

File Maintenance and Record Retention

Registration

Notices and Correspondence

Notices and correspondence related to the correction of election registers shall be retained for two (2) years **from date of mailing**. (I.C. 34-434)

All correspondence related to the cancellation of an elector's registration shall be retained for two (2) years following the **time of any general election**. (I.C. 34-436)

Registration Cards

With the new statewide voter registration system voter registration cards may be scanned and the image stored with the registration record. The scanned images do not replace the necessity of maintaining the actual registration cards.

Ballots

An election in which candidates for federal office appear on the ballot (i.e. primary and general elections) ballots shall be retained for twenty-two months from the **date of the election**. Public Law 86-499, Title III, Sec. 301

However, Retention of County Records – Section 31-871, *Idaho Code* as it relates to ballots is two (2) years.

Poll Books

To verify removal of a voter from the register of electors for not having voted at any primary or general election in the past four years, poll books shall be retained for four (4) years from the **date of the election**.

However - Retention of County Records – Section 31-871, *Idaho Code*, as it relates to poll books is five (5) years.

Immediately After the Election

Contested Elections

- Must be filed within **20 days after the canvass**, other than statewide or legislative contested elections. Section 34-2008.
- For Bond Elections, refer to Section 34-2001A, *Idaho Code*.
- Statewide or legislative contested elections must be filed within **20 days after the election** Section 34-2106, *Idaho Code*.

Recounts

- Within **20 days of county canvass** if for a county office. Section 34-2301, *Idaho Code*.
- Within **20 days of state canvass** if for federal, statewide or legislative. Section 34-2301, *Idaho Code*.

Maintain in a secure manner the election ballots, poll books, tally books (where applicable), absentee return envelopes, absentee ballot applications, spoiled ballots, and write-in envelopes (where applicable).

Often the call for a contested election cannot be made without reviewing the poll books.

Under supervision, poll books should be accessible to the public for inspection. Ballots are not to be for public inspection during the timeframes for calling for an election contest or recount.

After the time has expired for filing a contest of election or applying for a recount all materials are public record and available for inspection by the public.

Campaign Disclosure

Pursuant to Section 67-6623(c), *Idaho Code*, the County Clerk shall preserve statements and other information for a period of four (4) years from date of receipt.

Reports are to be made available to the public.