTS AND VOTING RECORDS	VOTING SYSTEM ACCEPTANCE TESTING DOCUMENTS	AU52-03C77	Includes all legally required official test documents, records indicating corrective action, and voting equipment verification.	Retain until voting system is discontinued	Covers all records relating to testing of a voting system.
VOTER REGISTRATION	VOTER PARTY AFFILIATION - PRESIDENTIAL PRIMARIES	AU52-03C78	Party affiliation data within the voter registration record. For presidential primaries only. <i>Note: For all other records pertaining to party affiliation, use DAN # AU52-03C72, ELECTION ADMINISTRATION RECORDS – FEDERAL.</i>	Retain for 60 days after certification of presidential primary by Secretary of State THEN Destroy.	As required by WAC 434-219-330, all party affiliation information must be removed from the Auditor's system after 60 days.



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs):
Series covered by other existing AUDITOR Schedule Series

Former Title	Former Retention	Former DAN	Effective DAN	New Title	New Retention
WITHDRAWALS OF CANDIDACY	6 years	AU52-03C68 Discontinued	AU52-03C15	CANDIDATE FILING RECORDS	POTENTIAL ARCHIVAL VALUE
PRECINCT MAPS	Destroy when obsolete or superseded. Potential archival value. See remarks	AU52-03C40 Discontinued	AU52-03C17	DISTRICT AND PRECINCT BOUNDARIES - FINAL	ARCHIVAL
VOTER REGISTRATION TOTALS	Until obsolete or superseded. Potential archival value. See remarks	AU52-03C67 Discontinued	AU52-03C27	VOTER REGISTRATION - STATE VOTER REGISTRATION DATABASE (VRDB)	POTENTIAL ARCHIVAL VALUE
REJECTED APPLICATIONS FOR VOTER REGISTRATION	22 months	AU52-03C47 Discontinued	AU52-03C65	VOTER STATUS CHANGE AND VERIFICATION NOTICES AND CONFIRMATIONS	3 years
VOTER REGISTRATION / ADDRESS CHANGE FILE	22 months	AU52-03C63 Discontinued	AU52-03C65	VOTER STATUS CHANGE, VERIFICATION NOTICES AND CONFIRMATIONS	3 years
VOTER REGISTRATION CANCELLATION REGISTRATION	22 months	AU52-03C64 Discontinued	AU52-03C65	VOTER STATUS CHANGE, VERIFICATION NOTICES AND CONFIRMATIONS	3 years



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs):

Records Series covered by Local Government General Records Retention Schedule (LGRRS)

Discontinued DAN	Former Title	Former Retention	USE DAN	New Category	New Title	New Retention
AU52-03C06 Discontinued	AFFIDAVITS OF PUBLICATION OF NOTICES OF ELECTION	6 years	GS50-05A-20	GOVERNING COUNCILS, COMMISSIONS, AND BOARDS	AFFIDAVIT OF MAILING, POSTING, AND PUBLICATION OF PUBLIC NOTICES	6 years
AU52-03C31 Discontinued	OATHS OF OFFICE	Termination plus 6 years.	GS50-05A-15	GOVERNING COUNCILS, COMMISSIONS, AND BOARDS	OATHS OF OFFICE - ESSENTIAL RECORD - Needs security microfilm backup - See remarks.	End of term of office plus 6 years

DISCONTINUED SERIES AND DISPOSITION AUTHORITY NUMBERS (DAN):

Series Obsolete

Discontinued DAN	Category	Former Title	Justification
AU52-03C16 Discontinued	VOTER REGISTRATION	DECLINATIONS TO REGISTER AT PUBLIC ASSISTANCE AGENCIES	Obsolete record.



**NINE DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs):
TO BE CONSOLIDATED INTO TWO NEW SERIES IN THE ELECTION RESULTS AND VOTING RECORDS SECTION**

For federal election records, use: DAN AU52-03C74 ELECTION – OFFICIAL RESULTS RECORDS – FEDERAL		For non-federal election records, use: DAN AU52-03C75 ELECTION – OFFICIAL RESULTS RECORDS – NON-FEDERAL	
Core official documentation and published notices concerning the initiation and outcome of each federal election, including, but not limited to: <ul style="list-style-type: none"> • Canvassing board records. • Certification records. • District resolutions. • Official abstracts of the votes that were tabulated. • Sample ballots. • Voters' pamphlets 	ARCHIVAL Retain for 22 months after date of election THEN transfer to Washington State Archives.	Core official documentation and published notices concerning the initiation and outcome of each non-federal election, including, but not limited to: <ul style="list-style-type: none"> • Canvassing board records. • Certification records. • District resolutions. • Official abstracts of the votes that were tabulated. • Sample ballots. • Voters' pamphlets. 	ARCHIVAL Retain for 60 days after date of certification THEN transfer to Washington State Archives.

Discontinued DAN	Discontinued Title	Former Retention
AU52-3C09	CANVASSING BOARD MINUTES	FEDERAL ELECTIONS: 22 months NON-FEDERAL ELECTIONS: Election plus 60 days
AU52-03C28	NOTICE OF ELECTION FOR PRECINCT COMMITTEE OFFICERS	6 years
AU52-03C29	NOTICES OF ELECTION	6 years
AU52-03C30	NOTICES OF NOMINATION	6 years
AU52-03C54	STATEMENT OF PRIMARY ELECTIONS	6 years/discontinued
AU52-03C19	ELECTION RETURN ABSTRACTS AND VOTER TURNOUT STATISTICS BY PRECINCT - NON-STATE AND NON-FEDERAL.	PERMANENT - Auditor may transfer to State Archives custody. See remarks
AU52-03C22	ELECTION RETURN ABSTRACTS AND VOTER TURNOUT STATISTICS - STATE AND FEDERAL.	Secretary of State - PERMANENT
AU52-03C46	REGISTER OF VOTERS Voter registration statistics by precinct for each election.	PERMANENT
AU52-03C19	ELECTION RETURN ABSTRACTS AND VOTER TURNOUT STATISTICS BY PRECINCT - NON-STATE AND NON-FEDERAL.	PERMANENT - Auditor may transfer to State Archives custody. See remarks



**41 DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs):
TO BE CONSOLIDATED INTO TWO NEW SERIES IN THE ELECTION RESULTS AND VOTING RECORDS SECTION**

For federal election records, use: DAN AU52-03C72 ELECTION – ADMINISTRATION RECORDS – FEDERAL		For non-federal election records, use: DAN AU52-03C73 ELECTION – ADMINISTRATION RECORDS – NON-FEDERAL	
Records that document the internal administration of each federal election, including, but not limited to:	Retain for 22 months after date of election THEN destroy.	Records that document the internal administration of each non-federal election, including, but not limited to:	Retain for 60 days after date of certification THEN destroy.
<ul style="list-style-type: none"> • All voted ballots of any kind. • Records that document the organization, operations, inspections of and challenges to the voting process. 		<ul style="list-style-type: none"> • All voted ballots of any kind. • Records that document the organization, operations, inspections of and challenges to the voting process. 	

Discontinued DAN	Discontinued Title	Former Retention	
AU52-03C01	ABSENTEE BALLOT AND SECURITY ENVELOPES	FEDERAL ELECTIONS: 22 months	NON-FEDERAL ELECTIONS: Election plus 60 days
AU52-03C02	ABSENTEE BALLOT REQUESTS	FEDERAL ELECTIONS: 22 months	NON-FEDERAL ELECTIONS: Election plus 60 days
AU52-03C03	ABSENTEE LOG	FEDERAL ELECTIONS: 22 months	NON-FEDERAL ELECTIONS: Election plus 60 days
AU52-03C04	ABSENTEE VOTER LISTINGS	FEDERAL ELECTIONS: 22 months	NON-FEDERAL ELECTIONS: Election plus 60 days
AU52-03C05	ACCOUNTING LOG	Election plus 60 days	
AU52-03C07	ALL ELECTION DATABASE REPORTS PRINTED OUT BY COMPUTER	FEDERAL ELECTIONS: 22 months	NON-FEDERAL ELECTIONS: Election plus 60 days
AU52-03C08	ASSEMBLED VOTE RECORDER PAGES (VOTOMATIC)	FEDERAL ELECTIONS: 22 months	NON-FEDERAL ELECTIONS: Election plus 60 days
AU52-03C10	CHALLENGES TO AND REJECTIONS OF ABSENTEE BALLOTS	FEDERAL ELECTIONS: 22 months	NON-FEDERAL ELECTIONS: Election plus 60 days
AU52-03C12	CONTESTED ELECTION AND RECOUNT ACTIVITY LOGS OR DIARIES	FEDERAL ELECTIONS: 22 months	NON-FEDERAL ELECTIONS: Election plus 60 days
AU52-03C13	CONTESTED ELECTION AND RECOUNT PROCEDURES AND GUIDELINES	Destroy when obsolete or superseded plus 22 months	
AU52-03C14	DATA IN REMOVABLE DATA STORAGE DEVICES-PROM	FEDERAL ELECTIONS: 22 months	NON-FEDERAL ELECTIONS: Election plus 60 days
AU52-03C18	DUPLICATION LOG	Election plus 60 days	
AU52-03C20	ELECTION CERTIFICATION AND CANDIDATE NOTIFICATION RECORDS	FEDERAL ELECTIONS: 22 months	NON-FEDERAL ELECTIONS: Election plus 60 days
AU52-03C21	ELECTION DATABASE	FEDERAL ELECTIONS: 22 months	NON-FEDERAL ELECTIONS: Election plus 60 days
AU52-03C23	ELECTION WORKING FILES	Destroy when obsolete or superseded	



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Records that document the internal administration of each federal election, including, but not limited to:	Retain for 22 months after date of election THEN destroy.	Records that document the internal administration of each non-federal election, including, but not limited to:	Retain for 60 days after date of certification THEN destroy.
<ul style="list-style-type: none"> • All voted ballots of any kind. • Records that document the organization, operations, inspections of and challenges to the voting process. 		<ul style="list-style-type: none"> • All voted ballots of any kind. • Records that document the organization, operations, inspections of and challenges to the voting process. 	

Discontinued DAN	Discontinued Title	Former Retention
AU52-03C24	ELECTRONIC VOTING SYSTEMS PRE-ELECTION TEST RECORDS	FEDERAL ELECTIONS: 22 months NON-FEDERAL ELECTIONS: Election plus 60 days
AU52-03C26	INSPECTION LOG	Election plus 60 days
AU52-03C32	OATHS OF POLL INSPECTORS, JUDGES, AND CLERKS	22 months
AU52-03C35	POLL BOOK / TALLY BOOK - INSPECTOR'S COPY	Election plus 60 days
AU52-03C36	POLL BOOK / TALLY BOOK - OFFICIAL	22 months
AU52-03C37	POLLWATCHER AND CHALLENGER APPOINTMENT AND SERVICE RECORDS	FEDERAL ELECTIONS: 22 months NON-FEDERAL ELECTIONS: Election plus 60 days
AU52-03C38	POLLWORKER APPOINTMENT AND SERVICE RECORDS	FEDERAL ELECTIONS: 22 months NON-FEDERAL ELECTIONS: Election plus 60 days
AU52-03C39	POLLWORKER ATTESTATIONS OF STATUS OF PREMISES AND EQUIPMENT AT OPENING AND CLOSING OF POLLS	FEDERAL ELECTIONS: 22 months NON-FEDERAL ELECTIONS: Election plus 60 days
AU52-03C41	PRECINCT TABULATOR REMOVABLE DATA PROGRAMMING (BURNING) RECORDS	FEDERAL ELECTIONS: 22 months NON-FEDERAL ELECTIONS: Election plus 60 days
AU52-03C43	RECEPTION LOG	Election plus 60 days
AU52-03C44	RECORDS OF ANY VERIFICATION OF THE COUNT DONE PRIOR TO CERTIFICATION	FEDERAL ELECTIONS: 22 months NON-FEDERAL ELECTIONS: Election plus 60 days
AU52-03C45	RECORDS OF BALLOT IMAGES OR BALLOT SETS PRODUCES BY ELECTONIC VOTING DEVICES	FEDERAL ELECTIONS: 22 months NON-FEDERAL ELECTIONS: Election plus 60 days
AU52-03C47	REJECTED APPLICATIONS FOR VOTER REGISTRATION	22 months



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Records that document the internal administration of each federal election, including, but not limited to:	Retain for 22 months after date of election THEN destroy.	Records that document the internal administration of each non-federal election, including, but not limited to:	Retain for 60 days after date of certification THEN destroy.
<ul style="list-style-type: none"> All voted ballots of any kind. Records that document the organization, operations, inspections of and challenges to the voting process. 		<ul style="list-style-type: none"> All voted ballots of any kind. Records that document the organization, operations, inspections of and challenges to the voting process. 	

Discontinued DAN	Discontinued Title	Former Retention
AU52-03C48	REJECTED OR DISALLOWED BALLOTS	FEDERAL ELECTIONS: 22 months NON-FEDERAL ELECTIONS: Election plus 60 days
AU52-03C49	REPORTS PRODUCED BY ELECTRONIC VOTING DEVICES AT OPENING AND CLOSING OF POLLS	FEDERAL ELECTIONS: 22 months NON-FEDERAL ELECTIONS: Election plus 60 days
AU52-03C50	SECURITY DOCUMENTATION	FEDERAL ELECTIONS: 22 months NON-FEDERAL ELECTIONS: Election plus 60 days
AU52-03C51	SPECIAL ABSENTEE BALLOT DOCUMENTATION (PROVISIONAL BALLOTS)	FEDERAL ELECTIONS: 22 months NON-FEDERAL ELECTIONS: Election plus 60 days
AU52-03C52	SPOILED BALLOTS	60 days
AU52-03C56	SYSTEM LOG (Console Log)	FEDERAL ELECTIONS: 22 months NON-FEDERAL ELECTIONS: Election plus 60 days
AU52-03C57	TALLY SHEETS AND CANVASS SHEETS	FEDERAL ELECTIONS: 22 months NON-FEDERAL ELECTIONS: Election plus 60 days
AU52-03C58	TEST DECKS	FEDERAL ELECTIONS: 22 months NON-FEDERAL ELECTIONS: Election plus 60 days
AU52-03C59	VOTE COUNTING SOFTWARE DOCUMENTATION	Destroy when obsolete or superseded plus 22 months
AU52-03C60	VOTE COUNTING SOFTWARE RECORDS OF SPECIALIZATION	FEDERAL ELECTIONS: 22 months NON-FEDERAL ELECTIONS: Election plus 60 days
AU52-03C61	VOTED BALLOTS	FEDERAL ELECTIONS: 22 months NON-FEDERAL ELECTIONS: Election plus 60 days
AU52-03C62	VOTER ASSISTANCE RECORDS	FEDERAL ELECTIONS: 22 months NON-FEDERAL ELECTIONS: Election plus 60 days
AU52-03C66	VOTING EQUIPMENT ASSIGNMENT AND DELIVERY RECORDS	FEDERAL ELECTIONS: 22 months NON-FEDERAL ELECTIONS: Election plus 60 days