

## ELECTORAL SERVICES

### RETENTION, STORAGE AND DISPOSAL OF DOCUMENTS

#### Election Paperwork (Polling Day Packages)

Election Type	Retain for	Who Retained by
Parliamentary, European, Referendum, Police & Crime Commissioner, Combined Authority, City Council, Parish Council Elections	1 year	See Electoral Commission - Guidance <ul style="list-style-type: none"> <li>➤ Follow guidance on how paperwork is to be prepared for storage – retained by the ERO</li> <li>➤ Stored at New Union Street</li> <li>➤ Certain documentation is available for public inspection</li> </ul>

#### Election Paperwork (RO records)

Election Type	Retain for	What is to be retained
Parliamentary, European, Referendum, PCC Elections	Archive purposes 6 years	<ul style="list-style-type: none"> <li>➤ Copy of Election Expenses claim and relevant paperwork sent to Elections Claims Unit</li> <li>➤ Background papers to claim, eg. Staff claim forms etc.</li> <li>➤ Payroll and HMRC forms</li> </ul>
City Council Elections	Archive purposes 6 years	<ul style="list-style-type: none"> <li>➤ Payroll and HMRC forms</li> </ul>
All elections and referendums	Archive purposes continuously for Public Interest	<ul style="list-style-type: none"> <li>➤ Declarations of Results for all polls in Coventry City</li> <li>➤ Once published is a public record</li> <li>➤ Council website</li> <li>➤ Electoral Management software system</li> </ul>

#### Candidates Election Expenses

<b>Election Type</b>	<b>Retain for</b>	<b>Who Retained by</b>
Parliamentary, City Council, Parish Council Elections	2 years	Electoral Registration Officer ➤ Agents will submit to RO by deadline ➤ RO then transfers to ERO for retention and inspection purposes

### Register of Electors

<b>Form/Document Type</b>	<b>Retain for</b>	<b>Retain for and where stored</b>
Register of Electors (1 December version for each year)	15 years	➤ Registers for the last 15 years scanned copies retained on Council network – to enable overseas elector checks ➤ Registers over 10 years old are sent to Coventry City Council Archivists
Household Enquiry Forms	5 year	➤ Paper copies destroyed once scanned ➤ Scanned images retained for 5 years
Invitations to Register	Until elector ceases to be registered	➤ Paper copies destroyed once scanned and application determined ➤ Scanned images retained until the elector is removed from the register of electors
Absent Vote Applications	Until elector no longer requires absent vote or ceases to be registered	➤ Paper copies destroyed once scanned and application determined ➤ Scanned images retained until the elector is removed from the register of electors