

Using Records Retention Schedules: How Long Do Video Recordings of Election Operations Need to Be Kept?

Purpose: Provide guidance to elections officials on how long recordings of election operations need to be kept.

There is no requirement to create a recording of election operations or to create a recorded version of video that is live-streamed.

If a recording is made, it needs to be retained in accordance with the *County Auditor Records Retention Schedule* as it documents the operations of the election:

Federal Elections – 22 Months after Date of Election

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AU52-03C-72 Rev. 0	<p>Election – Administration Records – Federal</p> <p>Records that document the internal administration of each federal election, including, but not limited to:</p> <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. <p><i>Note: For non-federal elections see DAN AU52-03C-73. See: 42 USC 1974, WAC 434-219-330, and WAC 434-262-200.</i></p>	<p>Retain for 22 months after date of election <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

Non-Federal Elections – 60 days after Date of Certification

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AU52-03C-73 Rev. 0	<p>Election – Administration Records – Non-Federal</p> <p>Records that document the internal administration of each non-federal election, including, but not limited to:</p> <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. <p><i>Note: For federal elections see DAN AU52-03C-72. See: WAC 434-262-200.</i></p>	<p>Retain for 60 days after date of certification <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

The minimum retention requirements for **Security Monitoring – Oversight/Surveillance Recordings (DAN GS50-06B-18)** does not apply as **Election – Administration Records – Federal (DAN AU52-03C-72)** and **Election – Administration Records – Non-Federal (DAN AU52-03C-73)** are more specific records series.

Copies of the *County Auditor Records Retention Schedule* are available from Washington State Archives' website at:

<https://www.sos.wa.gov/archives/recordsmanagement/managing-county-auditor-records.aspx>

Additional advice regarding the management of public records is available from Washington State Archives:

www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov