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| **ELECTION RECORDS** | | | | |
| EL3100-01 | EARLY, ABSENTEE AND RESTRICTED BALLOT VOTING RECORDS [see also item number EL3100-10(b)] |  |  |  |
| EL3100-01a | EARLY, ABSENTEE, AND RESTRICTED BALLOT VOTING RECORDS | All of the following: absentee ballot requests and applications (except federal post card applications), cancellation of absentee ballot requests, notices of denial of cancellation requests, branch voting schedules and daily registers, lists of corrected ballots sent, untimely and rejected ballots, jacket envelopes (unless for use in subsequent election), carrier envelopes, early voting and absentee rosters, early voting and absentee election returns, voted early voting and absentee ballots, statements of challenge to early and absentee voters, notices of non-acceptance of early voting and absentee ballots, orders for the appointment of signature verification committees, late absentee ballot applications, disabled voter applications and affidavits, applications to vote restricted ballot, restricted ballot rosters, and presidential mail ballot applications. | Follow retention periods for Precinct Election Records [EL3100-10a]. | By law -Election Code, Sections 84.010, 84.037, 85.072(d), 86.009(d), 86.011(c), 87.043(c), 87.044(b), 87.121(e), 87.123(2), and 87.124. |
| EL3100-01b | EARLY, ABSENTEE, AND RESTRICTED BALLOT VOTING RECORDS | Precinct early voting list (listing voters in each precinct who have voted early or who have been mailed absentee ballots). | Follow retention periods for Precinct Election Records [EL3100-10a]. | By law - Election Code, Section 66.058(a).  Retention Note: It is an exception to the retention period given for this record that one copy of each precinct early voting list prepared for a general election must be retained by the early voting clerk for 2 years after election day. By law - Election Code, Section 87.122(d). |
| EL3100-01c | EARLY, ABSENTEE, AND RESTRICTED BALLOT VOTING RECORDS | Federal post card applications requesting absentee ballot. | Follow retention periods for Precinct Election Records [EL3100-10a]. | By law - Election Code, Section 66.058(a).  Retention Notes: a) An application requesting a ballot for more than one election shall be preserved for the period for preserving the precinct election records for the last election for which the application is effective. By law – Election Code, Section 101.054(d).  b) If the federal postcard application is used as a voter registration document follow the retention period for EL3150-03(a). |

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| EL3100-02 | ELECTION CONTRACTS | Contracts, leases, or agreements for election services or the use of voting machines, including written approvals from the Secretary of State, if such approval is required. | 4 years after the expiration or termination of the instrument according to its terms. | Retention Note: In counties, the retention period applies only to the copy of the contract maintained by the county elections officer. Copies of the contract filed with and maintained by the county treasurer, county auditor, or the county judge need only be retained as long as administratively valuable. |
| EL3100-03 | ELECTION MINUTES, NOTICES, AND ORDERS |  |  |  |
| EL3100-03a | ELECTION MINUTES, NOTICES, AND ORDERS | Minutes of governing body concerning elections. | PERMANENT. |  |
| EL3100-03b | ELECTION MINUTES, NOTICES, AND ORDERS | Posted or published notices of election, including records (e.g., affidavits of publication, record of posting locations, or lists of voters to whom notices are mailed) which document the time, place, and manner of notice. | Follow retention periods for Precinct Election Records [EL3100-10a]. | By law - Election Code, Section 4.005(d). |
| EL3100-03c | ELECTION MINUTES, NOTICES, AND ORDERS | Election orders and proclamations.  (1) Ordering an election.  (2) Relating to multiple elections or election procedures (e.g., order adopting a voting system; order appointing a county elections administrator). | 1)Follow retention periods for Precinct Election Records [EL3100-10a].  2) AV if recorded in the minutes of the governing body; PERMANENT if not recorded. | By law - Election Code, Section 3.008(a).  Retention Note: Election Code Section 3.008(b) requires that the date and nature of an election ordered by a political subdivision be entered in the minutes of its governing body. |
| EL3100-04 | ELECTION OFFICER RECORDS |  |  | Retention Note: Records in this group include any records of the types listed relating to early voting.  For certificates of appointment of watchers see item number EL3100-10(a). |
| EL3100-04a | ELECTION OFFICER RECORDS | Orders of appointment of election judges, including memoranda of emergency appointments, if applicable.  (1) Single election appointments.  (2) Term appointments. | Follow retention periods for Precinct Election Records [EL3100-10a].  Retain until end of term for which the appointment is made or follow the retention periods for Precinct Election Records [EL3100-10a] in the last election in which the appointee serves under the order, whichever later. | By law - Election Code, Sections 32.007(c) and 32.008(c).  By law - Election Code, Section 32.008(c). |

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| EL3100-04b | ELECTION OFFICER RECORDS | Lists of recommended election judges or other officers. | AV after appointments made. |  |
| EL3100-04c | ELECTION OFFICER RECORDS | Statements of compensation due election officers.  (1) Originals.  (2) Copies. | FE + 3 years.  Follow retention periods for Precinct Election Records [EL3100-10a]. | By law -Election Code, Section 32.094(e). |
| EL3100-05 | ELECTION PETITIONS |  | 2 years after election day if petition results in an election or 2 years after date of filing if no election results. | Retention Notes: a) This record group includes petitions for the formation of governments, local option elections (including applications), and such other issues permitted by law. It does not include petitions for a place on the ballot; see item number EL3125-02(a).  b) Some election petitions presented to commissioners’ courts are required by law to be recorded by county clerks. The retention period applies only to filed copies of petitions. The retention period for recorded copies is that assigned in the Local Schedule CC (Records of County Clerks) to the record in which the petition is recorded. |
| EL3100-06 | ELECTION RETURN RECORDS |  |  | See item number EL3100-10 for precinct level election returns. |
| EL3100-06a | ELECTION RETURN RECORDS | County election returns (copies of reports submitted by county clerks or county election administrators to the Secretary of State). | Follow retention periods for Precinct Election Records [EL3100-10a]. | By law - Election Code, Sections 67.007(e) and 67.008(d). |
| EL3100-06b | ELECTION RETURN RECORDS | Election return record or register maintained by local canvassing authorities. | PERMANENT. | By law - Election Code, Section 67.006(e).  Retention Note: If the tabulation of election returns by a canvassing authority is done in a separate document rather than being entered directly into the election record or register, the separate tabulation must be retained for 22 months after election day in accordance with Election Code, Section 67.004(e). |
| EL3100-07 | FRAUD IN CONSTITUTIONAL AMENDMENT ELECTIONS, REPORTS OF | Reports filed with county clerks of alleged fraud, misconduct, or irregularity in constitutional amendment elections. | PERMANENT. | Obsolete record. |
| EL3100-08 | PRECINCT BOUNDARY RECORDS |  |  |  |
| EL3100-08a | PRECINCT BOUNDARY RECORDS | Notices of changes to precinct boundaries, including those filed with and maintained by voter registrars. | Effective date of change + 1 year. | By law - Election Code, Section 42.036(g), for those maintained by issuing authority in counties with a population of one million or more; by authority of this schedule for those in all other counties and for those maintained by voter registrars. |
| EL3100-08b | PRECINCT BOUNDARY RECORDS | Maps of precinct boundary changes. | One copy of each PERMANENT. |  |
| EL3100-09 | PRECINCT CONVENTION RECORDS | Records of the proceedings, lists of persons in attendance at precinct conventions, and lists of delegates chosen to represent the precinct at county or senatorial district conventions. | AV. | Obsolete record maintained by county clerks. |
| EL3100-10 | PRECINCT ELECTION RECORDS |  |  |  |
| EL3100-10a | PRECINCT ELECTION RECORDS | All of the following: signature rosters; combination forms; provisional ballot lists; provisional ballot affidavit envelopes; summaries of provisional ballots cast; certificates of appointment of watchers; precinct returns; ballot registers/tally lists; voted, spoiled, defective, unused, undistributed, and specimen ballots; record of incorrect ballots destroyed; redistributed ballot receipts; ballot distribution record; unofficial tabulation of ballot results; official tabulation of precinct results; voting machine inspection and testing records; notice of voting machine inspections; voting machine opening and closing certificates; paper ballot write-in affidavits; voting machine printouts; ballot box seal record; ballot box certificates and seals; ballot box receipts; certificate of successful and records of unsuccessful tests of automatic tabulating equipment; testing ballots, and requests for and retractions of, if applicable, extension of security period on voting machines. This series includes any records of the types listed relating to early voting.  1) In an election involving a federal office.  2) In an election not involving a federal office. | Election day + 22 months.  Election day + 6 months. | In addition to the general retention period set for precinct election records in Election Code, Section 66.058 (see retention note on page 5), the following provisions affirm the same retention period: Election Code, Sections 51.007(b), 51.008(d), 52.0064(d), 52.007(c), 66.056(d), 67.004(f), 125.064, 127.064(c), 127.068(a, d), 127.099(b), 146.031(e), and 172.116(e).  Retention Note: If new ballots are prepared to correct mistakes, the incorrect ballots must be destroyed in accordance with the provisions of Election Code, Section 52.0064. |
| EL3100-10b | PRECINCT ELECTION RECORDS | Voter registration lists (original, revised original, and supplemental) and registration corrections lists, including those used in early voting.  (1) Arising from elections held prior to March 1, 1986.  (2) Arising from elections held on March 1, 1986 or later. | AV.  Returned to voter registrar. | See Part 3 of this schedule.  Retention Note: Lists of registered voters used in primary elections prior to September 1, 1987 and maintained by the general custodian of election records may be destroyed at option. Such lists used in primary elections after September 1, 1987 are returned to the voter registrar. See item number EL3150-06(d). |
| EL3100-10c | PRECINCT ELECTION RECORDS | Poll lists. | Follow retention periods for Precinct Election Records [EL3100-10a]. | By law - Election Code, Section 66.058 (a, g).  Retention Note: It is an exception to the retention period given for this record that one copy of each poll list used in a primary election held in 1986 and subsequent years must be retained by the general custodian of election records until the end of the year in which the primary election is held. By law - Election Code, Section 172.114. |
| EL3100-10d | PRECINCT ELECTION RECORDS | Mechanical machine ballot labels. | AV. | Obsolete record. |
| EL3100-10e | PRECINCT ELECTION RECORDS | Lists of certified write-in candidates. | Follow retention periods for Precinct Election Records [EL3100-10a]. | By law - Election Code, Section 146.031(e). |
| EL3100-10f | PRECINCT ELECTION RECORDS | Election stub box certificates maintained by district clerks. | AV. | Obsolete record. |

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| EL3100-11 | RECOUNT RECORDS |  |  |  |
| EL3100-11a | RECOUNT RECORDS | Recount reports (of both recount committees and recount supervisors, including associated tally lists). | Follow retention periods for Precinct Election Records [EL3100-10a]. | By law - Election Code, Sections 213.012(c) and 213.055(c). |
| EL3100-11b | RECOUNT RECORDS | Records relating to the request for and conduct of a recount, including all of the following: initial, expedited, and supplementary recount petitions, with associated amendments, affidavits, and certifications; applications for inclusion of remaining paper ballot precincts; recount notices and other notices involved in the conduct of recounts; requests for specific counting method; records of recount costs; and recount cost statements.  (1) Records of the type described maintained by a person servingonly as recount coordinator or by a person serving as both recount coordinator and recount supervisor.  (2) Records of the type described maintained by a person serving as recount supervisor only. | Follow retention periods for Precinct Election Records [EL3100-10a], or 60 days after recount canvass completed, or 30 days after assessed recount costs settled, or 30 days after outstanding costs referred for collection, whichever longer.  Follow retention periods for Precinct Election Records [EL3100-10a], or 60 days after recount costs for payment of claimants certified, or 6 months after cost statement is delivered to recount coordinator if assessed against a person, whichever longer. | By law - Election Code, Section 211.007(b-c).  By law - Election Code, Section 211.007(d). |
| **RECORDS OF CANDIDACY AND CAMPAIGN FINANCE** | | | | |
| EL3125-01 | CAMPAIGN FINANCE REPORTS AND FILINGS |  |  |  |
| EL3125-01a | CAMPAIGN FINANCE REPORTS AND FILINGS | Campaign contribution and expenditure statements (including annual reports of unexpended contributions). | Date of filing + 2 years. | By law - Election Code, Section 254.040. |
| EL3125-01b | CAMPAIGN FINANCE REPORTS AND FILINGS | Designations of campaign treasurers, including notices of termination. | 2 years after appointment terminated. | By law - Election Code, Section 252.014.  Retention Note: See Election Code, Section 252.0131, for a procedure that clerks may use to terminate the campaign treasurer appointment of an inactive candidate or political committee. |
| EL3125-02 | CANDIDACY APPLICATIONS AND CERTIFICATIONS |  |  |  |
| EL3125-02a | CANDIDACY APPLICATIONS AND CERTIFICATIONS | Applications and any accompanying petitions for place on ballot, including any rejection notices and withdrawal of petition signature requests. | Election day + 2 years. | By law - Election Code, Section 141.036. |
| EL3125-02b | CANDIDACY APPLICATIONS AND CERTIFICATIONS | Certifications of candidates (including certifications of replacement nominees by party executive committees).  (1) Copy maintained by authority to whom application for a place on ballot is made.  (2) Copy maintained by authority responsible for preparation of official ballot. | AV after election day.  Election day + 2 years. |  |
| EL3125-02c | CANDIDACY APPLICATIONS AND CERTIFICATIONS | Declarations of intent to run as an independent candidate. | Day after general election day. | By law - Election Code, Section 142.003. |
| EL3125-02d | CANDIDACY APPLICATIONS AND CERTIFICATIONS | Declarations of write-in candidacy. | Election day + 2 years. | By law - Election Code, Section 146.028. |
| EL3125-02e | CANDIDACY APPLICATIONS AND CERTIFICATIONS | Withdrawal of candidacy requests. | Election day + 2 years. |  |
| EL3125-03 | PARTY CERTIFICATIONS AND NOTICES |  |  |  |
| EL3125-03a | PARTY CERTIFICATIONS AND NOTICES | Lists and certifications of party candidates in primary elections. | Day after the general primary election day. |  |
| EL3125-03b | PARTY CERTIFICATIONS AND NOTICES | Notices or lists of persons elected as party officers. | US. | By law - Election Code, Section 172.118(c). |
| EL3125-04 | FINANCIAL DISCLOSURE STATEMENTS OF LOCAL GOVERNMENT OFFICERS | Financial statements of local government officers or candidates of local government offices required to be filed with the county or city clerk, as applicable. | Date of termination as officer or candidate, as applicable + 2 years. | By law – Local Government Code, Section 145.007(c); 159.007(c). |
| EL3150-09 | PRECLEARANCE RECORDS | All preclearance submission documentation including, but not limited to, changes in election precincts, polling places, and voting procedures. | PERMANENT. | By law - Voting Rights Act of 1965, Section 5. |
| EL3150-10 | SUSPENSE LIST | A list maintained by the voter registrar of each county that contains the names of (1) voters that failed to respond to the confirmation notice, (2) voters whose renewal certificate was returned to the registrar as undeliverable, and (3) those individuals that were excused or disqualified from jury service because they were not a resident of that county, state on the juror summons notice that the individual no longer resides in the county, or whose jury summons were returned to the district clerk as undeliverable. | US. |  |
| EL3150-11 | CHAPTER 19 FUND RECORDS | Records documenting funds received under Chapter 19, Election Code to finance voter registration. | 3 state fiscal years after the fiscal year in which the funding lapses. | By regulation – 1 TAC 81.21(a). |