

State of Rhode Island

Records Retention Schedule

Local Government

LG8 Series Board of Canvassers Records

Produced by
Rhode Island Department of State
Rhode Island State Archives & Public Records Administration
Rhode Island Local Government Records Program
33 Broad Street | Providence, Rhode Island | 02903
401-222-2353 | www.sos.ri.gov | statearchives@sos.ri.gov

September 1994
Reissued June 1999
Reissued May 2004
Revised March 2010
Amended May 2016
Amended April 2017
Amended and Reissued December 2020

TABLE OF CONTENTS

OVERVIEW.....	i
INSTRUCTIONS: Certification of Records Destruction.....	ii
FORM: Certification of Records Destruction.....	iii
SERIES SCHEDULE.....	1

[Contents_Toc62568693](#)

LG8.1 Registration	1
LG 8.1.1 Voter Registration Records	1
LG8.1 Registration	2
LG 8.1.2 Party Affiliation Cards - Obsolete	2
LG 8.1.3 Disaffiliation Affidavits	2
LG 8.1.4 Address Change Form – Obsolete.	2
LG 8.1.5 Voter Residency Certificates - Obsolete	2
LG 8.1.6 Re-districting Notices	2
LG 8.1.7 NCOA Cards and Lists	2
LG8.1 Registration	3
LG 8.1.8 Voter Confirmation Cards and Lists	3
LG 8.1.9 Disaffiliation Due to Decertification of Party	3
LG8.2 Candidates	4
LG 8.2.1 Declarations	4
LG 8.2.2 Endorsements	4
LG 8.2.3 Nomination Papers	4
LG 8.2.4 Nomination Objections	4
LG 8.2.5 Candidates Lists	4
LG 8.2.6 Candidates Withdrawals	4
LG 8.2.7 Certificates of Nomination	4
LG8.2 Candidates	5
LG 8.2.8 Certificates of Election	5

LG 8.2.9	Petition for Qualifying as a Political Party	5
LG8.3	Elections	6
LG 8.3.1	Election Documents Files	6
LG 8.3.2	Challenge Lists	6
LG 8.3.3	Final Voting Lists	6
LG 8.3.4	Committee Lists	6
LG8.3	Elections	7
LG 8.3.5	Affidavits	7
LG 8.3.6	Ballot Applications (Poll Lists or Poll Books) and Data	7
LG8.3	Elections	8
LG 8.3.7	Primary/Election Returns	8
LG 8.3.8	Recount Petitions	8
LG 8.3.9	Mail Ballot/Emergency Mail Ballot Applications and Lists	8
LG 8.3.10	Automatic Mail Ballot Record	8
LG8.3	Elections	9
LG 8.3.11	Ballots	9
LG 8.3.12	Voter Affirmation Forms	9
LG8.4	Administration	10
LG 8.4.1	CVR Reports	10
LG 8.4.2	Death Notices	10
LG 8.4.3	Voting Books	10
LG8.4	Administration	11
LG 8.4.4	Election Books/Records/Data	11
LG8.4.5	Minute Books	11
LG 8.4.6	Certificates of Records Destruction	11
LG 8.4.7	Voting District Maps	11
LG 8.4.8	Voting District Street Books	11
LG 8.4.9	Census Card Index	11
LG8.4	Administration	12
LG 8.4.10	Naturalization Papers and Index	12

LG 8.4.11 Oaths of Office	12
LG 8.4.12 Poll Workers Lists	12
LG 8.4.13 Election Officers Certificates	12
LG 8.4.14 Jury Lists	12
LG 8.4.15 Felon Lists	12
LG 8.4.16 Poll Workers Applications	13
See Also:	14
Amendments and Revisions:	15-16

OVERVIEW

Series Schedule: LG8

Board of Canvassers Records

This Records Retention Schedule has been developed by the Rhode Island Local Government Records Program of the State Archives in an effort to assist government officials in the proper management of public records.

The schedule consists of separate sets of records, or series, recognized as those records generated by Board of Canvassers Records. Included in each entry is a series number, records series title and description, and a retention period. For example:

LG 8.4.11 Oaths of Office

Record of sworn oaths by members of the Board of Canvassers.

Retention: Retain six (6) years.

The retention periods set forth in this document are minimum periods and are the result of analysis on the part of the State Archives concerning the legal, fiscal, administrative, and historical value of the records. Because many retention periods are based on state and federal statute and regulation, updates to this schedule may be issued to incorporate any changes.

Proper procedures for the destruction of public records must be adhered to. Records that are eligible for destruction can only be legally destroyed with an approved "Certificate of Records Destruction" (R.I. Gen. Laws §§ 38-1-10, 38-3-6 (j), and 42-8.1-10). A Certification of Records Destruction form and instructions are included with this schedule. State Archives staff members are always available to answer questions you might have regarding any records issues.

Local government officials should also consult with the municipal solicitor to determine if any records eligible for destruction may be involved in current, pending or anticipated litigation, any government investigation or regulatory proceeding, or request under the Access to Public Records Act (R.I. Gen. Laws Chapter §38-2).

Retain records relating to litigation according to GRS2.1 Case Files or retain seven (7) years after final disposition or ten (10) years after the case opens, whichever is later. Retain Access to Public Records Documents three (3) years after resolution (GRS6.10).

Please direct questions to:

Rhode Island Department of State
Rhode Island State Archives & Public Records Administration
Rhode Island Local Government Records Program
33 Broad Street | Providence, Rhode Island | 02903
401-222-2353 | www.sos.ri.gov | statearchives@sos.ri.gov

INSTRUCTIONS: Certification of Records Destruction

Numbers below correspond with blocks on the Certification of Records Destruction form, a copy of which is provided on the next page. The form may be reproduced.

1. Department: Means any state or local government entity. Include the name of your city or town.

2. Division: Means any sub-unit of any department.

3. Date: The date your department prepared the form.

4. Record Series Number: Enter the exact series number. Each series listed on retention schedules has a unique identifying number. Series numbers are preceded by the letters LG on municipal schedules and on General Schedules by the letters GRS.

5. Record Series Title: Enter the exact record series title, as listed on the retention schedule. Each series title should correspond to the one cited in the schedule. If your department uses different titles than those found in the schedules, you may want to add the local title in square brackets [] under each entry on the form.

Note: Using the precise record series number and title will expedite the approval process.

6. Dates: Enter the earliest and latest dates covered by the records proposed for destruction. In most cases just the year will suffice.

Note: For purposes of calculating retention, do not count the year in which the records were created. If the retention period of a particular series is qualified by wording such as "audit plus one year" or "three years after expiration," the date of the completed audit or the year of expiration needs to be also noted.

7. Volume: Enter the volume of records to be destroyed. Volume is most easily measured by the number of inches or linear feet of records, although cubic foot measurements give a more accurate figure. A table of volumes and a cubic foot equivalency formula are provided below.

Volume	Cubic Foot Equivalency
Standard records storage box (15" x 12" x 10")	1.2 cubic feet
Letter size file drawer	1.5 cubic feet
Legal size file drawer	2 cubic feet
Lateral file drawer	2.5 cubic feet

Cubic Foot Equivalency Formula: $L \times W \times H$ (inches) / 1728 = cubic feet per unit

8. Additional Conditions Met: If the retention period has no conditions attached (example "retain three years"), check the N/A box in this column. If there are conditions (example "retain three years after all litigation is resolved") confirm that the conditions have been met and then check the Yes column.

9. Department Head or Records Custodian: Signature of the local official authorized to request records destruction.

Send the completed form to the Rhode Island State Archives. The Certificate will be reviewed, countersigned by the State Archivist/Public Records Administrator, and then returned. Upon receipt the records may legally be destroyed. The signed and executed Certification of Records Destruction must be retained as a permanent record under R.I. Gen. Laws § 42-8.1-1.

State of Rhode Island
Rhode Island State Archives & Public Records Administration
CERTIFICATION OF RECORDS DESTRUCTION

In accordance with the Authority granted by Title 38 of the Rhode Island General Laws these records have met the legal retention requirements and mandated conditions and are eligible for destruction on date below.

(1) Department: _____

(3) Date: _____

(2) Division/Unit: _____

(4) Record Series Number	(5) Record Series Title	(6) Dates To/From	(7) Volume	(8) Additional Conditions Met	
				YES <input type="checkbox"/>	N/A <input type="checkbox"/>
				YES <input type="checkbox"/>	N/A <input type="checkbox"/>
				YES <input type="checkbox"/>	N/A <input type="checkbox"/>
				YES <input type="checkbox"/>	N/A <input type="checkbox"/>
				YES <input type="checkbox"/>	N/A <input type="checkbox"/>
				YES <input type="checkbox"/>	N/A <input type="checkbox"/>
				YES <input type="checkbox"/>	N/A <input type="checkbox"/>
				YES <input type="checkbox"/>	N/A <input type="checkbox"/>
				YES <input type="checkbox"/>	N/A <input type="checkbox"/>
				YES <input type="checkbox"/>	N/A <input type="checkbox"/>
				YES <input type="checkbox"/>	N/A <input type="checkbox"/>

Please sign this certificate and return to the RI State Archives, 33 Broad Street, Providence, Rhode Island, 02903

I certify that I have reviewed the above listed records and authorize their destruction.

Department Head or Records Custodian: _____ Date: _____
Signature

Print Name & Title

State Archivist & Public Records Administrator: _____ Date: _____

Signed and executed Certificate is a permanent record (R.I. Gen. Laws § 42-8.1-10)

LG 8.1.1 Voter Registration Records

a) Voter Registration Applications

Voter registration cards arranged alphabetically by voter's name. May include supporting records such as hard copies of official mailings, undeliverable official mailings (17-9.1-25(d)), and disaffiliation affidavits. Includes CVRS electronic copy and electronically transmitted voter registration applications from the Department of Motor Vehicles. May include scanned images of voter confirmation cards, disaffiliation affidavits or any official mailing from the state board, local board, or Office of the Secretary of State (R.I. Gen. Laws § 17-9.1-26).

Retention: Retain original voter registration card and supporting records until voter's registration is cancelled in the CVRS. Secretary of State Elections Division retains voter registration data for five (5) years from the date of cancellation.

Note: If supporting records are kept separate from the voter registration record, see other approved retention periods in this schedule.

b) File Copy

Retention: Obsolete.

c) Verification Record

Retention: Obsolete.

d) Voter Removals

Retention: Obsolete.

Note: Retain existing paper records five (5) years from removal.

e) Cancellation Receipts

Retention: Obsolete.

Note: Retain existing paper records five (5) years from removal.

f) Out-of-Town Registrations

This step is eliminated per 2007-PL-384.

Retention: Retain original voter registration card and supporting records until voter's registration for the prior municipality is cancelled in the CVRS by the new registration.

Note: Existing out-of-town registrations prior to changes enumerated in 2007-PL-384 should be retained five (5) years from date of forwarding.

g) Foreign Absentee Registrations

Municipal voters living outside the country who are registered to vote only in federal elections. May include affidavit verifying same.

Retention: Maintain separate from active municipal voting registrations. Retain as long as voter is active and living outside the United States, then five (5) years.

LG 8.1.2 Party Affiliation Cards - Obsolete

Voter party affiliation preference. Includes named, address, party preference, and signature

Retention: Retain hard copies until superseded.

LG 8.1.3 Disaffiliation Affidavits

Voter change of party preference. Verification of name, address, previous party preference, and signature.

Retention: Retain hard copies until superseded.

LG 8.1.4 Address Change Form – Obsolete.

Retention: Retain existing paper records one (1) year.

LG 8.1.5 Voter Residency Certificates - Obsolete

Municipal certificate verification of voter residency. May include name and address or other identifying information pertaining to a particular active voter seeking confirmation.

Retention: Retain existing paper records one (1) year.

LG 8.1.6 Re-districting Notices

Electronic and hard copies of re-districting notices sent from the municipality to voters regarding changes in the voting district. Includes un-deliverable notices and electronic mailing lists. These notices are not used in the removal process.

Retention: Retain three (3) years.

LG 8.1.7 NCOA Cards and Lists

Address confirmation mailings based on the change of address information provided by or through the United States Postal Service National Change of Address Program (R.I. Gen. Laws §17-9.1-26 (e)).

Retention: Retain three (3) years.

LG 8.1.8 Voter Confirmation Cards and Lists

Official statewide mailings conducted by the Secretary of State Elections Division (or any other official mailing from the state board or local board) for purposes of updating the voter rolls. May include undeliverable cards that initiate the removal process.

Retention: Retain three (3) years.

LG 8.1.9 Disaffiliation Due to Decertification of Party

When a party is decertified (see R.I. Gen. Laws § 17-1-2 (9)), a voter's affiliation with that decertified party will be changed to "unaffiliated" by the local board per instructions by the State Board of Elections. Records include but are not limited to correspondence from the State Board of Elections, copies of notices of disaffiliation sent to voters, and voters' lists.

Retention: Retain three (3) years.

LG 8.2.1 Declarations

Declarations for candidacy for party primaries and independent candidates. Includes names and identifying information of candidates declaring for office.

Retention: Retain twenty-six (26) calendar months from date of filing.

LG 8.2.2 Endorsements

Filings of endorsements by state committees, district committees, and ward, city, and town committees of candidates to be voted for by state at large or by congressional district.

Retention: Retain twenty-six (26) calendar months from date of filing.

LG 8.2.3 Nomination Papers

Party and independent nomination papers for candidates to be voted for by state at large, congressional district, ward, city, or town elections.

Retention: Retain twenty-six (26) calendar months from date of filing.

LG 8.2.4 Nomination Objections

Objections to party and independent nomination papers for state or local offices.

Retention: Retain twenty-six (26) calendar months from date of filing.

LG 8.2.5 Candidates Lists

Lists of party candidates for city and town elections filed by town, ward, or city committees. Data includes name and address of candidate, order in which they will appear on the ballot, office sought, and term of office.

Retention: Retain three (3) years.

LG 8.2.6 Candidates Withdrawals

Certificates of withdrawal from primary nominations and independent candidates for state and local offices. Includes candidate statement concerning reason for withdrawal.

Retention: Retain twenty-six (26) calendar months from date of filing.

LG 8.2.7 Certificates of Nomination

Certificate of candidate nomination. Includes name and address of candidate, office sought, date of nomination and board of canvass and registration verification.

Retention: Retain three (3) years.

LG 8.2.8 Certificates of Election

Copies of election certificates presented to candidates upon verification of election.

Retention: Retain three (3) years.

LG 8.2.9 Petition for Qualifying as a Political Party

Board of Elections form for obtaining signatures of qualified electors in the municipalities in accordance with the provisions of R.I. Gen. Laws § 17-1-2 (9). Signatures on this record are verified by the local canvassing board and original petitions are forwarded to the State Board of Elections. Includes copies of petitions and correspondence.

Retention: Retain three (3) years.

LG 8.3.1 Election Documents Files

Various election records arranged by election or primary. Documents may include master tally sheets, lists of polling places, sample ballots, State Board of Elections receipt of returns, election returns, poll workers lists, election officials certificates and oaths, returned ballot certificates, voting machine returns, audit trails, emergency and mail ballot applications and lists, lists of candidates, newspaper notices, notices of recount, copy of certificates of election, election inspectors lists, unofficial tallies, correspondence and notices to/from State Board of Elections, Office of the Secretary of State, Board of Canvassers, and other affidavits, lists, or certificates pertaining to a particular election or primary.

Retention: Retain three (3) years.

Note: The documents listed above may or may not be filed as separate series. If filed separately, refer to other series and retention periods therein.

LG 8.3.2 Challenge Lists

Name and address of all persons who are determined to be ineligible to vote in the ensuing election, at any time after the registration binders have been locked, sealed, and certified to serve as the official voting list. Such lists shall also include all persons who have been furnished mail ballots.

Retention: Retain until next primary or election.

LG 8.3.3 Final Voting Lists

Final canvass certification list of voters deemed eligible to vote preceding an election or primary.

Retention: Retain until next primary or election.

LG 8.3.4 Committee Lists

Lists of officers and members of all city, town and district committees organized for the purpose of nominating and endorsing party candidates, electing ward committees.

Retention: Retain three (3) years.

LG 8.3.5 Affidavits

Affidavit confirmation of voters requiring or requesting action or special accommodation during a given election or primary. Affidavits may include the following:

a) Right to Vote Challenge

Affidavit confirming voter party affiliation during a primary when such affiliation has been challenged by a primary official.

b) Voter Identity Challenge

Identity certification confirming name and signature of voter whose registration records have been designated as inactive.

c) Voter Omission Challenge

Challenge by voter whose name has been stricken from any voting list.

d) Voter Requiring Assistance

Name, address, signature, assistant, and application number of voter in need of assistance to vote due to blindness, illiteracy, or incapacitation.

e) Voter Signing with a Mark

Verification of name, address, town, or city of voter unable to sign ballot. Affidavit signed by warden and party supervisors.

f) Obtaining Signatures

Oath of presence confirmation of persons obtaining signatures for the purpose of endorsing nomination papers.

Retention: Retain three (3) years.

LG 8.3.6 Ballot Applications (Poll Lists or Poll Books) and Data

Amended 12.2020

Data used via electronic poll books to verify voter status, address, and signature. The e-poll book is signed electronically by the voter. Hard copies of poll books are printed before the election for use in the event of e-poll pad technical issues. The hard copy of the poll book is comprised of numbered verification slips completed at the time of voting certifying date of ballot, ballot type (primary, general election, special election), town/city name, statement of voter as to being registered, and voter signature and address. E-poll book data is maintained by the Department of State, Division of Elections.

a) Unused poll books

Retention: Retain until certification of election is complete.

b) Used poll books

Retention: Retain three (3) years.

Note: Poll books used before implementation of the e-poll pads are retained three (3) years.

LG 8.3.7 Primary/Election Returns

Consists of individual machine numbers, polling place designation, date of election, total votes registered by machine, candidate, referenda, or question as well as signatures of election inspectors, wardens, clerks.

Retention: Retain three (3) years.

LG 8.3.8 Recount Petitions

Candidate requests for recount of individual machine or paper ballot tallies. Includes candidate reason for request.

Retention: Retain twenty-six (26) calendar months from date of request.

LG 8.3.9 Mail Ballot/Emergency Mail Ballot Applications and Lists

Applications for mail ballots and emergency mail ballots, copies of application certifications, and certified lists of mail ballots and emergency mail ballots. May be accompanied by affidavits or medical certificates identifying patient, type of medical condition, date of examination, and signature of attending physician. Applications may include:

a) Applications by Members of the Armed Forces in Active Service

Includes name, Rhode Island address, military address, length of time assigned to duty station, and signature of military commander and applicant verifying same.

b) Applications by Temporarily Disabled or Incapacitated Voters

Includes name, address, town, date of election requested, and signature of voter. Accompanied by medical certification.

c) Applications by Foreign Absentee

Includes name, Rhode Island address, place of birth, date of birth, present address, and signature of witness of voters living abroad who are restricted to vote only for federal officers.

d) Applications by Members of the Armed Forces Dependent Voter

Qualified voters (spouse, children) of members of the armed forces in active service who are absent from the state. Consists of affidavit verifying voter authenticity and qualification.

Retention: Retain until the first day of September in the second year after the lists were received.

LG 8.3.10 Automatic Mail Ballot Record

Applications, affidavits, and other related certifications confirming name, address, city, town, of voters requiring automatic mail ballots because of being a shut-in voter or a Peace Corps. volunteer. May include medical certificates verifying voter disability or incapacitation.

Retention: Retain as long as voter is active, or status remains unchanged.

LG 8.3.11 Ballots

Amended 12.2020

Municipal ballots for voters for candidates, referenda, and questions at local elections. Also referred to as "voted ballots." May include paper ballots, mail ballots, optical scan ballots, voided ballots or irregular ballots provisional ballots, absentee ballots, financial town meeting ballots, ballots of quasi-municipal agencies elections such as fire district and special election ballots. Retain one copy each of the printout tape from the optical scan precinct count unit with the corresponding ballots (R.I. Gen. Laws § 17-19-33 (4)).

Retention: Retain twenty-two (22) months from date of election (R.I. Gen. Laws § 17-19-39.1).

LG 8.3.12 Voter Affirmation Forms

Added 12.2020

Forms used in the provisional ballot process to determine the eligibility of the voter as well as to legally change the voter's address within the municipality.

Retention: Retain three (3) years.

Note: Voter affirmation forms may be kept with the voter registration record (see LG8.1.1).

LG 8.4.1 CVR Reports

Alphabetical print-out of names added to and deleted from current municipal voting list. Supplied to the Central Voter Registry (CVR). Data includes voter identification number, name, address, date of birth, process date, and reason for removal.

a) Weekly Reports

Weekly compilation of all new voter registrations, address changes and removals.

Retention: Retain one (1) year.

b) Monthly Reports

Compilation of all new voter registrations placed on the active voting list for the previous month.

Retention: Retain one (1) year.

c) Annual Report of 5-year removals

Compilation of all voter registrations removed from the active voting list that has met the 5-year requirement due to inactivity or death.

Retention: Retain four (4) years.

LG 8.4.2 Death Notices

Lists and data of deceased persons forwarded by the office of the municipal registrar of births, marriages, and deaths and/ or the Elections Division via data received by the Department of Health. Used for removals from the voter registration lists. May include monthly reports.

Retention: Secretary of State Elections Division retains data for four (4) years.

Note: Existing paper records should be retained one (1) year.

LG 8.4.3 Voting Books

Record of votes cast for candidates, referendum questions, bonds, etc. Includes individual machine tallies and totals of votes cast. May include actual machine ballots. Signed by the warden and clerk.

Retention: Permanent.

LG 8.4.4 Election Books/Records/Data**Amended 12.2020**

Record of elections occurring within each municipality. Includes type of election (primary, general, special), name of candidates, offices sought, votes by district, and number of mail ballots. Records may include but are not limited to data of local referenda, primary data (number of democratic and republican votes, voter turnout total, write-in vote data, tapes, and mail ballot write-in vote tally sheets) and total ballots cast. Also included ES&S reports (received as pdf files) received from the Rhode Island Board of Elections.

Retention: Permanent (R.I. Gen. Laws § 17-22-7).

Note: Print out E S & S reports or convert pdf to pdf-A for long term preservation of the record. Inspect files every three (3) years and migrate in conjunction with agency preservation plan.

LG8.4.5 Minute Books

Minutes of Board of Canvassers meeting including agendas.

Retention: Permanent.**LG 8.4.6 Certificates of Records Destruction**

Certification of Records Destruction forms (PRA 003) signed by authorized agency official and submitted to, and signed by, the State Archivist/Public Records Administrator. Certificates authorize the disposal of records listed in this and other applicable schedules (R.I. Gen. Laws §§ 38-1-10, 38-3-6, and 42-8.1-10.).

Retention: Permanent.**LG 8.4.7 Voting District Maps**

Maps indicating voting district boundaries and numbers.

Retention: Permanent.**LG 8.4.8 Voting District Street Books**

Alphabetical lists of streets (and house numbers where street encompasses more than one district) giving senatorial, representative, and ward numbers.

Retention: Retain as long as voting district lines remain the same, plus one (1) year.**LG 8.4.9 Census Card Index**

Alphabetical street index detailing registered voters within each voting district.

Retention: Retain as long as voting district lines remain the same, plus one (1) year.

LG 8.4.10 Naturalization Papers and Index

Proof of citizenship papers or index indicating name, address, country and date of birth and naturalization. May include Department of Labor and Commerce jackets of naturalization papers, certificates of naturalization, state, and U.S. circuit court naturalization papers.

Retention: Permanent.

LG 8.4.11 Oaths of Office

Record of sworn oaths by members of the Board of Canvassers.

Retention: Retain six (6) years.

LG 8.4.12 Poll Workers Lists

Lists submitted by state party committee chairs of persons to work at polling places as wardens, moderators, clerks, supervisors, checkers, and poll watchers.

Retention: Retain until updated, superseded or of no further administrative value.

LG 8.4.13 Election Officers Certificates

Certificates of qualification and instruction of election officials. May include affidavits verifying same and application for attendance at school of instruction for election official.

Retention: Retain one (1) year.

LG 8.4.14 Jury Lists

Lists sent to the municipal clerk or board of canvassers from the jury commissioner. Used for removals from the voter registration lists (R.I. Gen. Laws § 9-9-1).

Retention: Retain five (5) years.

LG 8.4.15 Felon Lists

Lists and or data sent to the Municipal Clerk or Board of Canvassers by the Office of the Secretary of State as forwarded by the Department of Corrections pursuant to R.I. Gen. Laws § 8-15-8. Used for removals from the voter registration lists (R.I. Gen. Laws § 17-6-1) and reinstatement of voting rights. May include monthly reports (R.I. Gen. Laws § 17-9.2).

Retention: Secretary of State Elections Division retains data for four (4) years.

Note: Retain existing paper records one (1) year.

LG 8.4.16 Poll Workers Applications

Added 12.2020

Application to work at the polls submitted to the Boards of Canvassers.

Retention: Retain three (3) years.

Note: For retention of W-4 forms see LG15.1.1(c) – Per Diem Employees. For retention of I-9 forms see LG15.1.2 –Employment Eligibility Verification Forms.

See Also:

GRS1 Executive, High-Level and Policy Making Records

GRS2 Legal Records

GRS3 Safety and Security Records

GRS4 Facilities Records

GRS5 Daily Operations Records

GRS6 Records Management Records

GRS7 Information Management Records

GRS8 Fiscal Records (if not fiscal authority)

GRS9 Personnel Records (if not delegated authority)

All GRS schedules are available at <http://www.sos.ri.gov/archives/recordschedules/>

Amendments and Revisions:

LG8.3.11 Ballots - Title changed from 'Mail Ballots' to "Ballots" after the inception of optical scan voting machines in 1997. Series description was amended to include "optical scan ballots."

This series' retention period was changed per R.I. Gen. Laws § 17-19-39 from "*Retain until the first day of September in the second year after such ballots were cast.*" 2004 PL 128 (R.I. Gen. Laws §-19-39.1) changed it to 22 months.

LG8.4.13 Election Officers Certificates - Added "application for attendance at school of instruction for election officials" to June 1999 printing because it was omitted in error.

LG8.4.14 Jury Lists This series was added for the June 1999 printing because it was omitted in error from the original printing

LG8.4.15 Felon Lists - This series was added to the June 1999 printing because it was omitted in error.

See Also: Change of format for reference to approved general schedules.

Revision of schedule effective March 2010. Changes/revisions made to:

- LG8.1.1 Voter Registration Records (8 to 5 y, some sub-series now obsolete)
- LG8.1.2 Party Affiliation Cards (until superseded)
- LG8.1.3 Disaffiliation Affidavits (until superseded)
- LG8.1.4 Address Change Forms (obsolete)
- LG8.1.5 Voter Residency Certificates (obsolete)
- LG8.2.5 Candidates Lists (4 to 3 y)
- LG8.2.7 Certificates of Nomination (4 to 3 y)
- LG8.2.8 Certificates of Election (4 to 3 y)
- LG8.3.1 Election Document Files (4 to 3 y)
- LG8.3.4 Committee Lists (4 to 3 y)
- LG8.3.5 Affidavits (4 to 3 y)
- LG8.3.6 Ballot Applications/Poll Lists (4 to 3 y)
- LG8.3.7 Primary/Election Returns (4 to 3 y)
- LG8.4.2 Death Notices (paper 1y – SOS 4y)
- LG8.4.4 Election Books/Tally Sheets (added Tally Sheets)
- LG8.4.15 Felon Lists (paper 1y – SOS 4y)

Amendments and Revisions:

New series added March 2010

- LG8.1.6 Re-Districting Notices – 3y
- LG8.1.7 NCOA Cards and Lists – 3y
- LG8.1.8 Voter Confirmation Cards and Lists – 3y

New series added May 2016

- LG8.2.9 - Petition for Qualifying as a Political Party

New series added April 2017

- LG8.1.9 Disaffiliation Due to Decertification of Party

New series added December 2020

- LG8.3.6 amended to include e-poll books
- LG8.3.11 Expanded description
- LG8.3.12 Voter Affirmation forms
- LG8.4.4 Clarified what is a permanent record
- LG8.4.16 Poll Workers applications