

ELECTORAL SERVICES DOCUMENT RETENTION SCHEDULE

ELECTORAL REGISTRATION (ERO) DOCUMENTS & DATA	PERSONAL DATA Y/N	LAWFUL BASIS FOR PROCESSING	DOCUMENT DESTRUCTION GUIDE
Annual Registers of Electors	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	Indefinite
Household Enquiry Form (HEF)	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	2 years from receipt
Individual Electoral Registration Form (ITR)	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	1 year following elector removal
Postal Vote Application Form	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	1 year following AV cancellation
Proxy Vote Application Form	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	1 year following AV cancellation
Elector Opt-Out Request Form	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	1 year following elector removal
Evidence letter (elector verified)	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	1 year following elector removal
Evidence letter (pending not verified)	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	6 months from receipt
Overseas Application & Renewal Form	Y	Necessary for the performance of a task carried out in the public interest and exercise of	1 year following elector removal

		official authority	
Elector NINO	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	Immediately following determination
Elector DOB	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	1 year following elector removal
Pending elector email (consented)	Y	Consent	6 months from receipt
Pending elector telephone number (consented)	Y	Consent	6 months from receipt
Elector email (consented)	Y	Consent	1 year following elector removal
Elector telephone number (consented)	Y	Consent	1 year following elector removal
Elector previous property information	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	1 year following elector removal
Elector e-mail correspondence	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	2 years from distribution
Elector letter correspondence	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	2 years from distribution
Internal e-mail correspondence	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	7 years from distribution
Internal letter correspondence	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	7 years from distribution
Registration finance documents/records	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	7 years from closure

Entries on canvassing risk register	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	Reviewed yearly
Contracts with suppliers (various)	N	Necessary for the performance of a task carried out in the public interest and exercise of official authority	7 years from closure
Boundary Panel Minutes	N	Necessary for the performance of a task carried out in the public interest and exercise of official authority	Indefinite
Boundary Panel Agenda and Reports	N	Necessary for the performance of a task carried out in the public interest and exercise of official authority	6 years following publication
Canvassing staff personal details including NINO, DOB, bank account name and number, right to work docs	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	13 months from last employment
Canvassing staff employment history	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	7 years from last employment
Personal identification/verification documents i.e. copy of passports, driving licences, utility bills, visa status, birth certificates, EEA cards, biometric cards etc.	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	13 months following determination

ELECTIONS & REFERENDA (RO & ERO) DOCUMENTS & DATA	PERSONAL DATA Y/N	LAWFUL BASIS FOR PROCESSING	DOCUMENT DESTRUCTION GUIDE
List of tendered votes	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	1 year from declaration of result
List of voters with disabilities assisted by	Y	Necessary for the performance of a task carried out in	1 year from declaration of

companions		the public interest and exercise of official authority	result
Declarations made by companions of voters with disabilities	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	1 year from declaration of result
List of votes marked by the Presiding Officer	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	1 year from declaration of result
Statements relating to votes marked by the Presiding Officer	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	1 year from declaration of result
List of persons to whom ballot papers are delivered after the correction of a clerical error or because of a decision on a court appeal	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	1 year from declaration of result
Marked copies of the register of electors, the marked list of proxies and any marked copy notices issued because of the correction of a clerical error or a decision on a court appeal	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	1 year from declaration of result
Packets containing the completed polling station corresponding number lists	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	1 year from declaration of result
Marked copies of the postal voters' list and proxy postal voters' list	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	1 year from declaration of result
Packets containing the completed postal vote corresponding number lists	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	1 year from declaration of result
Packets of postal voting statements accepted as valid	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	1 year from declaration of result

Packets of rejected postal votes	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	1 year from declaration of result
Packets of rejected postal ballot paper envelopes	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	1 year from declaration of result
Lists of cancelled, lost and spoilt postal ballot papers	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	1 year from declaration of result
Packet of spoilt postal ballot papers and accompanying documents	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	1 year from declaration of result
Packet of lost postal ballot papers containing any part of the postal ballot pack that was not lost and which was returned to you before you issued a replacement	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	1 year from declaration of result
Packet of postal ballot papers, statements and envelopes that have been cancelled	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	1 year from declaration of result
Packets of unused postal ballot papers	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	1 year from declaration of result
Unopened postal ballot packs received after the close of poll or returned as undelivered	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	1 year from declaration of result
ALL ballot papers separately stored as: - counted ballot papers - rejected ballot papers - unused ballot papers (both ordinary and tendered) and spoilt ballot papers (placed together) - used tendered ballot papers	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	1 year from declaration of result

Ballot paper accounts, the result of the verification of the ballot paper accounts and the statement of rejected ballot papers	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	1 year from declaration of result
Election Notices (other than Result Notices)	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	31 days from declaration of result
Election Spending Returns	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	2 years from receipt
Election staff personal details including NINO, DOB, bank account name and number, right to work docs	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	2 years from last employment
Election staff employment history	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	7 years from last employment
Candidate Nomination Papers	Y	Necessary for the performance of a task carried out in the public interest and exercise of official authority	1 year from declaration of result
Contracts with suppliers (various)	N	Necessary for the performance of a task carried out in the public interest and exercise of official authority	7 years from closure