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# Using Records Retention Schedules: How Long Do Voter Status Change Records Need to Be Kept?

Purpose: Provide guidance to county election officials on how long voter status changes, verification notices, and confirmations need to be kept.

The retention depends on whether the voter status changes, verification notices, and confirmations have been captured into VoteWA.

## Captured in VoteWA – Until Verification of Successful Keying/Submission

Voter Registration – VoteWA (DAN AU52-03C-27)  
(Source: *County Auditors Records Retention Schedule*)

## Not Captured in VoteWA – 3 years after Date of Document

Voter Status Changes, Verification Notices, and Confirmations (DAN AU52-03C-65)  
(Source: *County Auditors Records Retention Schedule*)

The *County Auditor Records Retention Schedule* is 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](http://www.sos.wa.gov/archives)  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)