



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

Election – Administration Records – Federal (DAN AU52-03C-72)
(Source: *County Auditors Records Retention Schedule*)

Non-Federal Elections – 60 days after Date of Certification

Election – Administration Records – Non-Federal (DAN AU52-03C-73)
(Source: *County Auditors Records Retention Schedule*)

The minimum retention requirements for Security Monitoring – No Incident (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.

The *Local Government Common Records Retention Schedule (CORE)* and *County Auditor Records Retention Schedule* are available from Washington State Archives' website.

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

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