

DOCUMENT RETENTION SCHEDULE: Elections

REF NO.	DESCRIPTION	RECORD TYPE	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD	RETENTION JUSTIFICATION	CONTAINS PERSONAL INFORMATION
EL1	Electoral Registration (paper)	<ul style="list-style-type: none"> • Invitations to Register • Household Enquiry Forms • Query, evidence and attestation registration forms with supporting evidence such as driving licences, passports, • Change of name forms with supporting marriage certificates and deed polls • Change of nationality with supporting certificate of naturalisation • Open register change requests • Anonymous applications and declaration renewals • Armed forces applications and declaration renewals • Crown Servant or British Council employee applications and declaration renewals • No Fixed Address applications and declaration renewals • Overseas applications and declaration renewals 	2 months	Secure disposal	To allow for scanning, processing and checking for the purposes of elector verification.	Yes

REF NO.	DESCRIPTION	RECORD TYPE	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD	RETENTION JUSTIFICATION	CONTAINS PERSONAL INFORMATION
EL2	Electoral Register (electronic)	<ul style="list-style-type: none"> • Invitations to Register • Household Enquiry Forms • Query, evidence and attestation registration forms with supporting evidence such as driving licences, passports, • Change of name forms with supporting marriage certificates and deed polls • Change of nationality with supporting certificate of naturalisation • Open register change requests • Anonymous applications and declaration renewals • Armed forces applications and declaration renewals • Crown Servant or British Council employee applications and declaration renewals • No Fixed Address applications and declaration renewals • Overseas applications and declaration renewals 	<p>2 years</p> <p>The exception of the National Insurance Number, which is redacted by the system after 13 months.</p>	<p>Secure disposal</p> <p>Secure disposal</p>	<p>Life of the electoral register plus 1 year to allow for queries and any necessary correction of errors to the electoral register.</p> <p>Electoral Registration and Administration Act 2013</p>	Yes

REF NO.	DESCRIPTION	RECORD TYPE	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD	RETENTION JUSTIFICATION	CONTAINS PERSONAL INFORMATION
EL3	IER DS Download Application Image	<ul style="list-style-type: none"> Image of the online registration (national insurance number redacted) 	Duration of the electors registration	Secure disposal	To allow for queries and verification of a registration	Yes
EL4	Absent vote applications (paper)	<ul style="list-style-type: none"> Postal vote applications Proxy vote applications Emergency or postal proxy applications Waiver declarations Signature Refresh notices 	12 months	Secure disposal	To allow for scanning, process, checking, queries and any necessary corrections to the application	Yes
EL5	Absent vote applications (electronic)	<ul style="list-style-type: none"> Postal vote applications Proxy vote applications Emergency or postal proxy applications Waiver declarations Signature Refresh notices 	Until such time as the absent vote is cancelled or expires	Secure disposal	For the purposes of verification of personal identifiers (date of birth & signature) for absent voting and allow for accurate administration of absent voting arrangements.	Yes

REF NO.	DESCRIPTION	RECORD TYPE	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD	RETENTION JUSTIFICATION	CONTAINS PERSONAL INFORMATION
EL6	Electoral register	<ul style="list-style-type: none"> Incorporating full register, open register, overseas lists, elector document and change historic records (electronic) 	15 years + current	Secure disposal	To allow for the verification of applications to register by overseas electors and statistical purposes	Yes
		<ul style="list-style-type: none"> Historical electoral registers (paper) 	Retained indefinitely at Gloucestershire Archives	Secure disposal	Hard copies of published registers	Yes
EL7	Notice of Verification Number and Publication of Notice of Verification Number	<ul style="list-style-type: none"> Paper display copy of notice 	14 months	Secure disposal	The Local Authority (Referendums) (Petitions & Directions) (England) Regulations 2000 – for publication of the following years number.	No
		<ul style="list-style-type: none"> Electronic copy of notice 	3 years	Secure disposal	Historical reference	No

REF NO.	DESCRIPTION	RECORD TYPE	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD	RETENTION JUSTIFICATION	CONTAINS PERSONAL INFORMATION
EL8	Elections (all)	<ul style="list-style-type: none"> <li data-bbox="562 360 1021 392">• Candidate nomination paper <li data-bbox="562 504 1010 576">• Declaration by candidate of election expenses <li data-bbox="562 655 1010 727">• Declaration by candidates agents of election expenses <li data-bbox="562 807 1066 911">• Police and Crime Commissioner & Parliamentary candidate home address forms <li data-bbox="562 1031 1066 1246">• Election notices (Notice of Uncontested Election, Notice of Election, Statement of Persons Nominated, Notice of Election Agent, Notice of Poll and situation of polling stations) <p data-bbox="517 1366 842 1398">From polling stations</p>	<p data-bbox="1099 360 1335 424">1 year after date of receipt</p> <p data-bbox="1099 504 1312 568">2 years after date of receipt</p> <p data-bbox="1099 647 1312 711">2 years after date of receipt</p> <p data-bbox="1099 799 1290 975">21 days after publication of Statement of Persons Nominated</p> <p data-bbox="1099 1023 1335 1126">Once election petition deadline has passed</p>	<p data-bbox="1364 360 1487 424">Secure disposal</p> <p data-bbox="1364 504 1487 568">Secure disposal</p> <p data-bbox="1364 647 1487 711">Secure disposal</p> <p data-bbox="1364 799 1487 863">Secure disposal</p> <p data-bbox="1364 1023 1487 1086">Secure disposal</p>	<p data-bbox="1590 360 1906 456">Representation of the People Act 1983, Schedule 1</p> <p data-bbox="1590 504 1906 600">Representation of the People Act 1983, Schedule 1</p> <p data-bbox="1590 647 1906 743">Representation of the People Act 1983, Schedule 1</p> <p data-bbox="1590 799 1906 895">Representation of the People Act 1983, Schedule 1</p> <p data-bbox="1590 1023 1906 1118">Representation of the People Act 1983, Schedule 1</p>	<p data-bbox="1928 360 1995 384">Yes</p> <p data-bbox="1928 504 1995 528">Yes</p> <p data-bbox="1928 647 1995 671">Yes</p> <p data-bbox="1928 799 1995 823">Yes</p> <p data-bbox="1928 1023 1995 1046">Yes</p>

REF NO.	DESCRIPTION	RECORD TYPE	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD	RETENTION JUSTIFICATION	CONTAINS PERSONAL INFORMATION
	<p>Conduct of poll (polling stations, postal vote issuing and opening, the count)</p>	<ul style="list-style-type: none"> • List of tendered votes, • List of voters with disabilities by companions, • Declarations made by companions of voters with disabilities, • List of votes marked by the Presiding Officer, • Statements relating to votes marked by the Presiding Officer, • List of persons to whom ballot papers are delivered after the correction of a clerical error or as a result of a decisions on an appeal to the county court, • Marked copies of the register of electors, • Marked list of proxies and any marked copy notices issued as a result of the correction of a clerical error or a decision on an appeal to the relevant court, • The packets containing completed polling station corresponding number lists, certificates of employment on polling day. 	<p>12 months from declaration of results</p>	<p>Secure disposal</p>	<p>Representation of the People Act 1983, Schedule 1</p>	<p>Yes</p>

REF NO.	DESCRIPTION	RECORD TYPE	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD	RETENTION JUSTIFICATION	CONTAINS PERSONAL INFORMATION
		<p>From the postal vote issues and openings:</p> <ul style="list-style-type: none"> • Marked copies of the postal voters' list and proxy postal voters' list, • Packets containing the completed postal vote corresponding number lists, • The packets of postal voting statements accepted as valid, rejected postal votes, packets of rejected postal ballot paper envelopes and list of cancelled postal votes, • Lost and spoilt postal ballot papers, the packet of spoilt postal ballot papers and accompanying documents, • Packet of lost postal ballot papers containing any part of the postal ballot pack, • Packet of postal ballot papers, • Statement and envelopes that have been cancelled, • Unopened postal ballot packs received after the close of poll or returned as undelivered. 				

REF NO.	DESCRIPTION	RECORD TYPE	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD	RETENTION JUSTIFICATION	CONTAINS PERSONAL INFORMATION
		<p>From the count</p> <ul style="list-style-type: none"> • All ballot papers separately stored as: counted ballot papers, rejected ballot papers, unused ballot papers (ordinary and tendered) and spoilt ballot papers, • Ballot paper accounts, • The verification of the result, • The statement as to postal ballot papers and the list of postal votes that have failed the identifier checks. 				
EL9	General correspondence and complaints	<ul style="list-style-type: none"> • Emails • Hard copy of correspondences 	12 months after receipt is there is no further action	Secure disposal	To allow for any potential follow up queries	Yes

REF NO.	DESCRIPTION	RECORD TYPE	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD	RETENTION JUSTIFICATION	CONTAINS PERSONAL INFORMATION
EL10	Electoral Commission expenses return	<ul style="list-style-type: none"> Expenses return form of breakdown of the cost of elections 	1 Election cycle +1 year	Secure disposal	To allow for submission queries and future reference relating to expenditure	Yes
EL11	Elections & Canvasser Payroll	<ul style="list-style-type: none"> Appointment forms of polling stations Appointment forms of staff Details of hours worked Bank details Staff personal details & proof of entitlement to work in the UK (includes date of birth, national insurance number, evidence of proof of work eligibility and address) 	<p>Up to 4 years after payment</p> <p>Up to 4 years after payment</p>	<p>Secure disposal</p> <p>Secure disposal</p>	<p>To comply with HMRC's requirements (https://www.gov.uk/paye-for-employers/keeping-records)</p> <p>Verification and proof of an individuals eligibility to work in the UK (https://www.gov.uk/check-job-applicant-right-to-work)</p>	<p>Yes</p> <p>Yes</p>

REF NO.	DESCRIPTION	RECORD TYPE	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD	RETENTION JUSTIFICATION	CONTAINS PERSONAL INFORMATION
EL12	Electoral Review Material	<ul style="list-style-type: none"> • Decisions • Process/guidance of review • Electoral Change Orders • Details of boundary changes • Survey/consultation responses (these are retained until any boundary changes have been implanted (next scheduled election after completion of review)) 	Until next review	Secure disposal	For historical reference	No