State of Michigan
Records Management Services
General Schedule #23 – Elections Records

Item #	Series Title	Series Description	Retention Period	Approval Date
Administrative Records				
23.100	Bureau of Elections Correspondence Records	These records document non-published communications that are received by individual clerks from the Bureau of Elections that pertain to policy or housekeeping issues. They may include, but may not be limited to, memos, letters, notes, and email messages.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	10/24/2023
23.102	Post-Election Reporting Records	These records document data compiled by clerks and submitted to the Secretary of State for preparation of a post-election report that is submitted to the Elections Assistance Commission detailing the State of Michigan's compliance with the National Voting Rights Act and the Help America Vote Act.	RETAIN UNTIL: Day after the November general election PLUS: 2 years THEN: Destroy	10/24/2023
23.103	Certification Records	These records document the certification of election officials. They may include, but may not be limited to, certification training completion documents, self-administered accreditation exams, and certificates received upon successful completion of the exam.	RETAIN UNTIL: Individual is no longer serving as an election official THEN: Destroy	10/24/2023
County Records				
23.200	Affidavits of Candidacy Records	These records document incumbent judges who are seeking ballot access for re-election. They may include, but may not be limited to, affidavits.	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.201	Affidavits of Constitutional Qualification Records	These records document the qualification of candidates for judicial positions. They may include, but may not be limited to, affidavits.	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.202	Affidavits of Identity Records	These records document the identity of all candidates for elected office, including precinct delegates. They may include, but may not be limited to, affidavits.	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.203	Voter Application Records	These records document voters who applied to vote at the polls. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. County clerks only maintain these records for select elections. MCL 168.811	RETAIN UNTIL: Election is held PLUS: 6 years THEN: Destroy	10/24/2023
23.204	Apportionment Records	These records document the re-apportionment of the Board of Commissioner district boundaries after a census is completed. They may include, but may not be limited to, correspondence, litigation materials, minutes of apportionment commission meetings, maps, district descriptions, and demographic information.	RETAIN UNTIL: First election that the plan was in effect PLUS: 11 years THEN: Destroy	10/24/2023

State of Michigan
Records Management Services
General Schedule #23 – Elections Records

Item #	Series Title	Series Description	Retention Period	Approval Date
23.205	Ballot Records - Select School District Elections	These records document votes in select school district elections and special elections that are administered by the county clerk per an agreement. They may include, but may not be limited to, ballots, counted absentee ballots, provisional ballots, challenged ballots, unused ballots, spoiled ballots, ballots rejected for exposure, and ballot containers containing optical scan ballots. MCL 168.811	RETAIN UNTIL: Final determination of the Board of Canvassers PLUS: 30 days THEN: Destroy	10/24/2023
23.206	Board of County Canvassers Meeting Records	These records document meetings of the Board of County Canvassers. They may include, but may not be limited to, agendas, minutes, and supporting documentation (such as transcripts, correspondence, certificates of election, challenges) that were reviewed by the board during its meetings.	RETAIN UNTIL: Date created PLUS: 100 years THEN: Transfer to the Archives of Michigan	10/24/2023
23.209	Candidate Filing Fee Refund Records (obsolete)	These records document filing fee refunds that are issued to eligible candidates after the primary is held.	RETAIN UNTIL: Audit is completed THEN: Destroy	10/24/2023
23.210	Candidate Listing Records	These records document which candidates filed an Affidavit of Identity (see item #202). They may include, but may not be limited to, registers.	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.211	Certificate of Acceptance Records	These records document people who were elected to a school board. They may include, but may not be limited to, certificates of acceptance. A copy is also sent to the county clerk (MCL 168.309).	RETAIN UNTIL: Term of office expires THEN: Destroy	10/24/2023
23.212	County Election Commission Meeting Records	These records document the meetings of the County Election Commission. They may include, but may not be limited to, agendas, minutes, resolutions, and supporting documentation that was reviewed by the commission during its meetings.	RETAIN UNTIL: Date created PLUS: 100 years THEN: Destroy	10/24/2023
23.213	County Election Result Records	These records document the final outcome of elections, as determined by the Board of County Canvassers. They may include, but may not be limited to, the canvass of votes.	RETAIN UNTIL: Date created PLUS: 100 years THEN: Transfer to the Archives of Michigan	10/24/2023
23.214	Declaration of Intent Records	These records document individuals who seek nomination or election to an office with write-in votes. Votes for write-in candidates who do not file a Declaration of Intent will not be counted.	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023

State of Michigan
Records Management Services
General Schedule #23 – Elections Records

Item #	Series Title	Series Description	Retention Period	Approval Date
23.215	Election Challenger Records	These records document organizations or groups that intend to appoint election challengers. They may include, but may not be limited to, notarized statements containing the reason why the right to make the appointment is claimed, identification cards to be used by the challengers, approvals or denials, and appeal documents.	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.216	Election Inspector Certification Records	These records document the certification of election inspectors. They may include, but may not be limited to, certificates documenting who attended training that is required every two years.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	10/24/2023
23.217	Election Inspector Training Records	These records document training that is developed by the Bureau of Elections and the county clerk for election inspectors. They may include, but may not be limited to, training materials.	RETAIN UNTIL: Superseded by new training materials THEN: Destroy	10/24/2023
23.218	Election Notification Records	These records document notifications published by clerks in local newspapers for the public about the close of registration to vote, of upcoming elections, and of public accuracy tests of voting equipment. They may include, but may not be limited to, notices, affidavits of publication, and bills from the newspaper.	RETAIN UNTIL: Final determination of the Board of Canvassers PLUS: 2 years THEN: Destroy	10/24/2023
23.219	Electronic Voting System Records – Administered by County	These records document the conduct of select school district elections, and special elections that are administered by the county clerk per an agreement. They may include, but may not be limited to, voting devices, ballot containers, and optical scan ballots. (R168.790(18))	RETAIN UNTIL: Final determination of the Board of Canvassers PLUS: 30 days THEN: Destroy	10/24/2023
23.220	Nominating and Qualifying Petition Records	These records document the nomination and qualification of all candidates (both partisan and non-partisan) for countywide offices. They may include, but may not be limited to, petitions filed with the clerk containing signatures of registered voters living within the office's jurisdiction stating that they want to have the candidate's name placed on the ballot.	RETAIN UNTIL: January 1 following the election THEN: Destroy, or return to the candidate upon request	10/24/2023

State of Michigan
Records Management Services
General Schedule #23 – Elections Records

Item #	Series Title	Series Description	Retention Period	Approval Date
23.221	Nominating Petition Records	These records document which candidates submitted nominating petitions for each election cycle. They may include, but may not be limited to, the office, candidate, filing date, determination date, number of signatures required and filed, date the petitions were returned or destroyed, and the date of the election.	RETAIN UNTIL: Petitions (see item #220) are disposed of PLUS: 2 years THEN: Destroy	10/24/2023
23.222	Oaths of Office Records - Election Officials	These records document which election officials are serving on Absent Voter Counting Boards, as election inspectors, etc. They may include, but may not be limited to, affidavits that affirm the person will lawfully fulfill the duties to which they have been appointed, and oaths of secrecy taken by election officials and poll watchers who observe the action of the absent voter counting board. MCL 168.765a	RETAIN UNTIL: Final determination of the Board of Canvassers PLUS: 2 years THEN: Destroy	10/24/2023
23.223	Voter Participation Records (a.k.a. Poll Books)	These records document which registered voters participated in an election. They identify which voters were issued provisional ballots and which voters were challenged. They may include, but may not be limited to, poll books from each precinct that are received from cities and townships for maintenance by the county clerk, and absent voter poll books that identify which absent voters were mailed ballots. MCL 168.811	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.224	Precinct Delegate Records	These records document the certification of election results for precinct delegates and notification to political parties. They may include, but may not be limited to, tally sheets, certificates of election, and lists.	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.225	Precinct Tabulation Data	These records document the programming (burning) of removable data storage devices for precinct tabulators. They may include, but may not be limited to, definitions, vote totals, and audits of voting activity. The data may be transferred to other storage media for retention.	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.228	Proposal Petition Records	These records document petitions submitted by groups or individuals wishing to place a question on the countywide ballot for an upcoming election. They may include, but may not be limited to, petitions containing signatures of registered voters living within the jurisdiction stating that they want to have the proposal placed on the ballot.	RETAIN UNTIL: Election is held, or the proposal is dropped from consideration PLUS: 2 years THEN: Destroy	10/24/2023

State of Michigan
Records Management Services
General Schedule #23 – Elections Records

Item #	Series Title	Series Description	Retention Period	Approval Date
23.229	Recall Records	These record document initiatives by voters to recall elective officers in the state. They may include, but may not be limited to, petition language submissions, clarity review documents, public meeting notices, signed petitions, signature challenges, petition review notices, and correspondence.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	10/24/2023
23.230	Recount Records	These records document the administration of election recounts. They may include, but may not be limited to, tally sheets, application forms, financial documents, petitions, counter petitions, objections, sign-in sheets, correspondence, and personnel records for the workers.	RETAIN UNTIL: Recount is completed PLUS: 2 years THEN: Destroy	10/24/2023
23.232	School Election Coordinating Committee Records	These records document the duties and responsibilities of school election coordinating committees that administer school elections. They may include, but may not be limited to, meeting records, agreements that are renewed every two years, maps, resolutions, and correspondence.	RETAIN UNTIL: Agreement expires PLUS: 6 years THEN: Destroy	10/24/2023
23.233	Statement of Vote Records	These records document certifications of the vote on Election Day by election inspectors. They may include, but may not be limited to, summaries of the votes for write-in candidates, and the number of ballots issued (used and unused). The statement may be part of the poll book (see item #223). MCL 168.811	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.234	Vote Tally Records	These records document the calculation of the number of write-in votes. They may include, but may not be limited to, tall sheets or books, that may be part of the poll book (see item #223). MCL 168.811	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.235	Tie Vote Records	These records document that proper procedures were followed when breaking a tie vote. They may include, but may not be limited to, notices, sign-in sheets, and the name slips.	RETAIN UNTIL: Tie vote is broken PLUS: 2 years THEN: Destroy	10/24/2023
23.236	Voting Equipment Acquisition Records	These records document the acquisition and maintenance of voting equipment. They may include, but may not be limited to, contracts, Help American Vote Act (HAVA) grants, maintenance agreements, serial numbers, resolutions, and correspondence.	RETAIN UNTIL: Equipment is no longer used PLUS: 6 years THEN: Destroy	10/24/2023

State of Michigan
Records Management Services
General Schedule #23 – Elections Records

Item #	Series Title	Series Description	Retention Period	Approval Date
23.237	Combined Absentee Voter Counting Board Agreement Records	These records document agreements between the county and/or municipal clerk(s) to establish a combined absentee voting counting board. They may include, but may not be limited to, agreements, and supporting documentation.	RETAIN UNTIL: Agreement expires PLUS: 3 years THEN: Destroy	10/24/2023
23.238	Campaign Finance Statements of Organization Records - Committees Receiving Less Than $50,000 (supersedes item #23.207A)	These records document the creation of committees supporting the election or re-election of candidates for local offices (or groups supporting or opposing local ballot questions) whose campaign committee received less than $50,000 in the election cycle.	RETAIN UNTIL: Date of official dissolution PLUS: 5 years THEN: Destroy	10/24/2023
23.239	Campaign Finance Statements of Organization Records - Committees Receiving More Than $50,000 (supersedes item #23.207B)	These records document the creation of committees supporting the election or re-election of candidates for local offices (or groups supporting or opposing local ballot questions) whose campaign committee received more than $50,000 in the election cycle.	RETAIN UNTIL: Date of official dissolution PLUS: 15 years THEN: Destroy	10/24/2023
23.240	Campaign Finance Reporting Records - Committees Receiving Less Than $50,000 (supersedes item #23.208A)	These records document the campaign finance activities of candidates for local offices (or groups supporting or opposing local ballot questions) whose campaign committee received less than $50,000 in the election cycle. They may include, but may not be limited to, campaign finance reports (regular reports during the election cycle and annual reports, as required), amendments, receipts for late filing fee charges, correspondence, statements, and reports.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	10/24/2023
23.241	Campaign Finance Reporting Records - Committees Receiving More Than $50,000 (supersedes item #23.208B)	These records document the campaign finance activities of candidates for local offices (or groups supporting or opposing local ballot questions) whose campaign committee received more than $50,000 in the election cycle. They may include, but may not be limited to, campaign finance reports (regular reports during the election cycle and annual reports, as required), amendments, receipts for late filing fee charges, correspondence, statements, and reports.	RETAIN UNTIL: Date created PLUS: 15 years THEN: Destroy	10/24/2023

State of Michigan
Records Management Services
General Schedule #23 – Elections Records

Item #	Series Title	Series Description	Retention Period	Approval Date
23.242	Electronic Pollbook Data	These records document registered voters in a given jurisdiction on Election Day, or during an early voting period. They may include, but may not be limited to, electronic pollbook data stored on devices used at the polling site.	RETAIN UNTIL: Data is uploaded into QVF or converted to paper AND the election is held PLUS: 7 days THEN: Destroy	10/24/2023
23.243	Preliminary Accuracy Testing Records - Federal Offices (supersedes item #23.226A)	These records document tests of voting equipment prior to the election. They may include, but may not be limited to, data containing voting formulas for the election that is used to test the equipment's accuracy, voter assist terminal testing, test ballots, test decks, supporting documentation, certifications, and edit listings.	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.244	Preliminary Accuracy Testing Records - State and Local Offices (supersedes item #23.226B)	These records document tests of voting equipment prior to the election. They may include, but may not be limited to, data containing voting formulas for the election that is used to test the equipment's accuracy, voter assist terminal testing, test ballots, test decks, supporting documentation, certifications, and edit listings.	RETAIN UNTIL: Election is held PLUS: 30 days THEN: Destroy	10/24/2023
23.245	Proof Ballot Records - State and Local Offices (supersedes item #23.227A)	These records document the proofreading of ballots for state and local offices to confirm the accuracy of the wording and formatting of each style of ballot that will be used in the election. They are reviewed by the candidates, Bureau of Elections, and the County Election Commission prior to printing. They may include, but may not be limited to, physical or electronic proof ballots (one of each style), and correspondence.	RETAIN UNTIL: Final determination of the Board of Canvassers PLUS: 30 days THEN: Destroy	10/24/2023
23.246	Proof Ballots Records - Federal Offices (supersedes item #23.227B)	These records document the proofreading of ballots for federal offices to confirm the accuracy of the wording and formatting of each style of ballot that will be used in the election. They are reviewed by the candidates, Bureau of Elections, and the County Election Commission prior to printing. They may include, but may not be limited to, physical or electronic proof ballots (one of each style), and correspondence.	RETAIN UNTIL: Final determination of the Board of Canvassers PLUS: 22 months THEN: Destroy	10/24/2023

State of Michigan
Records Management Services
General Schedule #23 – Elections Records

Item #	Series Title	Series Description	Retention Period	Approval Date
23.247	Sample Ballot Records - State and Local Offices (supersedes item #23.231A)	These records document sample ballots for state and local offices that are produced and marked "sample" for posting to the public for informational purposes.	RETAIN UNTIL: Final determination of the Board of Canvassers PLUS: 30 days THEN: Destroy	10/24/2023
23.248	Sample Ballot Records - Federal Offices (supersedes item #23.231B) Aug. + Nov. 2024	These records document sample ballots for federal offices that are produced and marked "sample" for posting to the public for informational purposes.	RETAIN UNTIL: Final determination of the Board of Canvassers PLUS: 22 months THEN: Destroy	10/24/2023
City and Township Records				
23.300	Absentee Ballot Records	These records document the transmission of absentee ballots. They may include, but may not be limited to, envelopes containing valid ballots that are opened and emptied so the ballot can be counted (see items #304-305), and invalid and rejected ballots that and are not counted and remain inside the envelope (envelope may remain sealed). MCL 168.811	RETAIN UNTIL: Final determination of the Board of Canvassers PLUS: 2 years THEN: Destroy	10/24/2023
23.301	Absentee Voter Records	These records document which voters in each precinct were mailed absentee ballots. They may include, but may not be limited to, lists containing the name of the voter, address where the ballot was mailed, date the application was received, date the ballot was mailed, date the ballot was received, etc., and absentee ballots information posting. The list may be part of the poll book (see item #223). MCL 168.811	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.302	Absentee Ballot Application Records – Single Election Cycle	These records document which voters request to receive an absentee ballot for upcoming primary and/or general elections. They may include, but may not be limited to, applications, and "emergency" absentee ballot requests. MCL 168.811	RETAIN UNTIL: Election is held PLUS: 6 years THEN: Destroy	10/24/2023
23.303	Voter Application Records	These records document voters who applied to vote at the polls. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. MCL 168.811	RETAIN UNTIL: Election is held PLUS: 6 years THEN: Destroy	10/24/2023

Signature Cure forms – 22 months after Canvass.

State of Michigan
Records Management Services
General Schedule #23 – Elections Records

Item #	Series Title	Series Description	Retention Period	Approval Date
23.304	Affidavit of Identity Records	These records document the identity of all candidates for elected office, including precinct delegates. They may include, but may not be limited to, affidavits.	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.305	Affidavit of Voter Unable to Meet Photo ID Requirement Records	These records document which voters did not possess photo identification when they were issued a ballot in person. They may include, but may not be limited to, affidavits located on the backside of the application to vote (see item #303).	RETAIN UNTIL: Election is held PLUS: 6 years THEN: Destroy	10/24/2023
23.306	Ballot Records - Federal Offices	These records document votes in elections where the office of U.S. President, U.S. Senate, or Representative in Congress appears on the ballot (including proof ballots, sample ballots, uncounted ballots, counted absentee ballots, provisional ballots, challenged ballots, spoiled ballots, and ballots rejected for exposure). They may include, but may not be limited to, optical scan ballots and the programming used to tabulate them, and Federal Write-In Absentee Ballots. Optical scan ballots shall be stored in sealed ballot bags in a secure place during this retention period, after the retention requirements specified under Michigan law have been met (see item #305 and 311). 52 USC 20701	RETAIN UNTIL: Final determination of the Board of Canvassers PLUS: 22 months THEN: Destroy	10/24/2023
23.307	Ballot Records - State and Local Offices	These records document votes in elections for state and local offices, some school district elections, and special elections in which candidates for federal offices did not appear on the ballot (including proof ballots, sample ballots, uncounted ballots, unused ballots, counted absentee ballots, provisional ballots, challenged ballots, spoiled ballots, and ballots rejected for exposure). They may include, but may not be limited to, voting device and tabulator programming, ballot containers containing optical scan ballots, edit listings, and unused ballots for federal, state, and local offices. MCL 168.811	RETAIN UNTIL: Final determination of the Board of Canvassers PLUS: 30 days THEN: Destroy	10/24/2023
23.308	Candidate Listing Records	These records document when a candidate files an Affidavit of Identity. They may include, but may not be limited to, registers and lists.	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023

State of Michigan
Records Management Services
General Schedule #23 – Elections Records

Item #	Series Title	Series Description	Retention Period	Approval Date
23.309	Declaration of Intent Records	These records document individuals who seek nomination or election to an office with write-in votes. Votes for write-in candidates who do not file a Declaration of Intent will not be counted.	RETAIN UNTIL: January 1 following the election THEN: Destroy	10/24/2023
23.310	Election Notification Records	These records document notifications published by clerks in local newspapers for the public about the close of registration to vote, of upcoming elections, and of public accuracy tests of voting equipment. They may include, but may not be limited to, notices, affidavits of publication, and bills from the newspaper.	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.311	Election Inspector Application Records	These records document people who are interested in serving as election inspectors who are appointed by the local election commission. They may include, but may not be limited to, applications.	RETAIN UNTIL: Replaced by a new application, or person is no longer eligible for appointment as an inspector THEN: Destroy	10/24/2023
23.312	Election Inspector Certification Records	These records document the certification of election inspectors. They may include, but may not be limited to, certificates documenting who attended training that is required every two years.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	10/24/2023
23.313	Election Inspector Training Records	These records document training that is developed by the Bureau of Elections, county and/or local clerks for election inspectors. They may include, but may not be limited to, training materials.	RETAIN UNTIL: Superseded by new training materials THEN: Destroy	10/24/2023
23.314	Electronic Voting System Records	These records document elections for state and local offices, some school district elections, and special elections. They may include, but may not be limited to, voting devices, ballot containers, optical scan ballots, programs, and edit lists.	RETAIN UNTIL: Final determination of the Board of Canvassers PLUS: 30 days THEN: Destroy	10/24/2023

State of Michigan
Records Management Services
General Schedule #23 – Elections Records

Item #	Series Title	Series Description	Retention Period	Approval Date
23.315	Federal Post Card Application Records	These records document individuals who applied for eligibility to vote while on active duty in the military or Merchant Marines, or their spouse or dependents, or while an U.S. Citizen is residing outside of the country. They may include, but may not be limited to, voter registration and absentee voter ballot applications that are produced and distributed by the federal government, or any other application received from a voter indicating they are a member of the above protected classifications.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	10/24/2023
23.316	Local Election Commission Meeting Records	These records document the meetings of local election commissions. They may include, but may not be limited to, agendas, minutes, resolutions, and supporting documentation that was reviewed by the commission during its meetings.	RETAIN UNTIL: Date created PLUS: 100 years THEN: Destroy	10/24/2023
23.317	Local Election Result Records	These records document the final outcome of elections, as determined by the County Board of Canvassers. They may include, but may not be limited to, the canvass of votes.	RETAIN UNTIL: Date created PLUS: 100 years THEN: Transfer to the Archives of Michigan	10/24/2023
23.318	Nominating and Qualifying Petition Records	These records document the nomination and qualification of all candidates (both partisan and non-partisan) for local offices. They may include, but may not be limited to, petitions filed with the clerk containing signatures of registered voters living within the office's jurisdiction stating that they want to have the candidate's name placed on the ballot.	RETAIN UNTIL: January 1 following the election THEN: Destroy, or return to the candidate upon request	10/24/2023
23.319	Nominating Petition Records	These records document which candidates submitted nominating petitions for each election cycle. They may include, but may not be limited to, the office, candidate, filing date, determination date, number of signatures required and filed, date the petitions were returned or destroyed, and the date of the election.	RETAIN UNTIL: Petitions (see item #318) are disposed of PLUS: 2 years THEN: Destroy	10/24/2023

State of Michigan
Records Management Services
General Schedule #23 – Elections Records

Item #	Series Title	Series Description	Retention Period	Approval Date
23.320	Oaths of Office Records - Election Officials	These records document which election officials are serving on Absent Voter Counting Boards, as election inspectors, etc. They may include, but may not be limited to, affidavits that affirm the person will lawfully fulfill the duties to which they have been appointed, and oaths of secrecy taken by poll watchers who observe the action of the absent voter counting board. MCL 168.765a These oaths may be part of the poll book (see item #223).	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.321	Precinct Map Records	These records document the boundaries of voting precincts within a jurisdiction. They may include, but may not be limited to, maps, legal boundary descriptions, and supporting documentation.	RETAIN UNTIL: Superseded by a new map THEN: Transfer to the Archives of Michigan	10/24/2023
23.323	Proposal Petition Records	These records document petitions submitted by groups or individuals wishing to place a question on the local ballot for an upcoming election. They may include, but may not be limited to, petitions containing signatures of registered voters living within the jurisdiction stating that they want to have the proposal placed on the ballot.	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.324	QVF Precinct List Records	These records document who is registered to vote at each precinct within the jurisdiction. They may include, but may not be limited to, lists generated from the Qualified Voter File (QVF). MCL 168.811	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.325	School Election Coordinating Committee Records	The records document the duties and responsibilities of school election coordinating committees that administer school elections. They may include, but may not be limited to, meeting records, agreements that are renewed every two years, maps, resolutions, and correspondence.	RETAIN UNTIL: Agreement expires PLUS: 6 years THEN: Destroy	10/24/2023
23.326	Statement of Vote Records	These records document certifications of the vote on Election Day by election inspectors. They may include, but may not be limited to, summaries of the votes for write-in candidates, and the number of ballots issued (used and unused). The statement may be part of the poll book (see item #223). MCL 168.811	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.327	Vote Tally Records	These records document the calculation of the number of write-in votes. They may include, but may not be limited to, tally sheets or books, that may be part of the poll book (see item #223). MCL 168.811	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023

State of Michigan
Records Management Services
General Schedule #23 – Elections Records

Item #	Series Title	Series Description	Retention Period	Approval Date
23.328	Tie Vote Records	These records document that proper procedures were followed when breaking a tie vote. They may include, but may not be limited to, notices, sign-in sheets, and the name slips.	RETAIN UNTIL: Tie vote is broken PLUS: 2 years THEN: Destroy	10/24/2023
23.329	Voter Information Records - Returned	These records document voter information cards that were returned by the post office as undeliverable.	RETAIN UNTIL: QVF is updated, and confirmation card is mailed THEN: Destroy	10/24/2023
23.330	Voter Registration Application Records	These records document people who are registering to vote in elections. They may include, but may not be limited to, applications to become a registered voter. The information from the application is entered into the Qualified Voter File (QVF) and a master card is generated.	RETAIN UNTIL: Master card is generated THEN: Destroy	10/24/2023
23.331	Voter Registration Master Cards - Originals (supersedes item #332)	These records document people who registered to vote in elections. They may include, but may not be limited to, original registration master cards containing signatures that are used to verify the identity of the voter. MCL 168.514	RETAIN UNTIL: Cancelled PLUS: 5 years THEN: Destroy	10/24/2023
23.333	Voter Registration Record - Voided	These records document registrations to vote in elections that are voided by the clerk if the application's deficiency cannot be resolved. They may include, but may not be limited to, voided registration cards, and notices of rejection that are sent to the applicant.	RETAIN UNTIL: Voided PLUS: 2 years THEN: Destroy	10/24/2023
23.334	Voter Registration Record - Change of Address	These records document voters who notify the clerk that they changed addresses. They may include, but may not be limited to, written notices signed by the voter, Election Day Change of Address Notices, and Address Confirmation Notices.	RETAIN UNTIL: Official voter registration record is updated THEN: Destroy	10/24/2023
23.335	Voting Equipment Acquisition Records	These records document the acquisition and maintenance of voting equipment. They may include, but may not be limited to, contracts, Help American Vote Act (HAVA) grants, maintenance agreements, serial numbers, resolutions, and correspondence.	RETAIN UNTIL: Equipment is no longer used PLUS: 6 years THEN: Destroy	10/24/2023
23.336	Ballot Drop Box Security Video Recording Records	These records document the surveillance of drop boxes for security purposes. They may include, but may not be limited to, video recordings.	RETAIN UNTIL: Recording is created PLUS: 30 days THEN: Destroy	10/24/2023

State of Michigan
Records Management Services
General Schedule #23 – Elections Records

Item #	Series Title	Series Description	Retention Period	Approval Date
23.337	Ballot Drop Box Collection Records	These records document the collection of ballots from outdoor drop boxes. They may include, but may not be limited to, collection logs, ballot box maintenance and security checklists, and ballot retrieval documentation.	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.338	Combined Absentee Voter Counting Board Agreement Records	These records document agreements between a county and a municipal clerk to establish a combined absentee voting counting board. They may include, but may not be limited to, agreements, correspondence, and supporting documentation.	RETAIN UNTIL: Agreement expires PLUS: 6 years THEN: Destroy	10/24/2023
23.339	Electronic Pollbook Data	These records document registered voters in a given jurisdiction on Election Day, or during an early voting period. They may include, but may not be limited to, electronic pollbook data stored on devices used at the polling site.	RETAIN UNTIL: Data is uploaded into QVF or converted to paper AND the canvass of the election is completed PLUS: 7 days THEN: Destroy	10/24/2023
23.340	Absentee Ballot Application Records – Permanent List	These records document which voters request to receive an absentee ballot for all future elections. The voter's request is entered into the Qualified Voter File (QVF) which serves as the official record of the request. They may include, but may not be limited to, applications, and permanent absentee voter list data. MCL 168.811	RETAIN UNTIL: Date requested PLUS: 6 years THEN: Destroy	10/24/2023
23.341	Preliminary Accuracy Testing Records - Federal Offices (supersedes item #23.322A)	These records document tests of voting equipment prior to the election. They may include, but may not be limited to, data containing voting formulas for the election that is used to test the equipment's accuracy, voter assist terminal testing, test ballots, test decks, supporting documentation, certifications, and edit listings.	RETAIN UNTIL: Election is held PLUS: 2 years THEN: Destroy	10/24/2023
23.342	Preliminary Accuracy Testing Records - State and Local Offices (supersedes item #23.322B)	These records document tests of voting equipment prior to the election. They may include, but may not be limited to, data containing voting formulas for the election that is used to test the equipment's accuracy, voter assist terminal testing, test ballots, test decks, supporting documentation, certifications, and edit listings.	RETAIN UNTIL: Election is held PLUS: 30 days THEN: Destroy	10/24/2023

State of Michigan
Records Management Services
General Schedule #23 – Elections Records

Item #	Series Title	Series Description	Retention Period	Approval Date
23.343	Voter Registration Application Records – Challenge Voters	These records document people who are registering to vote within 14 days prior to an election and do not provide a Michigan driver's license or state identification card listing their current address. They may include, but may not be limited to, applications, and affidavits. MCL 168.811	RETAIN UNTIL: Election is held PLUS: 6 years THEN: Destroy	10/24/2023

Guide – Retention of Elections Records

This guide accompanies General Schedule #23 - Elections Records that was approved on 10-23-2023.

Public Records

The Michigan Freedom of Information Act (FOIA) (MCL 15.231-15.246) defines public records as recorded information "prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created."

Retention and Disposal Schedules

Michigan law (MCL 399.811 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Schedules identify when records may be destroyed, and when certain records should be sent to the Archives of Michigan for permanent preservation. *Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.* All schedules are approved by the Records Management Services, the Archives of Michigan, and the State Administrative Board. There are two types of schedules that government agencies may use:

- General Schedules: cover records that are common to a particular type of government agency, such as a clerk's office. General schedules may not address every single record that a particular agency may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the general schedule establishes a minimum retention period for them.
- Agency-Specific Schedules: cover records that are that are unique to a particular government agency, and that are not listed on a general schedule. Agency-specific schedules always override general schedules if a record is covered on both types of schedules. Agency-specific schedules only address the records of the agency named on the schedule and may not be used by another agency.

Record Maintenance

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, email messages, databases, etc. The record series listed on this general schedule do not specify the format that the record may exist in, because each agency that follows this schedule may choose to retain its records using different recording media. Local government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage, and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, local government agencies should work with their information technology staff to develop preservation plans for

retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, MCL 24.401-24.406) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Suspending Destruction
Local government agencies must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an audit, investigation, or litigation has commenced. If relevant records exist in electronic formats (such as email, digital images, word processed documents, databases, backup tapes, etc.), the agency may need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

Disaster Preparedness and Response
Local government agencies should identify which of their records are vital and need to be protected in case a disaster occurs. A disaster plan is helpful to define how the agency will try to prevent disasters and respond to disasters. If records are completely destroyed during a disaster and are not recoverable, the agency should document which records were destroyed, and when/how the destruction occurred. This information should be kept until the destroyed records' retention period is met. If records are damaged (but not destroyed) during a disaster, the agency is responsible for recovering those records that have not met their retention period yet. This may require the services of a vendor that specializes in disaster response. An online guide is available to assist with disaster preparedness and response.

Public Disclosure
Select records series that are listed on this schedule may be exempt from public disclosure, in accordance with the provisions of various state and federal laws. Please consult with your attorney if you need additional information.

Preservation of Historical Records
Local government agencies generate some records with permanent historical value. These records are designated for transfer to the Archives of Michigan when their retention period with the creating agency ends. Local government agencies can contact the Archives for assistance at govarchives@michigan.gov or at 517-335-2576. The Archives' website has additional information, https://www.michigan.gov/mhc/archives.

Non-record Material
General Schedule #1 addresses the retention of "non-record" materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities or are not the official source of truth for the agency. These materials can be disposed of when they no longer have reference value to the agency. Local government agencies need to identify the "office of record" when multiple offices possess copies of the same record. The "office of record" is responsible for following the retention period that

is specified. Duplicates do not need to be retained. Employees should keep non-record duplicates for the shortest amount of time necessary to satisfy their needs, and not longer than the retention period of the official record. If the official record is destroyed (in compliance with its Retention and Disposal Schedule), any non-record duplicates that still exist remain subject to FOIA and litigation requests. A more comprehensive definition of "non-records" can be found in the approved schedule.

Scanning

If original records will be scanned and the digital image will be used as the official record, they must be scanned in compliance with the Records Reproduction Act (MCL 24.402 – 24.406). Once scanning is completed, the digital image becomes the official record, and the original paper record becomes a duplicate. Duplicate records do not need to be retained, and should be promptly destroyed in compliance with the General Schedule for Non-records (General Schedule #1). See the Records Management Guidance web page, Imaging/Scanning Records section for more information.

Select Items on General Schedule #23

- **23.205, 23.219, 23.307, 23.314:** Destruction of election records must be suspended if "a petition for recount has been filed and not completed or unless their destruction is stayed by an order of a court." (MCL 168.811) The records need to be retained until a Secretary of State order to suspend destruction is lifted, or an investigation into defective ballots or voting equipment is completed.
- **23.311:** Local election commissions should define in writing what conditions makes a person no longer eligible for appointment as an inspector.
- **23.314:** If the electronic voting equipment is needed for an upcoming election, the original seal of record may be broken to permit the transfer of these records to sealed ballot bags for the remainder of their retention period in compliance with notification from the Secretary of State.
- **23.324:** Emergency paper poll lists are duplicate records.
- **23.331:** The requirement to burn voter registration master cards at the end of their retention period was removed from the law.
- **23.340:** QVF serves as the official record of a voter's request to be placed on the permanent absentee ballot list. Clerks do not need to transfer applications to another clerk when the voter moves.
- **Poll Books:** If other records, such as the statement of vote, vote tally, etc., are part of the poll book, they will be retained with the poll book.

Records Management Can Help!

State of Michigan Records Management Services is available to assist government agencies with their questions. Agencies may contact the Records Management Services at 517-335-9132 or via email at recordscenter@michigan.gov. Additional information is also available from the Records Management Services' website http://www.michigan.gov/recordsmanagement/, including online training, guidance documents, and general schedules.