Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

NOVEMBER 05 2025

STATE AND LOCAL GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Union County Board of Elections

(Local Government Entity) (Unit)

(Signature of Responsible Official)	**Brandon Clay** (Name)	**Director** (Title)	10-29-25 (Date)

Section B: Records Commission *See ORC 149.68 – ORC 149.412 for Records Commission Information*

Union County Records Commission 937-645-4177 (Telephone Number)

128 South Main Street (Address)	Marysville (City)	43040 (Zip Code)	Union (County)

To have this form returned to the Records Commission electronically, email address: **sbadenhop@unioncountyohio.gov**

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature — Date: 11-5-25

Section C: Ohio History Connection - State Archives

Connie Conner — Digitally signed by Connie Conner Date: 2025.12.05 15:05:38 -05'00' — Government Records Archivist

Signature — Title — Date

Section D: Auditor of State

Martin E. Meeks — Digitally signed by Martin E. Meeks Date: 2025.12.11 08:18:28 -05'00' — Records Manager

Signature — Title — Date

Please Note: ***The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form***

RECORDS RETENTION SCHEDULE (RC-2)

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Union County Board of Elections
(Local Government Entity) (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required
CBE25-01	Absentee Ballot Applications *Requests to vote outside of a designated polling location*	Until digitized and quality control checked. If not digitized, maintain for 4 years	Paper		☐
CBE25-01E	Absentee Ballot Applications *Requests to vote outside of a designated polling location*	4 years	Electronic		☐
CBE25-02	Absentee Voter Register (Civilian) *Contains a record of requests for and issuances of absentee ballots*	Permanent	Electronic		☑
CBE25-03	Absentee Voter Register (Military) *Contains a record of requests for and issuances of absentee ballots*	Permanent	Electronic		☑
CBE25-04	Abstract of Votes *Contains a record of total votes cast at primary, general and special elections*	Permanent	Paper		☑
CBE25-05	Audit Reports *Financial examinations and reports issued by the Auditor of State, ORC 117.26*	Permanent	Paper/Electronic		☐
CBE25-06	Ballots (Non-Federal Election) *Used and unused ballots showing lists of candidates, offices and issues*	81 days, provided no pending court action or court order (ORC 3505.31)	Paper/Electronic		☑
CBE25-06F	Ballots (Federal Election) *Used and unused ballots showing lists of candidates, offices and issues*	22 months, provided no pending court action or court order (ORC 3505.31)	Paper/Electronic		☑
CBE25-07	Ballots (Sample) *Example of ballot showing candidates, bond issues, tax levies and issues to be voted upon in primary, special and/or general elections*	Permanent	Electronic		☑
CBE25-08	Bids (Unsuccessful) *Contains publicizing and hearing of quoted bids to vendors for services not selected*	2 years after contract awarded	Paper		☐
CBE25-09	Bids (Successful) *Contains publicizing, hearing and awarding of quoted bids to vendors for goods and/or services*	6 years after completion or expiration	Paper		☐
CBE25-10	Cash Book *Record of fees collected by the Board of Elections*	10 years, provided audit	Paper		☐

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CBE25-11	Campaign Expense Reports *Financial expense reports filed by candidates and issues groups*	Until digitized and quality control checked. If not digitized, maintain for 6 years	Paper		☐
CBE25-11E	Campaign Expense Reports *Financial expense reports filed by candidates and issues groups*	6 years	Electronic		☐
CBE25-12	Central Committee Notices *Notices of political party meetings held in the county*	2 years	Paper/Electronic		☐
CBE25-12B	Central Committee Lists *Lists of elected members of political parties in the county*	4 years	Paper		☐
CBE25-13	Correspondence *General office communications from external and internal sources*	2 years	Paper/Electronic		☐
CBE25-14	Certificates of Annexation *Copies of ordinances extending municipal corporation limits*	Permanent	Paper/Electronic		☐
CBE25-15	Election Charge-Back Records *Election expenses charged back to subdivisions for collection*	3 years, provided audit	Paper/Electronic		☐
CBE25-17	Ledger of Receipts and Expenditures *Financial records of the Board of Elections showing money received and expended*	6 years, provided audit and until all items are cleared	Electronic		☐
CBE25-18	Petitions of Candidates/Issues *Petitions accepted and rejected for candidates and issues for elections; includes declarations of candidacy and qualification certifications*	Until digitized and quality control checked. If not digitized, maintain for 6 years	Paper		☐
CBE25-18E	Petitions of Candidates/Issues *Petitions accepted and rejected for candidates and issues for elections; includes declarations of candidacy and qualification certifications*	6 years	Electronic		☐
CBE25-19	Pollbooks, Poll Lists and Related Materials *Contains signatures of electors voting, lists of registered voters within a county by precinct and summary statements of votes cast*	Until digitized and quality control checked. If not digitized, maintain for 2 years	Paper		☐
CBE25-19E	Pollbooks, Poll Lists and Related Materials *Contains signatures of electors voting, lists of registered voters within a county by precinct and summary statements of votes cast*	2 years	Electronic		☐

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CBE25-21	Poll Officials Record/Precinct Records *Record of election judges and poll workers organized by precinct*	Until digitized and quality control checked. If not digitized, maintain for 2 years	Paper		☐
CBE25-21E	Poll Officials Record/Precinct Records *Record of election judges and poll workers organized by precinct*	2 years	Electronic		☐
CBE25-22	Receipts and Expenditures - Candidates *Campaign financial history for candidates*	Until digitized and quality control checked. If not digitized, maintain for 6 years	Paper		☐
CBE25-22E	Receipts and Expenditures - Candidates *Campaign financial history for candidates*	6 years	Electronic		☐
CBE25-23	Receipts and Expenditures - Issues *Campaign financial history for/against questions and issues*	Until digitized and quality control checked. If not digitized, maintain for 2 years	Paper		☐
CBE25-23E	Receipts and Expenditures - Issues *Campaign financial history for/against questions and issues*	2 years	Electronic		☐
CBE25-24	Receipt Books of Election Papers *Office receipt book for ethics material and campaign financing statements issues*	1 year	Paper/Electronic		☐
CBE25-25	Receipt Books *Fiscal record acknowledging that payment has been received*	3 years, provided audit	Paper		☐
CBE25-26A	Resolutions (Bond Issues that Pass) *Copies of resolutions by governmental bodies authorizing placement of bond issues on the ballot*	Until digitized and quality control checked. If not digitized, maintain for life of bond	Paper		☐
CBE25-26AE	Resolutions (Bond Issues that Pass) *Copies of resolutions by governmental bodies authorizing placement of bond issues on the ballot*	Life of bond	Electronic		☐
CBE25-26B	Resolutions (Non-Bond Issues) *Copies of resolutions by governmental bodies authorizing placement of issues on the ballot*	Until digitized and quality control checked. If not digitized, maintain for 5 years after election	Paper		☐

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CBE25-26BE	Resolutions (Non-Bond Issues) *Copies of resolutions by governmental bodies authorizing placement of issues on the ballot*	5 years after election	Electronic		☐
CBE25-27	Vouchers *Copies of invoices (paid) and purchase orders sent to the County Auditor*	3 years, provided audit	Paper/Electronic		☐
CBE25-28	Ward and Precinct Maps *Maps of political subdivisions voting precinct boundaries*	Permanent	Paper		☑
CBE25-29	Withdrawal of Candidacy Notices *Record of a signed candidate's withdrawal notice or letter from the ballot*	Until digitized and quality control checked. If not digitized, maintain for 1 year after election	Paper		☐
CBE25-29E	Withdrawal of Candidacy Notices *Record of a signed candidate's withdrawal notice or letter from the ballot*	1 year after election	Electronic		☐
CBE25-30	Minutes of the Board of Elections *Official record of proceedings of the Board of Elections*	Permanent	Paper/Electronic		☑
CBE25-31	Change of Name, Death, and Disenfranchised Voter Reports *Original reports issued by the probate court, clerk of courts and health department*	2 years after filing	Electronic		☐
CBE25-32	Registration Cards (Active) *Contains master and precinct card files for currently registered voters*	Permanent	Paper		☑
CBE25-33	Registration Cards (Inactive) *Contains master and precinct card files for canceled voter registration cards*	Permanent	Paper		☑
CBE25-34	Transfer of Registrations *Record of voters' transferring from one voting area to another*	4 years	Electronic		☐
CBE25-35	Directives/Advisories *Instructions, information and guidance sent from Secretary of State*	6 years	Electronic		☐
CBE25-36	Change of Address/Name Notifications *Written notices from registered voters of a change of address or name*	Until digitized and quality control checked. If not digitized, maintain for 4 years	Paper		☐
CBE25-36E	Change of Address/Name Notifications *Written notices from registered voters of a change of address or name*	4 years	Electronic		☐

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CBE25-37	Application for Correction or Challenge Form *Forms where a judge of elections challenges an elector's eligibility to vote, pursuant to ORC 3505.20, ORC 3513.19 & ORC 3513.20*	Until digitized and quality control checked. If not digitized, maintain for 2 years	Paper		☐
CBE25-37E	Application for Correction or Challenge Form *Forms where a judge of elections challenges an elector's eligibility to vote, pursuant to ORC 3505.20, ORC 3513.19 & ORC 3513.20*	2 years	Electronic		☐
CBE25-38	Absentee Identification Envelopes (Non-Federal Election) *Envelopes which identify a voter by name and address; contains voted ballot*	60 days, provided no pending court action or court order	Paper		☐
CBE25-38F	Absentee Identification Envelopes (Federal Election) *Envelopes which identify a voter by name and address; contains voted ballot*	22 months, provided no pending court action or court order	Paper		☐
CBE25-40	Provisional Ballot Affirmations *Sworn statement that an elector is eligible to vote in an election*	4 years	Paper		☐
CBE25-42	Payroll Records *Payroll records of poll workers, elections extras and Board of Election employees*	3 years, provided audit	Paper/Electronic		☐
CBE25-44	Registration Confirmation Notices *Confirmation notices sent to residents verifying registration and returned with updated information*	Until digitized and quality control checked. If not digitized, maintain for 5 years	Paper		☐
CBE25-44E	Registration Confirmation Notices *Confirmation notices sent to residents verifying registration and returned with updated information*	5 years	Electronic		☐
CBE25-45	Confirmation Notice Responses *Information indicating whether a person has responded to a confirmation notice*	Until digitized and quality control checked. If not digitized, maintain for 5 years	Paper		☐
CBE25-45E	Confirmation Notice Responses *Information indicating whether a person has responded to a confirmation notice*	5 years	Electronic		☐
CBE25-46	Confirmation/Acknowledgement Notice Lists *List of names and addresses of persons who were sent confirmation or acknowledgement notices*	5 years	Electronic		☐

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CBE25-47	Confirmation or Acknowledgement Cards Returned Undeliverable *Confirmation or acknowledgement cards that were returned to the Board of Elections undeliverable by the postal service*	Until digitized and quality control checked. If not digitized, maintain for 4 years	Paper		☐
CBE25-47E	Confirmation or Acknowledgement Cards Returned Undeliverable *Confirmation or acknowledgement cards that were returned to the Board of Elections undeliverable by the postal service*	4 years	Electronic		☐
CBE25-48	Voter Verified Paper Audit Trail (VVPAT) Rolls (Non-Federal Election) *Official voting ballot that is to be used for recount purposes*	81 days, provided no pending court action or court order (ORC 3506.18)	Paper		☐
CBE25-48F	Voter Verified Paper Audit Trail (VVPAT) Rolls (Federal Election) *Official voting ballot that is to be used for recount purposes*	22 months, provided no pending court action or court order (ORC 3506.18)	Paper		☐
CBE25-49	Voting Machine Reports (Non-Federal Election) *This record series includes, but is not limited to, logic & accuracy testing, test decks, tapes, testing result records, zero tapes, close of polls tapes, cards downloaded, independent verification and validation testing (IV & V) of new voting equipment*	60 days, provided no pending court action or court order	Paper		☐
CBE25-49F	Voting Machine Reports (Federal Election) *This record series includes, but is not limited to, logic & accuracy testing, test decks, tapes, testing result records, zero tapes, close of polls tapes, cards downloaded, independent verification and validation testing (IV & V) of new voting equipment*	22 months, provided no pending court action or court order	Paper		☐
CBE25-50	Chain of Custody Forms, Voting Unit Event Log, and Election Day Precinct Incident Log *Forms and logs compiled on election day to document issues and events in voting proceedings*	Until digitized and quality control checked. If not digitized, maintain for 2 years	Paper		☐
CBE25-50E	Chain of Custody Forms, Voting Unit Event Log, and Election Day Precinct Incident Log *Forms and logs compiled on election day to document issues and events in voting proceedings*	2 years	Electronic		☐

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CBE25-51	Proclamations of Elections or Legal Advertisement of Questions and Issues *Posted notices of elections to be held and issues to be voted upon*	1 year	Electronic		☐
CBE25-52	Challenge Forms *Forms where an election official challenges a voter's right to vote, ORC 3505.20*	2 years	Paper		☐
CBE25-53	Observer Forms *Forms where an individual registers their intention to observe an election, ORC 3505.21*	Until digitized and quality control checked. If not digitized, maintain for 1 year	Paper		☐
CBE25-53E	Observer Forms *Forms where an individual registers their intention to observe an election, ORC 3505.21*	1 year	Electronic		☐
CBE25-54	Census Block Reprecincting Waiver Form and Accompanying Maps *Waiver forms and maps created in the splitting of a census block when forming a precinct*	4 years	Paper		☐
CBE25-55	Affirmation of Voter Who Cannot Provide Identification (Form 10-T) *Sworn statement of a voter who does not possess any appropriate identification for voting purposes*	Until digitized and quality control checked. If not digitized, maintain for 2 years	Paper		☐
CBE25-55E	Affirmation of Voter Who Cannot Provide Identification (Form 10-T) *Sworn statement of a voter who does not possess any appropriate identification for voting purposes*	2 years	Electronic		☐
CBE25-56	Verification of Handicapped Accessible Parking Spaces and Polling Locations *Confirmation of handicapped accessible parking and facilities at a voting location*	1 year	Paper/Electronic		☐
CBE25-57	Certification of Training Hours Completed *Certifications that Board of Election employees have completed necessary training*	2 years	Paper		☐
CBE25-58	Election Calendars *Calendars used to track events, meetings and activities in conjunction with an election*	Until no longer of administrative value	Paper/Electronic		☐
CBE25-59	Mailing Envelope Containing Voted Absentee Voter Ballot *Return envelop of an absentee voter containing absentee voter ballot*	60 days, provided no pending court action or court order	Paper		☐
CBE25-60	Proofs of Ballots *Proposed ballots submitted to the Secretary of State for final approval*	60 days, provided no pending court action or court order	Paper		☐

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CBE25-61	Report Forms for Local Questions & Issues Including Approved Ballot Language *Proposed ballot language submitted to the Secretary of State for final approval*	Until digitized and quality control checked. If not digitized, maintain for 60 days, provided no pending court action or court order	Paper		☐
CBE25-61E	Report Forms for Local Questions & Issues Including Approved Ballot Language *Proposed ballot language submitted to the Secretary of State for final approval*	60 days, provided no pending court action or court order	Electronic		☐
CBE25-62	Most Populous County Certifications *Confirmations issued by most populous county of overlapping candidates or local questions and issues certifying total vote count*	Until digitized and quality control checked. If not digitized, maintain for 60 days, provided no pending court action or court order	Paper		☐
CBE25-62E	Most Populous County Certifications *Confirmations issued by most populous county of overlapping candidates or local questions and issues certifying total vote count*	60 days, provided no pending court action or court order	Electronic		☐
CBE25-63	Certificates of Results *Certificates of election results issued pursuant to ORC 3505.32 and 3513.22*	6 years	Paper/Electronic		☐
CBE25-64	Copies of State Issues Petitions or Statewide Candidate Petitions *Copies of petitions of statewide candidates and issues showing voters signatures*	60 days, provided no pending court action or court order	Paper/Electronic		☐
CBE25-65	Unofficial Election Results *Unofficial election results run and issued prior to finalization of final result certification*	60 days, provided no pending court action or court order	Paper/Electronic		☐
CBE25-66	Election Protest Records *Evidence or material provided or used in conjunction with a protest hearing*	1 year, provided no pending court action or court order	Paper/Electronic		☐
CBE25-67	Yearly Report to Secretary of State *Financial expenses of conducting elections sent to the Secretary of State*	4 years	Electronic		☐
CBE25-68	Board of Elections Organization Records *Report forms on organization or reorganization of Board of Elections*	Until digitized and quality control checked. If not digitized, maintain for 6 years	Paper		☐

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CBE25-68E	Board of Elections Organization Records *Report forms on organization or reorganization of Board of Elections*	6 years	Electronic		☐
CBE25-69	Reimbursement Records of Costs of Training Poll Workers *Financial records related to the reimbursement of poll workers for election training*	3 years, provided audit	Paper	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C	☐
CBE25-70	Duplicate Reports Generated by the Statewide Voter Registration Database *Reports created from the statewide voter registration database*	60 days	Electronic		☐
CBE25-71	Duplicate or Incomplete Voter Registration Forms *Voter registration forms that are incomplete or duplicated by voter errantly re-registering*	Until digitized and quality control checked. If not digitized, maintain for 4 years	Paper		☐
CBE25-71E	Duplicate or Incomplete Voter Registration Forms *Voter registration forms that are incomplete or duplicated by voter errantly re-registering*	4 years	Electronic		☐
CBE25-72	Returned Undeliverable 60 Day Notices *Mailing notices returned to the Board of Elections by the postal service as undeliverable after 60 days time*	Until digitized and quality control checked. If not digitized, maintain until the elector appears to vote or until the elector named is removed from the voter registration list	Paper		☐
CBE25-72E	Returned Undeliverable 60 Day Notices *Mailing notices returned to the Board of Elections by the postal service as undeliverable after 60 days time*	Until the elector appears to vote or until the elector named is removed from the voter registration list	Electronic		☐
CBE25-73	Transmittal Forms that Accompany Voter Registration Forms from Agencies *Transmittal forms from other agencies accompanying voter registration forms that were received by other agencies*	2 years	Paper		☐

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CBE25-74	Voter Identification (Absentee Ballot Application or Voter Registration Form) *Copies of identification provided by electors with a voter registration form or absentee ballot request*	Until digitized and quality control checked. If not digitized, maintain the longer of: - 6 months after receipt - From the date of receipt until 45 days after the election	Paper		☐
CBE25-74E	Voter Identification (Absentee Ballot Application or Voter Registration Form) *Copies of identification provided by electors with a voter registration form or absentee ballot request*	Longer of: - 6 months after receipt - From the date of receipt until 45 days after the election	Electronic		☐
CBE25-75	Voter Identification (Absentee Ballot and Identification Envelope) *Copies of identification provided by electors with an absentee ballot and identification envelope*	90 days	Paper		☐
CBE25-76	Voter Identification (UOCAVA) *Copies of identification provided by a UOCAVA voter with a federal postcard application*	Until digitized and quality control checked. If not digitized, maintain for 4 years	Paper		☐
CBE25-76E	Voter Identification (UOCAVA) *Copies of identification provided by a UOCAVA voter with a federal postcard application*	4 years	Electronic		☐
CBE25-77	Federal Postcard Voting Application (FVAP) *Application for registration as a voter on a form adopted in accordance with federal regulations relating to the Uniformed and Overseas Citizens Absentee Voting Act, pursuant to ORC 3511.02*	Until digitized and quality control checked. If not digitized, maintain permanently	Paper		☐
CBE25-77E	Federal Postcard Voting Application (FVAP) *Application for registration as a voter on a form adopted in accordance with federal regulations relating to the Uniformed and Overseas Citizens Absentee Voting Act, pursuant to ORC 3511.02*	Permanent	Electronic		☐

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CBE25-78	Election Administration and Voting Survey Biennial Reports *Election reports that include information on voter registrations, changes of name/address, absentee ballots, ballots cast provisionally and other election related information*	3 years	Electronic		☐
CBE25-79	Election Administration Plans *Administrative plans created by county boards of elections indicating preparations for conducting elections and handling of possible emergency situations on election day*	2 years	Electronic		☐
CBE25-80	Election Officials Performance Assessment *Review to be conducted after each presidential primary and even-numbered general election to determine whether precinct election officials are satisfactorily performing their duties*	2 years	Paper		☐
CBE25-81	Local Option Petitions *Petitions for placement on the ballot on the question of whether alcohol sales and consumption shall be allowed within a precinct*	Permanent	Paper/Electronic		☐
CBE25-82	Notice of Board of Elections Public Meeting *Notices of public meetings of a county board of elections, including regular, special or emergency meetings*	3 years	Paper/Electronic		☐
CBE25-83	Certificates of Appointment *Copies of certificates of appointment to elected office containing name of elected official*	4 years	Electronic		☐
CBE25-84	JFS Voter Registration Reports *Quarterly report of the number of voter registration forms received for the county department of job and family services*	1 year	Electronic		☐
CBE25-85	Returned Undeliverable Notices *Notices sent to electors that are returned as undeliverable - i.e. change of precinct, polling location or voting district*	Until digitized and quality control checked. If not digitized, maintain for 4 years	Paper		☐
CBE25-85E	Returned Undeliverable Notices *Notices sent to electors that are returned as undeliverable - i.e. change of precinct, polling location or voting district*	4 years	Electronic		☐
CBE25-86	Authority to Vote Slips *Form given to elector at polling place indicating permission to cast a ballot*	60 days, provided no pending court action or court order	Paper		☐

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CBE25-87	Post-Election Audit Reports *Original audit workbook verifying that the board of elections has conducted an audit of the election process*	Until digitized and quality control checked. If not digitized, maintain for 2 years	Paper		☐
CBE25-87E	Post-Election Audit Reports *Original audit workbook verifying that the board of elections has conducted an audit of the election process*	2 years	Electronic		☐
CBE25-88	Ethics Forms *Forms required to be completed by board of elections staff verifying that they have been trained on and will comply with the Secretary of State's ethics policy and Ohio ethics law*	Until digitized and quality control checked. If not digitized, maintain for 1 year	Paper		☐
CBE25-88E	Ethics Forms *Forms required to be completed by board of elections staff verifying that they have been trained on and will comply with the Secretary of State's ethics policy and Ohio ethics law*	1 year	Electronic		☐
CBE25-90	Power of Attorney Forms *Form designating that an elector may permit another designated person to have power of attorney over their election related documents*	Until digitized and quality control checked. If not digitized, maintain until revoked or elector no longer is registered in county	Paper		☐
CBE25-90E	Power of Attorney Forms *Form designating that an elector may permit another designated person to have power of attorney over their election related documents*	Until revoked or elector no longer is registered in county	Electronic		☐
CBE25-91	Elected Official and Appointment Certifications *Forms to report certifications of persons elected to office; report appointments to fill vacancies in nomination on the ballot; and/or report political affiliation of previous office holder certified by the board of elections*	6 years	Electronic		☐
CBE25-92	Division of Liquor Control Requests *Copies of responses to the Division of Liquor Control regarding precinct boundaries or other local liquor option inquires received from the Division of Liquor Control*	6 months	Paper		☐
CBE25-93	Precinct Election Officials Notices *Notices of acceptance, rejection, replacement or removal of precinct election officials*	1 year	Paper		☐

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(Local Government Entity) (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required
CBE25-94	Former Resident Presidential Ballot *Form required to be completed under ORC 3504, submitted to board of elections requesting a presidential ballot*	22 months, provided no pending court action or court order	Paper		☐
CBE25-94E	Former Resident Presidential Ballot *Form required to be completed under ORC 3504, submitted to board of elections requesting a presidential ballot*	Until digitized and quality control checked. If not digitized, maintain for 22 months, provided no pending court action or court order	Electronic		☐
CBE25-95	Authorization for Elector to Update Signature *Record allowing an elector to update their voter signature with the board of elections*	Until digitized and quality control checked. If not digitized, maintain until signature updated or person no longer registered in county	Paper		☐
CBE25-95E	Authorization for Elector to Update Signature *Record allowing an elector to update their voter signature with the board of elections*	Until signature updated or person no longer registered in county	Electronic		☐
CBE25-96	Certifications of District Candidates *Certification by the board of elections to the most populous county in a district to overlap counties in that district, of the names of the candidates to appear on the ballot for district offices*	Until digitized and quality control checked. If not digitized, maintain for 6 months	Paper		☐
CBE25-96E	Certifications of District Candidates *Certification by the board of elections to the most populous county in a district to overlap counties in that district, of the names of the candidates to appear on the ballot for district offices*	6 months	Electronic		☐
CBE25-97	Election Hardware Inventory *Listing of election hardware (servers) providing make, model type, quantity, date of installation and software/firmware version*	Until no longer of administrative value	Paper/Electronic		☐
CBE25-98	Election Day Precinct Incident Log (Non-Federal Election) *Log submitted by precinct election officials to the board of elections regarding incidents occurring at a precinct on election day*	60 days, provided no pending court action or court order	Paper		☐

OHIO HISTORY CONNECTION

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Union County Board of Elections
(Local Government Entity) (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required
CBE25-98F	Election Day Precinct Incident Log (Federal Election) *Log submitted by precinct election officials to the board of elections regarding incidents occurring at a precinct on election day*	22 months, provided no pending court action or court order	Paper		☐
CBE25-99	Declaration of Intent to Change Political Party *Declaration of intent to change political party filed by an elected official prior to their submission of declaration of candidacy and petition for partisan office*	Until digitized and quality control checked. If not digitized, maintain for 10 years	Paper		☐
CBE25-99E	Declaration of Intent to Change Political Party *Declaration of intent to change political party filed by an elected official prior to their submission of declaration of candidacy and petition for partisan office*	10 years	Electronic		☐
CBE25-100	Absentee Voter Challenge (Non-Federal Election) *Statement of person challenged as to party affiliation when requesting an absentee voter's ballot*	60 days, provided no pending court action or court order	Paper		☐
CBE25-100F	Absentee Voter Challenge (Federal Election) *Statement of person challenged as to party affiliation when requesting an absentee voter's ballot*	22 months, provided no pending court action or court order	Paper		☐
CBE25-101	Provisional Voter Precinct Verification Form *Form 12-D completed by a precinct election official when a voter's name does not appear in the poll book/list and the voter insists on voting in the wrong precinct of a multiple-precinct polling location*	Until digitized and quality control checked. If not digitized, maintain for 4 years	Paper		☐
CBE25-101E	Provisional Voter Precinct Verification Form *Form 12-D completed by a precinct election official when a voter's name does not appear in the poll book/list and the voter insists on voting in the wrong precinct of a multiple-precinct polling location*	4 years	Electronic		☐
CBE25-102	Date of Birth Correspondence *Letters sent to individuals requesting a registered voter to provide their date of birth*	Until no longer of administrative value	Paper		☐
CBE25-103	State and Territorial Exchange of Vital Events (STEVE) Files *File containing county statewide voter registration database records that have been matched with records of decedents for the purpose of cancelling the registration of deceased voters*	2 years	Paper/Electronic		☐

RECORDS RETENTION SCHEDULE (RC-2)

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Union County Board of Elections
(Local Government Entity) (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required
CBE25-104	Cancellation of Registration of Decease Elector *Records of notice of Death of Registered Voter (ORC 3503.21(A)(3)) and Notice of Cancellation of Voter Registration (ORC 3503.21(F)) following receipt of notification of death of a registered elector, including Secretary of State (SOS) forms 255-C and 255-D*	2 years	Paper/Electronic		☐
CBE25-105	Documentation of Campaign Finance Filings Examinations *Documents, including, but not limited to, letters and audit checklists concerning examinations of campaign finance filings filed with the Board of Elections*	Until digitized and quality control checked. If not digitized, maintain for 6 years	Paper		☐
CBE25-105E	Documentation of Campaign Finance Filings Examinations *Documents, including, but not limited to, letters and audit checklists concerning examinations of campaign finance filings filed with the Board of Elections*	6 years	Electronic		☐
CBE25-106	Precinct Official Registration List *Complete and official registration list for each precinct of all qualified registered voters in the precinct that must be prepared fourteen (14) days before an election (ORC 3503.23)*	2 years	Paper/Electronic		☐
CBE25-107	Backup Signature Pollbook *Printed, blank signature pollbooks that have been prepared as backup in case of problem with the electronic pollbook, but then not used during an election*	60 days	Paper		☐
CBE25-108	Verification of UOCAVA Compliance *Copy of form to be completed by the Board of Elections verifying compliance with the Uniformed and Overseas Civilian Absentee Voting Act (UOCAVA) and submitted to the Ohio Secretary of State*	2 years	Paper/Electronic		☐
CBE25-109	Safe at Home Confidential Voter Registration Request *Request to have a confidential voter registration and record and any related materials*	Permanent	Paper		☐
CBE25-110	Safe at Home Acknowledgement Notice *Acknowledgement notices sent to Safe at Home participants that have been returned undeliverable and any related materials*	Until digitized and quality control checked. If not digitized, maintain for 4 years	Paper		☐

RECORDS RETENTION SCHEDULE (RC-2)

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Union County Board of Elections
(Local Government Entity) (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required
CBE25-110E	Safe at Home Acknowledgement Notice *Acknowledgement notices sent to Safe at Home participants that have been returned undeliverable and any related materials*	4 years	Electronic		☐
CBE25-111	Safe at Home Confidential Voter Registration Request *Request to cease having a confidential voter registration record and any related materials*	Permanent	Paper		☐
CBE25-112	Safe at Home Absentee Identification Envelope Supplement (Non-Federal Election) *Absent Voter's ballot identification envelope supplement and any related materials*	60 days, provided no pending court action or court order	Paper		☐
CBE25-112F	Safe at Home Absentee Identification Envelope Supplement (Federal Election) *Absent Voter's ballot identification envelope supplement and any related materials*	22 months, provided no pending court action or court order	Paper		☐
CBE25-114	Electronic Pollbook Records *Records related to the signing and gathering of information into an electronic pollbook, including, but not limited to, audit and transaction records and images of signatures captured that are produced by electronic pollbooks*	6 years	Electronic		☐
CBE25-115	Federal Write-in Absentee Ballot (FWAB) Election Notice *Notice required to be prepared prior to an election that provides the list of offices, questions and issues that will appear on the ballot and which includes specific instructions for uniformed services and overseas voters on casting the FWAB (ORC 3511.16)*	1 year	Paper/Electronic		☐
CBE25-116	Recount Records *Records produced by the recounting of ballots and re-examination of the reconciliation of records of the official results of an election (ORC 3515)*	6 years	Paper/Electronic		☐
CBE25-117	Notice of Voter Registration Cancellation *Notice of letter returned by a voters in response to a notification regarding possible cancellation of the voter's registration*	Until digitized and quality control checked. If not digitized, maintain for 5 years	Paper		☐
CBE25-117E	Notice of Voter Registration Cancellation *Notice of letter returned by a voters in response to a notification regarding possible cancellation of the voter's registration*	5 years	Electronic		☐

RECORDS RETENTION SCHEDULE (RC-2)

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Union County Board of Elections
(Local Government Entity) (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required
CBE25-118	Help America Vote Act (HAVA) Records *Records of grants received for election related equipment*	5 years, provided all State and Federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved	Paper/Electronic		☐
CBE25-119	Precinct Election Official Training Materials *Materials that are used to train precinct election officials prior to an election, including, but not limited to, manuals and quick reference guides*	Until replaced or superseded	Paper/Electronic		☐
CBE25-120	Election Night Reporting *Documents related or used for election night reporting, including, but not limited to, test scripts, test reports, mock election instructions, mock election proofing material or candidate proofing material*	Until digitized and quality control checked. If not digitized, maintain for 2 years	Paper		☐
CBE25-120E	Election Night Reporting *Documents related or used for election night reporting, including, but not limited to, test scripts, test reports, mock election instructions, mock election proofing material or candidate proofing material*	2 years	Electronic		☐
CBE25-121	Political Party Change Reports *Reports done after a primary election that reflect political party affiliation changes and any supporting materials*	3 years	Electronic		☐
CBE25-122	Notices to Voter Registration Records Pending Cancellation *Notices sent to addresses of voters whose registration records are subject to cancellation under federal and state law*	5 years	Paper/Electronic		☐
CBE25-123	Ballot Box Surveillance Video Recordings *Video footage documenting the daily actions and activities of the public and board of election employees in relation to the ballot drop box located at the Board of Elections*	60 days, provided no action pending	Electronic		☐
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