



State Board of Elections

Records Retention Schedule

Prepared by the State Records Branch
Archives and Records Management Division

Approved by the State Libraries, Archives, and Records Commission



Kentucky Department for Libraries and Archives

This records retention schedule governs retention and disposal of records created, used, and maintained by this agency. **Government records in Kentucky can only be disposed of with the approval of the State Libraries, Archives, and Records Commission (the Commission). If records do not appear on a Commission-approved records retention schedule, agencies should not destroy those records.** This agency-specific schedule was drafted by agency personnel and Archives and Records Management Division staff and reviewed and approved by the Commission. This schedule provides the legal authority for this agency to destroy the records listed, after the appropriate retention periods have passed.

Agency personnel should use this agency-specific schedule in combination with the *General Schedule for State Agencies (General Schedule)*, also approved by the Commission. The *General Schedule* applies to records that are created, used, and maintained by staff at all or most state agencies. Agency-specific retention schedules are used only by specific agencies and apply to records that are created only by a particular state agency, or to records that a state agency is required to retain longer than the approved time period on the *General Schedule*. The *General Schedule* and agency-specific retention schedule should cover all records for this agency.

This retention schedule applies to state agency records and information regardless of how it is created or stored. For example, information created and sent using e-mail is as much a public record as materials created or maintained in paper. Kentucky law defines public records, in part, as "documentary materials, *regardless of physical form or characteristics*, which are prepared, owned, used, in the possession of or retained by a public agency" (KRS 171.410[1]). This means that records management standards and principles apply to all forms of recorded information, from creation to final disposition, regardless of the medium. Records retention scheduling is important in developing, using, and managing computer systems and other electronic devices. Records management practices encourage cost-effective use of electronic media through accurate retention scheduling and legal destruction of records.

All state government employees are responsible for maintaining records according to the retention schedule, whether those records are stored electronically or in paper. Information must be accessible to the appropriate parties until all legal, fiscal, and administrative retention periods are met, regardless of the records storage medium.

Audits and Legal Action

Agency records may be subject to fiscal, compliance or procedural audit. If an agency should maintain records longer than the approved retention period, as may be the case with some federal audits, then all affected records should be retained until the audit has been completed and the retention period met. In no case should records that are subject to audit be destroyed until the audit has been completed and retention periods met, or the records have been officially exempt from any audit requirements.

Records may also be involved in legal or investigative actions, such as lawsuits, administrative hearings, or open records matters. These records must be retained at least until all legal or investigative matters have concluded, regardless of retention period. This includes all appeals of lawsuits.

Vital Records

Vital records are essential to the continued functioning of an agency during and after an emergency. Vital records are also essential to the protection of the rights and interests of an

agency and of the individuals for whose rights and interests it has a responsibility. Vital records are identified in the retention schedule with a (V).

Confidential Records

While all records created, used, and maintained by government agency personnel are public records, not all of those records are open to public inspection. Whether a record is open to public inspection is determined by the state's Open Records laws and other relevant state or federal statutes and regulations. Restriction of public inspection of confidential records may apply to the whole record or only to certain information contained in the record.

Kentucky's public records are considered open for public inspection unless there is some specific law or regulation that exempts them. Agency personnel who believe certain records are confidential should submit a citation from Kentucky Revised Statutes, Administrative Regulations, Code of Federal Regulations, or similar authority. **State agency heads have the responsibility to know all the appropriate confidentiality laws, statutes and regulations that apply to the records maintained by their agency and to see that those laws are enforced.** Even though a record series may or may not be marked confidential on a retention schedule, contradictory laws or regulations that are passed after the schedule has been approved must be honored.

Copies of Records

Agency personnel often make copies of records for internal use or reference purposes. Agencies should designate one copy as the official copy and make sure it is retained according to the records retention schedule. Agencies can destroy all other copies when no longer useful.

Updating the Retention Schedule

Per 725 KAR 1:010, the head of each state government agency is required to designate a member of his or her staff to serve as a records officer. The agency records officer represents that agency in its records-related work with the Archives and Records Management Division. The agency records officer is responsible for assisting the Archives and Records Management Division in drafting a records retention schedule, and in finding any schedule updates to bring before the Commission. The retention schedule should be reviewed on a regular basis to suggest appropriate changes to the Commission.

Board of Elections

The Board of Elections was created in October 24, 1900, as Board of Election Commissioners and consisted of two members, one Republican and one Democrat. It is currently an independent agency that administers the Commonwealth's election laws, promulgates administrative regulations necessary to properly carry out its duties, supervises the registration and purgation of voters, appoints the political party representatives to the 120 county boards of elections, and certifies the official election results. The State Board of Elections is comprised of seven members: the Secretary of State (Chairman), three Democratic members, and three Republican members. It is governed by KRS Chapter 117.

RECORDS RETENTION SCHEDULE

Signature Page

State Board of Elections

Agency

Unit

March 8, 2018

Schedule Date

December 13, 2018

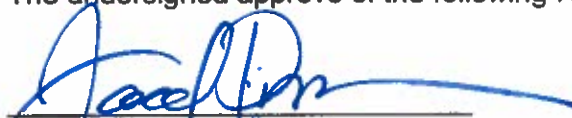
Change Date

December 13, 2018

Date Approved By Commission

APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:



Agency Head
JARED DEARING, EXECUTIVE DIRECTOR

NOVEMBER 14, 2018

Date of Approval



Agency Records Officer
SANDY MILBURN, TRAINING OFFICER

NOVEMBER 14, 2018

Date of Approval


State Archivist and Records Administrator
Director, Archives and Records Management Division

12/8/18
Date of Approval

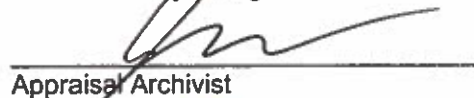

Chairman, State Libraries, Archives, and
Records Commission

DEC 14 2018
Date of Approval

The undersigned Archives and Records Management Division staff have examined the record items and recommend the disposition as shown:


Records Analyst/Regional Administrator

11-28-18
Date of Approval


Appraisal Archivist

12/14/18
Date of Approval


State/Local Records Branch Manager

12-14-18
Date of Approval

The determination as set forth meets with my approval.


Auditor of Public Accounts

12/13/2018
Date of Approval

STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION

Archives and Records Management Division

Kentucky Department for Libraries and Archives

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Series	Records Title and Description	Function and Use
01986	Certificates of Elections	This series documents copies of Certificates of Elections issued to the elected candidate by Board of Elections pursuant to the requirements of KRS 118.425 where the successful candidate was voted for by the state at large, was voted for by a district greater than one (1) county, or was a candidate for member of Congress or the General Assembly.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: correspondence, date of election, office, date issued, name.
	Retention and Disposition	Retain permanently in Agency.
01987	Certificates of Nominations	This series documents copies of Certificates of Nominations issued by the State Board of Elections to the nominated candidate for regular elections pursuant to KRS 118.365(1).
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: Correspondence; the Certificate of Nomination form may include name, date of election, party affiliation, office, date Certificate of Nomination issued.
	Retention and Disposition	Retain permanently in Agency.
06558	County Board of Elections Notice of Establishment of Elections and Voting Equipment Security Plan - Form SBE 19 (V)	This series documents the Notice signed by each member of the County Board of Elections stating it has established an election and voting equipment security plan covering all elections in the county and the security of all voting systems and equipment used in the county ensuring the maximum degree of correctness, impartiality, and efficiency of the procedures of voting pursuant to 31 KAR 6:040. 42 USC 15481, Section 301, of the Help America Vote Act of 2002, requires voting systems preserve the privacy of the voter and the confidentiality of the ballot, produce election records and provide accessibility for individuals with disabilities. This Notice ensures the requirements have been met and is due on the first day of March of each year, including the no election years.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: Notification certifying the Security Plan and signed by County Board of Elections members, including date signed.
	Retention and Disposition	Retain in Agency twenty two (22) months after date filed, then destroy.
06559	County Board of Elections Notice of Establishment of Local Elections Emergency Contingency Plan Procedures - Form SBE 20 (V)	This series documents the Notice signed by each member of the County Board of Elections stating it has established an Emergency Election Contingency Plan per 31 KAR 4:160 to implement election provisions in the event the Governor issues an executive order delaying or rescheduling an election pursuant to provisions of KRS 117.015 (1)(b) and KRS 39A.100 (1)(k). The Notice is due to State Board of Elections on the first day of March each year in which a general election occurs.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: Notification of procedures to implement Emergency Contingency Plan signed by County Board of Elections members, including date signed.
	Retention and Disposition	Retain in Agency twenty two (22) months after date filed, then destroy.

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Series	Records Title and Description	Function and Use
06560	Election Day Complaints (V) Access Restrictions Contents Retention and Disposition	This series documents the complaints from the public regarding elections. Complaints include but not limited to violation(s) of election statutes and regulations, condition of polling places, location of precincts, conduct of election officers and refusal by officials to allow individual to vote. Agencies should consult legal counsel regarding open records matters. Series may contain: Date, time, State Board of Elections' staff person taking call; caller's name, telephone number; details of call and response. Retain in Agency eight (8) years, then destroy.
06561	Complaint And Affidavit With Final Determination for Violation of Title III of the Help America Vote of 2002 - Form SBE 21 (V) Access Restrictions Contents Retention and Disposition	This series documents complaint procedures to remedy grievances in elections pursuant to Title III of the Help America Vote Act of 2002, 42 USC 15512, Section 402A and 31 KAR 6:010. The Final Determination is posted on the State Board of Elections internet homepage (www.elect.ky.gov) and in the monthly Board of Elections Minutes for the month the final determination is issued. Agencies should consult legal counsel regarding open records matters. Series may contain: Sworn written complaints re violation of Title III signed and dated by complainant, including name and address; person administering oath; nature of complaint; supporting documentation; if applicable, electronic recording of hearing; Board of Elections' Final Determination. Retain documentation in Agency permanently. Retain electronic recordings in Agency ninety (90) days from date of Final Determination, then delete.
06562	County Precinct Maps (V) Access Restrictions Contents Retention and Disposition	This series documents the county precinct maps and listings of exact precinct boundaries submitted to the State Board of Elections pursuant to KRS 117.055 (5). Agencies should consult legal counsel regarding open records matters. Series may contain: Maps of counties with exact description of precinct boundaries. Retain in Agency permanently.
06566	Request for Voter Registration System Access - Form SBE 101, Form SBE 102 (V) Access Restrictions Contents Retention and Disposition	This series documents the county clerk's signed authorization form for a staff member to access the Voter Registration System. Agencies should consult legal counsel regarding open records matters. Series may contain: County name, County Clerk signature, user identification number, employee name, date, and type of system authority. Retain in Agency until five (5) years after date access is canceled, then destroy.

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Series	Records Title and Description	Function and Use
06567	Request for Cancellation of Access to Voter Registration System - Form SBE 101-A, Form SBE 102-A	This series documents the county clerk's signed authorization form for cancellation of a staff member to access the Voter Registration System.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: County name; County Clerk signature; user identification number; employee name; effective date of cancellation.
	Retention and Disposition	Retain in Agency until five (5) years after date access is canceled, then destroy.
06568	Notice of Death and Deceased Voter Notice - Form SBE 03 (V)	This series documents the removal of a voter record from the Voter Registration System by the State Board of Elections within five (5) days upon receipt of notification from the Cabinet for Health and Family Services or other reliable sources of the death of a person pursuant to KRS 116.113 (1). The county clerk provides written notification a voter is deceased. Per KRS 117.025 (3)(d), the State Board of Elections shall maintain all information furnished to the board relating to the inclusion or deletion of names from voting rosters for four (4) years.
	Access Restrictions	KRS 61.878 (1)(a) - personal information of decedent, i.e., Social Security Number and date of birth. Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: County name, county code number, deceased voter's Social Security Number or Voter Identification Number, deceased voter's name and birth date, date and signature of county clerk.
	Retention and Disposition	Retain in Agency four (4) years from date of removal from Voter Registration System, then destroy.
06569	Notice of Incompetency (V)	This series documents the removal of the name of a person from the Voter Registration System by the State Board of Elections on receipt of the notification from the Circuit Clerk that a person has been declared incompetent, except that no voter's name may be removed during the period of time the registration books are closed for any primary or general pursuant to KRS 116.113 (2). Per KRS 117.025 (3)(d), the State Board of Elections shall maintain all information furnished to the board relating to the inclusion or deletion of names from voting rosters for four (4) years.
	Access Restrictions	KRS 61.878 (1)(a) - personal information. Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: Notification of Incompetency; name, address and county of residence of individual; copy of incompetency order; verification that name has been purged from Voter Registration System; date and name of employee that performed the deletion.
	Retention and Disposition	Retain in Agency four (4) years from date of removal from Voter Registration System, then destroy.

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Series	Records Title and Description	Function and Use
06570	Notice of Convicted Felon (V)	This series documents the removal of an individual from the Voter Registration System by State Board of Elections on receipt of the notification from the United States Attorney's Office and/or Administrative Office of the Courts that a person has been convicted of a felony offense pursuant to KRS 116.113 (3). Per KRS 117.025 (3)(d), the State Board of Elections shall maintain all information furnished to the board relating to the inclusion or deletion of names from voting rosters for four (4) years.
	Access Restrictions	KRS 61.878 (1)(a) - personal information, i.e. Social Security Number. Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: Notification of Felony Offense conviction; name, address, county of residence; verification voter record has been purged from Voter Registration System; date and name of employee that performed the deletion of the name.
	Retention and Disposition	Retain in Agency four (4) years from date of removal from Voter Registration System, then destroy.
06571	Out-of-State Notice	This series documents notice of registered Kentucky voters who have moved out of state. Per KRS 117.025 (3)(d), the Board of Elections shall maintain all information furnished to the Board relating to the inclusion or deletion of names from voting rosters for four (4) years.
	Access Restrictions	KRS 61.878 (1)(a) - personal information, i.e., Social Security Number and date of birth. Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: Name, address, date of birth, Social Security number.
	Retention and Disposition	Retain in Agency four (4) years from date of removal from Voter Registration System, then destroy.
06572	Provisional Ballot Voter Credit - Form SBE 02	This series documents a County Board of Elections' Provisional Ballots report to State Board of Elections of individuals who voted a provisional ballot and were given credit for a provisional vote pursuant to 31 KAR 6:020. Provisional Ballots are only used in federal elections.
	Access Restrictions	KRS 61.878 (1)(a) - personal information, i.e., Social Security Number and date of birth. Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: County name, election date, voter name, voter Social Security Number, voter identification number, county clerk name, county clerk signature, date signed.
	Retention and Disposition	Retain in Agency five (5) years, then destroy.
06573	Voter Credit Form - Form SBE 04	This series documents voters who should receive voter credit manually.
	Access Restrictions	KRS 61.878 (1)(a) - personal information, i.e. Social Security Number and Date of Birth. Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: election (primary or general), date of election, county name, social security number, voter identification number, voter's name.
	Retention and Disposition	Retain in Agency five (5) years, then destroy.

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Series	Records Title and Description	Function and Use
06574	List of Voters Issued Absentee Ballots - Form SBE 33A	This series represents the County Board of Elections' Post-election Report to State Board of Elections listing the absentee ballots after each election per the requirements of KRS 117.085, KRS 117.086 (7), and KRS 117.355 (2).
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: county name, precinct code, election (primary or general), date of election, name of voter, date first ballot mailed or issued, date second ballot mailed or issued, date ballot returned or date if voter voted in clerk's office, signature of county clerk.
	Retention and Disposition	Retain in Agency five (5) years, then destroy.
06575	Number of Rejected Absentee Ballots and Reasons for Rejected Ballots - Form SBE 33B	This series represents the County Board of Elections' report listing the number of rejected absentee ballots and reasons the ballots were rejected. The report must be sent to the State Board of Elections within ten (10) days after any primary or general election per the requirements of KRS 117.086 (8).
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: county name, election (primary or general), date of election, number of rejected absentee ballots, reasons for rejected absentee ballots.
	Retention and Disposition	Retain in Agency five (5) years, then destroy.
06576	Number of Issued, Returned, and Rejected Absentee Ballots to the Military, Their Dependents, and Overseas Voters - Form SBE 33C	This series represents the County Board of Elections' post-election report submitted to State Board of Elections indicating the number of absentee ballots issued to military personnel, their dependents, and overseas voters, the number of ballots voted in County Clerk's office and the number of ballots returned by mail, and ballots rejected and reason for rejection.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: county name, election (primary, general, or special), date of election, number of issued ballots to military and their dependents, number of issued ballots to overseas voters, number of voters that voted in County Clerk's office or the ballots were returned by mail, number of ballots rejected, reason for rejection.
	Retention and Disposition	Retain in Agency five (5) years, then destroy.

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06577	County Board of Elections Post-Election Report - Form SBE 54	This series documents the County Board of Elections' post-election report submitted to State Board of Elections within ten (10) days after any primary or general election per KRS 117.355 (2). The report states any irregularities of which the County Board of Elections has knowledge, including recommendations for improving the election process.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: Report stating any irregularities of which the county board has knowledge with recommendations for improving the election process, including any additional information required by the State Board. County name, election (primary or general), date of election.
	Retention and Disposition	Retain in Agency five (5) years, then destroy.
06578	County Board of Elections Post-Election Statistical Report - Form SBE 54A	This series documents the County Board of Elections' post-election report submitted to State Board of Elections within thirty (30) days after any primary or general election per KRS 117.355 (3). The report includes a breakdown by precinct of the number of voters requiring assistance and the number of absentee ballots.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: number of voters requiring assistance, the reason for assistance, the number of absentee ballots, county name, election (primary or general), date of election, precinct code.
	Retention and Disposition	Retain in Agency five (5) years, then destroy.
06579	County Board of Elections Precinct Election Officials Absence Report - Form SBE 54B	This series documents the County Board of Elections precinct election officials absence report and submitted to State Board of Elections within ten (10) days after any primary or general election per KRS 117.355 (2).
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series contains: county name, election (primary or general), date of election, name of precinct election official, precinct name or number.
	Retention and Disposition	Retain in Agency five (5) years, then destroy.
06580	County Board of Elections Provisional Ballots Issued to Voters and Counted - Form SBE 54C	This series documents the County Board of Elections' provisional post-election report certifying the total number of provisional ballots voted and number of provisional ballots counted and submitted to State Board of Elections within ten (10) days after any special, primary or general election per 31 KAR 6:020 (11).
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: total number of provisional ballots voted and counted after any special, primary, or general election.
	Retention and Disposition	Retain in Agency five (5) years, then destroy.

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Series	Records Title and Description	Function and Use
06581	Recapitulation/Tabulation Sheets	This series documents the recapitulation/tabulation sheets of all votes cast in an election, including absentee votes and write-in votes, and prepared by the County Board of Elections pursuant to KRS 117.275(4). The County Board shall mail a copy of the tabulation sheets showing the results from each precinct to the State Board of Elections and the County Clerk shall mail or deliver the precinct list from each precinct to the State Board of Elections pursuant to KRS 117.275 (7).
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: Name of county and precinct, date of election, election results, signature of County Clerk and date.
	Retention and Disposition	Retain in Agency five (5) years, then destroy.
06582	County Boards of Elections Certificates of Appointment	This series documents duplicate copies of the Certificates of Appointment issued to each member appointed to the County Boards of Election by the State Board of Elections pursuant to KRS 117.035.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: Name of member to the county board of elections, date of appointment, signature of Secretary of State.
	Retention and Disposition	Retain in Agency eight (8) years from date of appointment, then destroy.
06583	Voter Registration Statistical Reports for Precincts by Congressional, Senate, and House Districts	This series represents the statistical report compiled by State Board of Elections each month listing the voter registration statistics for county precincts by congressional district, senate district, and house district. This series also documents the tracking of registration of voters identifying with political organizations/groups and voters of independent status as defined in KRS 118.015 and pursuant to KRS 116.045(8) and 31 KAR 4:150.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: Name of county, precincts by congressional, senate or house district; total number of registered voters; associated political organization/group; voters of independent status.
	Retention and Disposition	Retain in Agency permanently.
06584	Requests for Voter Registration Data Order Form - Form SBE 84 (05/07)	This series documents requests for voter registration data, specifically precinct lists, to qualified individuals per KRS 117.025 (3)(h) and 31 KAR 3:010 (5).
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: Name of requester, date of request, purpose of request for information, fee.
	Retention and Disposition	Retain in Agency five (5) fiscal years, then destroy.

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Series	Records Title and Description	Function and Use
06585	Denial Letters Pursuant to Requests for Voter Registration Data	This series documents the denial letters sent to requester following the Board's discretionary review and determination that the request does not meet the required qualifications to obtain voter registration data pursuant to KRS 117.025 (3)(h) and 31 KAR 3:010.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: Name of requester, purpose of the request, date of request, reason for the denial.
	Retention and Disposition	Retain in Agency five (5) fiscal years, then destroy.
06586	Voter Turnout Report by Age, Gender, Party, Precinct, and County	This series represents the report of voter turnout for each precinct and county by party. It also documents the voter turnout Statewide; by Congressional, Senate, House, and Supreme Court districts; and County by age, gender, and party.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: Number of voters by age, gender, party, and precinct; district; county.
	Retention and Disposition	Retain in Agency permanently.
06587	Kentucky Voter Registration System County Counts by Source Code	This series documents monthly a report compiled by the State Board of Elections for compliance with Election Assistance Commission (EAC) requirements for National Voter Registration Act (NVRA) to track voter registration county totals by source codes for the previous month. The source codes are: 101 - Driver's License; 206 - Disability Agencies; 304 - Medicaid; 314 - K-Tap; 324 - SNAP; 354 - WIC; 406 - Mail; 504 - All other; 601- High Schools; 805 - Armed Forces Recruitment.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: Number of registered voters for each county, number of voters in each source code, number of address changes, number of name changes, number of party changes, number of new registrations, and number of transfers.
	Retention and Disposition	Retain in Agency two (2) years, then destroy.
06588	Forms Requisition Order by County Clerks - Form SBE 100	This series documents requests by county clerks to order election forms from State Board of Elections.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: County and clerk's name, forms requested, date order request received and sent.
	Retention and Disposition	Retain in Agency one (1) year, then destroy.

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Series	Records Title and Description	Function and Use
06924	Voter Registration Address Confirmation Postcards (First Canvass Mailing)	This series represents the registrant address confirmation mailing postcard. Under KRS 116.112, the State Board of Elections shall establish a voter registration purge program using the change-of-address information supplied by the U.S. postal service. Postcards are sent out to the last known address. If the listed individual's address information is correct, no action is required. If the individual's address is incorrect, the recipient returns the postcard by writing Return to Sender (RTS) and placing in the mailbox. These are the postcards that are returned undeliverable.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	Series may contain: voter name, voter address, county clerk, county clerk address, State Board of Elections address and telephone number.
	Retention and Disposition	Retain until two (2) years after card is returned undeliverable, then destroy.