

Ongoing Destruction of 2004 Election Records
 (while under the protection of Judge Algenon Marbley's Court Order)

The below accounting of the RC-3 forms, which is a Certificate of Disposal, from multiple Ohio County Boards of Elections (BOE) is from the research conducted by Paddy Shaffer on April 24, 2009. All county agencies are required to file these forms to dispose of county records. The counties are by law to follow the Record Retention Schedule to determine the length of time they must legally maintain records. There are three entities for which these forms and records pass by before disposal. The first is the County Record Commission, then the forms go to the Ohio Historical Society and the Ohio State Auditor.

<u>County</u>	<u>Disposed of Item</u>	<u>Proposed Date of Disposal</u>
1. Defiance	Absentee Ballot Applications 2003/2004 Signed by _____ (unreadable signature) Director, Defiance County BOE The Director as posted on their website on 5-3-09 is Wayne Olsson	3/9/09
2. Delaware	Change of Address (2 boxes) 2003-2004 Signed by Janet Brenneman, Director Delaware County BOE	2/26/2009
3. Fairfield	Absentee applications 11/2/2004 Signed by no one. The Director listed on their website on 5-3-09 is Deborah A. Henderly	"immediate" Ohio Historical Date Stamp Feb 19, 2009
4. Franklin	Provisional ID Envelopes Gen 04 November 04 Signed by Michael Stinziano, Director Franklin County BOE	4/10/09
5. Fulton	Nov. 4, 2004 Provisional ENV. 11-0-04 Signed by Melanie J. Gilders, Deputy Director Fulton County BOE	3/6/09
6. Geauga	Ballot Stubs – 2004 General Election Change of Address/Name Notifications 2004-2004 Walk-in Voter Applications 2004-2004 Signed by Randy _____	March, 2009 March 3, 2009 March 3, 2009

From in person research done at Geauga County BOE on 4/28/09 the OEJC researchers learned that BOE employee Randy _____ did call the Secretary of State office and spoke to Pat Wolfe about the ballot stubs. She advised him not to dispose of these. They still had the ballot stubs and were able to show them to us. We did not ask about the Change of Address/Name Notifications nor the Walk-in Voter Applications from 2004. Randy and Director Arch Kimbrew Jr. did not mention them. I did get a copy of the RC-3 form they had which I requested when Randy told us that he had written a note on it with Pat Wolfe's recommendation. His highlighter and message appear on the ballot stub

area of the form. Geauga is the only county we have as yet visited to check on the availability of these records from the April 24, 2009 gathering of RC-3 forms.

<u>County</u>	<u>Disposed of Item</u>	<u>Proposed Date of Disposal</u>
7. Hardin 2009 Signed by Marcia Snider, Deputy Director Hardin County BOE	Absentee Apps Nov. 2004	April 24,
8. Huron provided Filed on an RC-2 form rather than the RC-3 form Signed by Sharon Locke, Director Huron County BOE	Nov. '04 Absentee Applications	No date
9. Madison 2009 Signed by Timothy A. Ward, Director Madison County BOE	Primary Voter Challenge Form, Jan.- Dec. 2004	March,
10. Williams Signed by Stephanie Shook, Deputy Director	Poll List 2004-2006 Walk-in Voter Applications 2004-2006	4/22/2009 4/22/2009

RC-3

CERTIFICATE OF RECORDS DISPOSAL

Page ____ of ____

DEFIANCE COUNTY BOARD OF ELECTIONS WAYNE OLSSON

419.782.2906

BOARD OFFICE

Name of Political Subdivision

Unit

Contact Person

Telephone

Location of Records

1300 E SECOND ST SUITE 103 DEFIANCE 43512

DEFIANCE

Address

City

Zip Code

County

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the approved Schedules of Retention and Disposition (RC-2) or Application for One-Time Records Disposal (RC-1) listed below. No record will be knowingly disposed of which pertains to any pending case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies.

DIRECTOR

419.782-2906

Signature of Responsible Official

Title

Telephone Number

PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM

Record Series Title	Authorization for Disposal		Media Type	Other Media Type List other media on which this record series is being retained	Inclusive Date of Record		Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date			From	To		
PETITIONS	CBE-18	1996	PAPER	-	2001	2001	3/9/09	
CAMPAIGN EXPENSES	CBE-11	1996	PAPER	-	2001	2001	3/9/09	
OFFICE CORRESPONDENCE	CBE-13	1996	PAPER	-	2004/05/06	2004/05/06	3/9/09	
ABSENTEE BALLOT APPLICATIONS	CBE-1	1996	PAPER	-	2003/04	2003/04	3/9/09	
BIDS-VOTER INFORMATION SYSTEM	CBE-8	1996	PAPER	-	1994	1994	3/9/09	
ABSENTEE ID ENVELOPES	CBE-38	1996	PAPER	-	11/07	11/07	3/9/09	
TRANSFER REGISTRATION	CBE-34	1996	PAPER	-	2005-07	2005-07	3/9/09	
CHANGE ADDRESSES	CBE-36	1996	PAPER	-	2004	2004	3/9/09	

CERTIFICATE OF RECORDS DISPOSAL

Delaware County Board of Elections Chris Shaw (740) 833-2140 Delaware County Records Center

Name of Political Subdivision: 50 Channing Street
 Unit: Delaware
 Contact Person: Delaware
 Telephone: 43015
 Location of Records: Delaware

Address: City: Zip Code: County:

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the approved Schedules of Retention and Disposition (RC-2) or Application for One-Time Records Disposal (RC-1) listed below. No record will be knowingly disposed of which pertains to any pending case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies.

Signature of Responsible Official: *Christy Summers* Title: *Director* Telephone Number: *833-081* Date: *1-30-09*

PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FOR

Record Series Title	Authorization for Disposal		Media Type	Other Media Type List other media on which this record series is being retained	Inclusive Date Range	Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date					
Change of Address (2 boxes)	07-37	7/17/2007	paper	none	2003 - 2004	2/26/2009	
This is notification that the material listed on this destruction sheet will be destroyed according to the proposed date of disposal in the normal course of business.							

FEB - 4 2009

CERTIFICATE OF RECORDS DISPOSAL

Board of Elections

Name of Political Subdivision: Unit Contact Person: 43130 Telephone: Fairfield Location of Records:
 Address: 951 Liberty Dr Kanawha City: Zip Code County:

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PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM

Record Series Title	Authorization for Disposal		Media Type	Other Media Type List other media on which this record series is being retained	Inclusive Date of Record From To	Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date					
Absentee applications	08E-19 (050-031)		paper		11/2/2004	immediate	
Water ID	08E-38		paper		3/4/2008	immediate	
Absentee applications	08E-19 (050-031)		paper		5/6/2003	immediate	
Provisional envelopes	08E-19 (050-049)		paper		5/6/2003	immediate	
Logic + Accuracy tapes	08E-6 (050-036)		paper		5/2/2006	immediate	
Logic + Accuracy tapes	08E-6 (050-036)		paper		11/7/2006	immediate	
Logic + Accuracy tapes	08E-6 (050-036)		paper		5/8/2007	immediate	
Absentee envelopes	08E-38		paper		3/4/2008	immediate	
Poll Books	08E-19 (050-049)		paper		5/7/2002	immediate	
Poll Books	08E-19 (050-049)		paper		8/6/2002	immediate	
Logic + Accuracy tapes	08E-6 (050-036)		paper		11/6/2007	immediate	

Mike Ryan 2/17/09

**CERTIFICATE OF RECORDS DISPOSAL
CONTINUATION SHEET**

FROM: Board of Elections
(political subdivision name)

(cont)

Record Series Title	Authorization for Disposal		Media Type	Other Media Type List other media on which this record series is being retained	Inclusive Date of Record From To	Proposed Date of Disposal	For OHS-IGRP Use
	Schedule Number	Records Commission Approval Date					
Signature books	08E-19 (050-049)		paper		2/2001	immediate	
Signature books	08E-19 (050-049)		paper		5/2001	immediate	
Signature books	08E-19 (050-049)		paper		11/5/2002	immediate	
Signature books	08E-19 (050-049)		paper		5/7/2002	immediate	
Petitions	08E-18 (050-048)		paper		5/2002	immediate	
Petitions	08E-18 (050-048)		paper		11/2002	immediate	
Absentee envelopes	08E-38		paper		11/4/2008	immediate	
Signature books	08E-19 (050-049)		paper		5/6/2003	5/7/2009	
Poll books	08E-19 (050-049)		paper		5/6/2003	5/7/2009	
Signature books	08E-19 (050-049)		paper		8/5/2003	8/6/2009	
Poll books	08E-19 (050-049)		paper		8/5/2003	8/6/2009	
Signature books	08E-19 (050-049)		paper		11/4/2003	11/5/2009	
Poll books	08E-19 (050-049)		paper		11/4/2003	11/5/2009	
Absentee applications	08E-1 (050-031)		paper		11/4/2003	11/5/2009	
Provisional envelopes	08E-19 (050-049)		paper		11/4/2003	11/5/2009	7198

CERTIFICATE OF RECORDS DISPOSAL CONTINUATION SHEET

MAIL

FEB 04 2008

From: Fairfield County Ohio Board of Elections
(Political Subdivision Name) (Unit)

FEB 04 2008


Record Series Title	Authorization for Disposal		Media Type	Other Media Type <small>List other media on which this Record Series is being retained.</small>	Inclusive Date of Records		Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Comm. Approval Date			From	To		
CBE - 6 (050-036) Ballots Cast (actual ballots; non-partisan, primary, absentee, questions and issues, etc.) <i>(Special Note: Federal ballots must be retained for 22 months)</i>	07-00105	12/19/2007	Paper		1/1/1970	1/31/2008	2/29/2008	
CBE - 7 (050-037) Ballots: Sample (record of bond issues and tax levies in form of sample ballots)	07-00106	12/19/2007	Paper		1/1/1970	1/31/1988	2/29/2008	
CBE - 8 (050-038) Bids - Unsuccessful	07-00107	12/19/2007	Paper		1/1/1970	1/31/2006	2/29/2008	
CBE-9 (050-039) Bids - Successful with Contract	07-00108	12/19/2007	Paper		1/1/1970	1/31/1993	2/29/2008	
CBE - 10 (050-040) Cash Book (record of fees collected)	07-00109	12/19/2007	Paper		1/1/1970	1/31/1998	2/29/2008	
CBE - 11 (050-041) Campaign Expense Reports (candidates' expenses reports filed)	07-00110	12/19/2007	Paper		1/1/1970	1/31/2002	2/29/2008	

NOTED
FEB 21 2008
AUDITOR of STATE
Records Office

CERTIFICATE OF RECORDS DISPOSAL

Franklin County Board of Elections Michael Stinziano, Director 614-462-5303 BOE Logistics Division
 1719 Alum Creek Drive, Columbus, OH 43207 Franklin County Ohio

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the approved Schedules of Retention and Disposition (RC-2) or Application of One-Time Records Disposal (RC-1) listed below. No record will be knowingly disposed of which pertains to any pending case, claim, action or request. In addition microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies.


 Director, Franklin County Board of Elections (614) 462-5303
 Signature of Responsible Official Title Telephone Number

Record Series Title	Authorization for Disposal		Media Type	Other Media Type List other media on which this record series is being retained	Inclusive Date of Record From To	Proposed Date of Disposal	For OHS - LGRP Use
	Schedule Number	Records Commission Approval Date					
Poll Books Aug 02 and Nov 02	99-38	9/24/08	Paper - 46 boxes	None	8/02 - 11/02	4/10/09	
Provisional ID Envelopes Gen 04	99-3	9/24/08	Paper - 4 Boxes	None	November-04	4/10/09	
Absentee Ballot Stubs 11/06	99-10	9/24/08	Paper - 2 Box	None	November-06	4/10/09	
Poll Officials Records 11/06	99-40	9/24/08	Paper - 4 Box	None	November-06	4/10/09	
Unsuccessful Bids - VR system March 2004	99-16	9/24/08	Paper - 1 Box	None	March-04	4/10/09	
Correspondence (General Office) SOS-CBE-13	99-26	9/24/08	Paper - 12 Boxes	None	1/2007 - 12/2007	4/10/09	
Undeliverable 60 day Notices	08-01	9/24/08	Paper - 179 Boxes	Scanned to Voter Record	9/1/06	4/10/09	

GHS rec'd
 3/18/09

RC-3

CERTIFICATE OF RECORDS DISPOSAL

Fulton Co. Bd. of Elections Melanie Gilders 419-335-6841 Bd. Office
 Name of Political Subdivision Unit Contact Person Telephone Location of Records
 525 N. Shoop Ave. Wauseon, OH 43567 Fulton
 Address City Zip Code County

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the approved Schedules of Retention and Disposition (RC-2) or Application for One-Time Records Disposal (RC-1) listed below. No record will be knowingly disposed of which pertains to any pending case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies.

Melanie G. Gilders
 Signature of Responsible Official Deputy Director Title
 419-335-6841 Telephone Number

PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM

Record Series Title	Authorization for Disposal		Media Type	Other Media Type		Inclusive Date of Record From To	Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained				
Felon Reports	CBE31	State	Paper	None	1995-2006			
Nov. 4, 2004 Provisional ENV.	CBE38	Part of file	Paper	None	11-4-04		March 6 2009	
Returned Mail Cards	CBE44		Paper	None	11-7-06 - 8-8-06			
Used Ballots	CBE-6		Paper	Results in Safe - Perm	11-7-06			
Absentee ID Envelope	CBE38		Paper	None	11-4-08			
Deceased Reports	CBE31		Paper	None	2002-2006			
Dup. Registration	CBE34		Paper	Cards in Perm. File	2004-2006			
General Office Corr	CBE13		Paper	None	2007			
L&A Testing Docs.			Paper	None	11-7-06			7/98

RC-3 **CERTIFICATE OF RECORDS DISPOSAL**
CONTINUATION SHEET

FROM: FULTON COUNTY BOARD OF ELECTIONS MELANIE GILDERS 419-335-6841 BOARD OFFICE
 (political subdivision name) (unit)

Record Series Title	Authorization for Disposal		Media Type	Other Media Type List other media on which this record series is being retained	Inclusive Date of Record		Proposed Date of Disposal	For OHS-LCRP Use
	Schedule Number	Records Commission Approval Date			From	To		
Dup. Registration	CBE39		Paper	None	2004			
Ohio Candidate Requirement Guide	GR2008-79		Paper	None	2008			
Blank ID Envelopes	GR2008-16		Paper	None	2006			
Absentee ID Envelope	CBE38		Paper	None	3-4-08			
Poll Posting List	CBE20		Paper	Perm on File	11-3-06			
Used Ballots	CBE-6		Paper	Results in Safe-Perm.	5-2-06			
Ohio Issues Report	GR2008-79		Paper	None	2008			
Blank Ballots	CBE-7		Paper	Perm in File	11-4-08			
Poll Books	CBE19		Paper		11-5-02			
VVPAT Ballot tapes	CBE-6		Paper	Perm in Safe	11-7-06			
Voter Info Guide	GR2008-79		PAPER	None	2006			
VVPAT Ballot tapes	CBE-6		Paper	Perm in Safe	8-5-08			
Extra Blank Ballots	CBE-7		Paper	NONE	8-5-08			
Check off list			Paper	NONE	8-5-08			
Equipment Check List			Paper	None	8-5-08			
Extra Sample Ballot	CBE-7		Paper	Perm on File	8-5-08			

RC-3

CRD 2009-3-3 B&E I
CERTIFICATE OF RECORDS DISPOSAL

Page 1 of 3

Geauga County Board of Elections Randy Slusarz (440) 279-2030 Board of Elections Office
 Name of Political Subdivision Unit Contact Person Telephone Location of Records
 470 Center Street, Bldg. 6-A Chardon 44024 Geauga County
 Address City Zip Code

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Randy Slusarz
 Signature of Responsible Official
 Title **Clerk**
 Telephone Number **(440) 279-2030**

PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM

Record Series Title	Authorization for Disposal		Media Type	Other Media Type List other media on which this record series is being retained	Inclusive Date of Record		Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date			From	To		
Absentee Ballot Applications: Civilian and Military	CBE-1	8/7/07	Paper		2004-2004	March ³ ₂₀₀₉		
Ballot Subs - 2004 General Election	CBE-6	8/7/07	Paper		2004-2004	March ³ ₂₀₀₉		
Ballots Cast & Unused Ballots February 2, 2009 Special Election	CBE-6	8/7/07	Paper		2009-2009	April 13, 2009		
Ballots Cast & Unused Ballots (if held) May 5, 2009 Special Election	CBE-6	8/7/07	Paper		2009-2009	July 13, 2009		
Ballots Cast & Unused Ballots August 4, 2009 Special Election	CBE-6	8/7/07	Paper		2009-2009	October 12, 2009		
Ballots Cast & Unused Ballots (if held) November 2, 2009 General Election	CBE-6	8/7/07	Paper		2009-2009	January 11, 2010		

CERTIFICATE OF RECORDS DISPOSAL
CONTINUATION SHEET

CRD 2009-3-3 B d E 1

FROM: Geauga County
(political subdivision name)

Board of Elections
(unit)

Record Series Title	Authorization for Disposal		Media Type	Other Media Type List other media on which this record series is being retained	Inclusive Date of Record From To	Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date					
Campaign Expense Reports	CBE-11	8/7/07	Paper		2002-2002	March ³ 2009	
Poll Books & Tally Sheets	CBE-19	8/7/07	Paper		2002-2002	March ³ 2009	
Receipts & Expenditures: Candidates	CBE-22	8/7/07	Paper		2002-2002	March ³ 2009	
Receipts & Expenditures: Questions & Issues	CBE-23	8/7/07	Paper		2002-2002	March ³ 2009	
Change of Name, Deaths and Disenfranchised Voter Reports	CBE-31	8/7/07	Paper		2006-2006	March ³ 2009	
Transfer of Registrations	CBE-34	8/7/07	Paper		2006-2006	March ³ 2009	
Change of Address/Name Notifications	CBE-36	8/7/07	Paper		2004-2004	March ³ 2009	
Absentee Identification Envelopes- 2008 General Election	CBE-38	8/7/07	Paper		2008-2008	March ³ 2009	
Absentee Identification Envelopes- February 3, 2009 Special Election	CBE-38	8/7/07	Paper		2009-2009	April 13, 2009	
Absentee Identification Envelopes- May 5, 2009 Special Election (if held)	CBE-38	8/7/07	Paper		2009-2009	July 13, 2009	

PRD 2009-3-3 Bd E1
CERTIFICATE OF RECORDS DISPOSAL
CONTINUATION SHEET

FROM: Geauga County
 (political subdivision name)

Board of Elections
 (unit)

Record Series Title	Authorization for Disposal		Media Type	Other Media Type <small>List other media on which this record series is being retained</small>	Inclusive Date of Record		Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date			From	To		
Absentee Identification Envelopes - August 4, 2009 Special Election (attached)	CBE-38	8/7/07	Paper		2009-2009	October 12, 2009		
Absentee Identification Envelopes - November 3, 2009 General Election	CBE-38	8/7/07	Paper		2009-2009	January 11, 2010		
Walk-in Voter Applications	CBE-40	8/7/07	Paper		2004-2004	March 3 2009		
Registration Confirmation Notices	CBE-44	8/7/07	Paper		2006-2006	March 3 2009		
Confirmation Notice Responses	CBE-45	8/7/07	Paper		2006-2006	March 3 2009		
Confirmation or Acknowledgement	CBE-46	8/7/07	Paper		2006-2006	March 3 2009		

From RANDY - PAT WOLFE TOLD THEM NOT TO DESTROY THESE - NOTED BEFORE
 on 4/28/09, Randy is staff at ~~Geauga~~ BOE.

Geauga County Board of Elections Randy Sinsarz (440) 279-2030 **Board of Elections Office**
 Name of Political Subdivision Unit Contact Person Telephone Location of Records
 470 Center Street, Bldg. 6-A Chardon 44024 Geauga County
 Address City Zip Code

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Randy Sinsarz
 Signature of Responsible Official **Clerk** (440) 279-2030
 Title Telephone Number

PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record	Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date					
Absentee Ballot Applications: Civilian and Military	CBE-1	8/7/07	Paper	List other media on which this record series is being retained <i>per LWJ's Backup: Only submit form w/ our proposed date of disposal. Will submit everything for March, 2009. Submit a separate form for the rest of the info after each election is held.</i>	2004-2004	March, 2009	
Ballot Stubs - 2004 General Election - Don't Destroy	CBE-6	8/7/07	Paper		2004-2004	March, 2009	7/98
Ballots Cast & Unused Ballots February 3, 2009 Special Election	CBE-6	8/7/07	Paper		2009-2009	April 13, 2009	
Ballots Cast & Unused Ballots May 5, 2009 Special Election (if held)	CBE-6	8/7/07	Paper		2009-2009	July 13, 2009	
Ballots Cast & Unused Ballots August 4, 2009 Special Election (if held)	CBE-6	8/7/07	Paper		2009-2009	October 12, 2009	
Ballots Cast & Unused Ballots November 3, 2009 General Election	CBE-6	8/7/07	Paper		2009-2009	January 11, 2010	

CERTIFICATE OF RECORDS DISPOSAL

Hardin County Board of Elections

Sandra Bookmyer

419-674-2211

Office

Name of Political Subdivision
One Courthouse square

Unit
Kenton

Contact Person
43326

Telephone
Hardin

Location of Records

Address

City

Zip Code

County

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Marcia Swick
Signature of Responsible Official

Deputy Swick
Title

419-674-2211

Telephone Number

PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM

Record Series Title	Authorization for Disposal		Media Type	Other Media Type		Inclusive Date of Record From To	Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Comm. Approval Date		List other media on which this Record Series is being retained.	1992&			
10 Sig. Books Poll Books Summary Sheets L & A	CBE-19	11-4-76	Paper	None	1992&	Feb. 2001-Nov. 2003	April 24, 2009	
Result Tapes						March 2004 - Nov. 2006		
Ballots...	CBE-6					Nov. 2005 - Nov. 2006		
Voted & un-						Nov. 1998, 1999, 2002		
noted, prov.								
absentees,								
re-created,								
defaced,								
Absentee Apps	CBE-1					Nov. 2004		
Ballot Stock						Nov. 2006		
To test printer						Nov. 2005 - Nov. 2006		
Tapes, canister								
seals & labels								
Rest deck						May - Nov. 2006		
Gen. Ballot	CBE-6					Nov. 2005		
Balance Sheet,						Nov. 2005 to Nov. 2006		
Real recording								
boards, incident								
logs, zero verif.								
absentee & Prov.								
Printing logs,								

OHIO HISTORICAL SOCIETY

APR - 6 2006

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Huron County Records Commission 419-668-1916 Telephone Number
12 E main St Norwalk 44857 Huron
 (address) (city) (zip code) (county)

(2) Sharon Locke Sharon Locke Director 12-17-08
 (signature of responsible official) (name) (title) (date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on 12-18-08 as reflected by the minutes kept by this commission.

Chairman, Records Commission: Miki Adelman 12-18-08
 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3): Angela 1/12/09
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State: Martin E. Muck 2-13-09
 For the Ohio Auditor of State Date

***SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE**

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
CBE-24	1970 receipt book 2003, 2004 receipt book	1 year	paper	
CBE-17	1963-1999 Cash book	6 yrs.	paper	
CBE-21	Poll place ²⁰⁰⁶ Contracts	2 yrs	paper	
CBE-6	Nov 2006 ballots, test decle, USA & Vspat total reports	22 months	paper	
CBE-1	Nov '04 Absentee Applications	4 years	paper	
CBE-38	Feb '06 Absentee envelopes	60 days	paper	JAN - 9 2009
CBE-1	March & Aug '04 Absentee Applications	4 years	paper	2-8-08

**CERTIFICATE OF RECORDS DISPOSAL
CONTINUATION SHEET**

FROM: Madison County
(political subdivision name)

Board of Elections
(unit)

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record		Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date			From	To		
Correspondence	CBE-13	Revised 1996 (SOS)	Paper		Jan. - Dec. 1987	March 2009		
Correspondence	CBE-13	Revised 1996 (SOS)	Paper		Jan. - Dec. 1979	March 2009		
Primary Voter Challenge Form	CBE-37	Revised 1996 (SOS)	Paper		Jan. - Dec. 1998	March 2009		
Primary Voter Challenge Form	CBE-37	Revised 1996 (SOS)	Paper		Jan. - Dec. 1997	March 2009		
Primary Voter Challenge Form	CBE-37	Revised 1996 (SOS)	Paper		Jan. - Dec. 1996	March 2009		
Primary Voter Challenge Form	CBE-37	Revised 1996 (SOS)	Paper		Jan. - Dec. 2004	March 2009		
PAC Finance Reports	79-541	May 7, 1979	Paper		Jan. - Dec. 1997	March 2009		
Polit. Officials Record/Precinct Record	CBE-21	Revised 1996 (SOS)	Paper		Jan. - Dec. 1996	March 2009		
Expense Audit Trail Reports	79-562	May 7, 1979	Paper		Jan. - Dec. 2003	March 2009		
Expense Audit Trail Reports	79-562	May 7, 1979	Paper		Jan. - Dec. 2004	March 2009		
Ballot Records	79-571	May 7, 1979	Paper		Jan. - Dec. 2004	March 2009		
Ballot Records	79-571	May 7, 1979	Paper		Jan. - Dec. 2005	March 2009		

