ELECTORAL SERVICES DOCUMENT RETENTION SCHEDULE

ELECTORAL	PERSONAL	LAWFUL	DOCUMENT
REGISTRATION (ERO)	DATA Y/N	BASIS FOR	DESTRUCTION
DOCUMENTS & DATA		PROCESSING	GUIDE
	Υ	Necessary for the	
	'	performance of a	
Annual Degisters of Electors		task carried out in	Indefinite
Annual Registers of Electors		the public interest	maennite
		and exercise of	
		official authority	
	Υ	Necessary for the	
Have abold Francisc Farms		performance of a	O
Household Enquiry Form		task carried out in	2 years from
(HEF)		the public interest	receipt
		and exercise of	
	V	official authority	
	Y	Necessary for the performance of a	
Individual Electoral		task carried out in	1 year following
Registration Form (ITR)		the public interest	elector removal
Registration Form (TTK)		and exercise of	elector removal
		official authority	
	Υ	Necessary for the	
	'	performance of a	
Postal Vote Application		task carried out in	1 year following AV
Form		the public interest	cancellation
		and exercise of	
		official authority	
	Υ	Necessary for the	
		performance of a	1 year following AV
Proxy Vote Application Form		task carried out in	cancellation
ready ready application result		the public interest	cancenaner:
		and exercise of	
	V	official authority	
	Y	Necessary for the performance of a	
Elector Opt-Out Request		task carried out in	1 year following
Form		the public interest	elector removal
1 01111		and exercise of	elector removar
		official authority	
	Υ	Necessary for the	
		performance of a	
Evidence letter (elector		task carried out in	1 year following
verified)		the public interest	elector removal
		and exercise of	
		official authority	
	Υ	Necessary for the	
Evidence letter (pending set		performance of a	6 months from
Evidence letter (pending not		task carried out in	
verified)		the public interest and exercise of	receipt
		official authority	
	Υ	Necessary for the	
	'	performance of a	
Overseas Application &		task carried out in	1 year following
Renewal Form		the public interest	elector removal
		and exercise of	

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

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Ballot paper accounts, the	Y	Necessary for the performance of a	1 year from
result of the verification of		task carried out in	declaration of
the ballot paper accounts		the public interest	result
and the statement of		and exercise of	
rejected ballot papers		official authority	
rojootoa banot paporo	Υ	Necessary for the	
	I	performance of a	04 1
Election Notices (other		task carried out in	31 days from
than Result Notices)		the public interest	declaration of
than result Notices)		and exercise of	result
		official authority	
	Υ	Necessary for the	
	'	performance of a	
Flaction Cooperation Determine		task carried out in	2 years from
Election Spending Returns		the public interest	receipt
		and exercise of	.000.61
		official authority	
Election staff personal	Υ	Necessary for the	
details including NINO,		performance of a	
DOB, bank account name		task carried out in	2 years from last
· · · · · · · · · · · · · · · · · · ·		the public interest	employment
and number, right to work		and exercise of	'
docs		official authority	
	Υ	Necessary for the	
		performance of a	
Election staff employment		task carried out in	7 years from last
history		the public interest	employment
		and exercise of	
		official authority	
	Υ	Necessary for the	
Condidate Newsia atian		performance of a	1 year from
Candidate Nomination		task carried out in	declaration of
Papers		the public interest	result
		and exercise of	Toguit
	N. 1	official authority	
	N	Necessary for the	
Contracts with suppliers		performance of a	7 years from
Contracts with suppliers		task carried out in	7 years from
(various)		the public interest and exercise of	closure
		official authority	