

## Retention Schedule - Governance - Regulatory Services

**May 2018**

**Note: This Retention Schedule applies to all data held in any format (i.e. paper, electronic, microfiche etc)**

Service	Function	Document Description	Retention Period
Chief Executive	Electoral Services	Election Materials (Paper) - Nomination papers, Packets of ballot papers Ballot paper accounts Result of verification of ballot paper accounts Tendered votes list Lists of voters with disabilities assisted by companions Lists of votes marked by the presiding officer Corresponding Number List (CNL) Declarations of made by companion of voters with disabilities. Packets of certificates as to employment on duty on day of poll	After 12 months unless there is an ongoing election petition in which case after the conclusion of the petition proceedings (including any appeal)
Chief Executive	Electoral Services	Election Materials from Postal Votes (Paper) - Marked copies of the postal voters' list and proxy postal voters' list The packets containing the completed postal vote CNL's The packets of postal voting statements accepted as valid The packets of rejected postal votes The packets of rejected postal ballot paper envelopes The lists of cancelled, lost and spoilt postal ballot papers The packet of spoilt postal ballot papers and accompanying documents The packet of lost postal ballot papers containing any part of the postal ballot pack that was not lost and which was returned before a replacement was issued The packet of postal ballot papers, statements and envelopes that have been cancelled The packets of unused postal ballot papers Unopened postal ballot packs received after the close of poll or returned as undelivered	Must be kept for 21 calendar days (following the return of the Writ for Parliamentary and after the declaration of the elected candidate for PCC) and destroyed on the next working day unless there is an ongoing election petition and then it is on the next working day after the conclusion of the petition proceedings (including any appeal)
Chief Executive	Electoral Services	Election Material - Candidates Home address form (Paper)	2 years from the date it is received
Chief Executive	Electoral Services	Candidates Election Expenses (Paper) - Parliamentary, District, PCC & KCC	12 months from the date it is received
Chief Executive	Electoral Services	Candidates Election Expenses (Paper) - Parish	6 years
Chief Executive	Electoral Services	Election Accounts (Paper and Data) including staff payments, hall payments etc	until after next major election of same type
Chief Executive	Electoral Services	Supporting election material (Paper & Data) - set up of election, letters sent to candidates, agents, staff, halls etc, copies of notices used, proof checking examples instructions issued etc	Indefinitely for archived elections but will be removed as soon as practicable.
Chief Executive	Electoral Services	Staff Information (Paper & Data): name, address, contact details, right to work evidence, bank details, NINO, DOB etc	until after next major election of same type

Chief Executive	Electoral Services	Data sent to external printers for production of poll cards, postal votes etc	Indefinite
Chief Executive	Electoral Services	Election results (Paper & On-Line)	After 12 months unless there is an ongoing election petition in which case after the conclusion of the petition proceedings (including any appeal)
Chief Executive	Electoral Services	Packets containing marked copies of the register & marked Proxy voter lists. Postal voters list Proxy postal voters list	Indefinite
Chief Executive	Electoral Services	Bound Registers	Until elector moved/deleted
Chief Executive	Electoral Services	Application downloads from Government Hub	12 months
Chief Executive	Electoral Services	Paper HEF's, ITR's & evidence applications	Indefinite
Chief Executive	Electoral Services	Scanned images: HEF's	whilst registration is relevant
Chief Executive	Electoral Services	Scanned images: ITR's, Special Category Elector Applications	Until the evidence has been processed
Chief Executive	Electoral Services	Scanned images: evidence applications	whilst the AV is relevant
Chief Executive	Electoral Services	Scanned images: AV applications	whilst the AV is relevant plus up to 12 months
Chief Executive	Electoral Services	Absent Vote Applications (Paper)	whilst registration is relevant plus up to 12 months
Chief Executive	Electoral Services	Paper applications: Service, Crown Servants, Overseas, Homeless	whilst registration is relevant
Chief Executive	Electoral Services	Anonymous Registrations (Paper)	Until superceded then archived - indefinite
Chief Executive	Electoral Services	Boundary Reviews	Indefinite
Chief Executive	Electoral Services	NLPG updates	12 months
Chief Executive	Electoral Services	Correspondence from electors	12 months

Chief Executive	Electoral Services	List from Registrars / Change of Circumstance lists / New British Citizens	12 months
Chief Executive	Electoral Services	Data sent to external printers for production of HEF's, ITR's & letters	