

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
ELECTIONS**

SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
LGEL-001	<p><b>OATHS OF OFFICE</b></p> <p>Oaths of office of elected or appointed officials as required by ordinance or law.</p>	VITAL	<p>Elected officials: Retain at agency 3 yrs after term of office expires; destroy.</p> <p>Appointed officials: Retain at agency 3 yrs after leaving post for which oath is required; destroy.</p>
LGEL-002	<p><b>FIDELITY AND PERFORMANCE BONDS (ELECTED/APPOINTED OFFICIALS)</b></p> <p>Bonds guaranteeing fidelity and performance of elected and appointed officials as required by ordinance or law.</p>	VITAL	<p>Elected officials: Retain at agency 3 yrs after term of office expires; destroy.</p> <p>Appointed officials: Retain at agency 3 yrs after leaving post for which bond is required; destroy.</p>
LGEL-003	<p><b>REGISTERED VOTERS LISTS</b></p> <p>Roll of persons registered to vote.</p>		Replace as updated.
LGEL-004	<p><b>BALLOTS</b></p> <p>Documentation of ballots used in elections, including paper, absentee or any other machine-readable type. May include envelopes used for absentee and affidavit ballots, signed affirmation envelopes, and undelivered or returned envelopes.</p>		Retain at agency 1 yr after date of election; destroy.
LGEL-005	<p><b>NOMINATING PETITIONS</b></p> <p>Petitions to place candidates on the ballot.</p>		Retain at agency 1 yr after date of election; destroy.
LGEL-006	<p><b>ELECTION RETURNS/RESULTS</b></p> <p>Tally sheets showing election results.</p>		Retain at agency until no longer needed; transfer to Archives for permanent preservation.
LGEL-007	<p><b>CERTIFICATION CARDS / VOTER LISTS</b></p> <p>Cards or lists of electors eligible to vote in an election. Include name, address and signature of voter.</p>		Retain at agency 1 yr after date of election; destroy.
LGEL-008	<p><b>POLL WORKERS' OATHS</b></p> <p>Sworn statements signed by election officials to conduct fair elections.</p>		Retain at agency 6 months after certification of election; destroy.