

Electoral Services Retention Schedule

Corporate & Regulatory Services

Date Reviewed:		7/3/2024				
Service	Function	Document Description and Format	Does it contain Personal Information?	Retention Period	Reason	Notes
Returning Officer	Elections / Referendums	Election Materials (Paper) - Nomination papers, Packets of ballot papers Ballot paper accounts Result of verification of ballot paper accounts Tendered votes list Lists of voters with disabilities assisted by companions Lists of votes marked by the presiding officer Corresponding Number List (CNL) Declarations of made by companion of voters with disabilities. Packets of certificates as to employment on duty on day of poll	Yes - names, addresses, DOB's & signatures	After 12 months unless there is an ongoing election petition in which case after the conclusion of the petition proceedings (including any appeal)	In accordance with legislation: KCC/DDC: The Local Elections (Principal Areas) England and Wales) Rules 2006 Part 5 Rule 54.of Schedules 2 & 3. PCC: PCC Rules 2012 Schedule 3 Rule 64 Parliamentary: RPA 1983 Schedule 1 Part 5 Rule 57 Parish: The Local Elections (Parishes and Communities) England and Wales) Rules 2006 Part 5 Rule 54.of Schedules 2 & 3. Local Referendums: Local Authorities (Conduct of Referendums) (England) Regulations 2012 No 323 Part 7 Regulation 45 Neighbourhood Planning Referendums: Neighbourhood Planning (Referendums) (Amendment) Regulations 2013 No 798 Schedule 6 Regulation 16 (2) and Schedule 7 Regulation 74	ERO not RO function for Register & AV lists (marked) See below

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Returning Officer	Elections / Referendums	Election Materials from Postal Votes (Paper) - Marked copies of the postal voters' list and proxy postal voters' list The packets containing the completed postal vote CNL's The packets of postal voting statements accepted as valid The packets of rejected postal votes The packets of rejected postal ballot paper envelopes The lists of cancelled, lost and spoilt postal ballot papers The packet of spoilt postal ballot papers and accompanying documents The packet of lost postal ballot papers containing any part of the postal ballot pack that was not lost and which was returned before a replacement was issued The packet of postal ballot papers, statements and envelopes that have been cancelled The packets of unused postal ballot papers Unopened postal ballot packs received after the close of poll or returned as undelivered	Yes - names, addresses, DOB's & signatures	After 12 months unless there is an ongoing election petition in which case after the conclusion of the petition proceedings (including any appeal)	In accordance with legislation: KCC/DDC: The Local Elections (Principal Areas) England and Wales) Rules 2006 Part 5 Rule 54.of Schedules 2 & 3. PCC: PCC Rules 2012 Schedule 3 Rule 64 Parliamentary: RPA 1983 Schedule 1 Part 5 Rule 57 Parish: The Local Elections (Parishes and Communities) England and Wales) Rules 2006 Part 5 Rule 54.of Schedules 2 & 3. Local Referendums: Local Authorities (Conduct of Referendums) (England) Regulations 2012 No 323 Part 7 Regulation 45 Neighbourhood Planning Referendums: Neighbourhood Planning (Referendums) (Amendment) Regulations 2013 No 798 Schedule 6 Regulation 16 (2) and Schedule 7 Regulation 74	
Returning Officer	Elections	Election Material - Candidates Home address form (Paper)	Yes - names & addresses	Must be kept for 21 calendar days (following the return of the Writ for Parliamentary and after the declaration of the elected candidate for PCC) and destroyed on the next working day unless there is an ongoing election petition and then it is on the next working day after the conclusion of the petition proceedings (including any appeal)	In accordance with legislation: PCC: PCC Rules 2012 Schedule 3 Rule 64 Parliamentary: RPA 1983 Schedule 1 Part 5 Rule 53A	
Returning Officer	Elections / Referendums	Candidates Election Expenses (Paper) - Parliamentary, District, PCC & KCC	Yes - names & addresses	2 years from the date it is received	In accordance with legislation: PCC: PCC Rules 2012 Art 49 Parl & Local Gov: RPA 1983 Part 2 Section 89 (2)	
Returning Officer	Elections / Referendums	Candidates Election Expenses (Paper) - Parish	Yes - names & addresses	12 months from the date it is received	In accordance with legislation: RPA 1983 Schedule 4 Paragraph 8	
Returning Officer	Elections / Referendums	Election Accounts (Paper and Data) including staff payments, hall payments etc	Yes - NINO's, Bank Account details, names, addresses, DOB's & signatures, nationalities	6 years	In case of HMRC or Electoral Claims Unit query	

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Returning Officer	Elections / Referendums	Supporting election material (Paper & Data) - set up of election, letters sent to candidates, agents, staff, halls etc, copies of notices used, proof checking examples instructions issued etc	Yes - names, addresses, DOB's & signatures	until after next major election of same type	To ensure consistency and best practice.	
Returning Officer	Elections / Referendums	Staff Information (Paper & Data): name, address, contact details, right to work evidence, bank details, NINO, DOB etc	Yes - NINO's, Bank Account details, names, addresses, DOB's & signatures, nationalities	Indefinitely for archived elections but will be removed as soon as practicable.	To ensure consistency and best practice.	
Returning Officer	Elections / Referendums	Data sent to external printers for production of poll cards, postal votes etc	Yes - names & addresses	until after next major election of same type	To ensure consistency and best practice.	
Returning Officer	Elections / Referendums	Election results (Paper & On-Line)	Yes - names & addresses	Indefinite	For historical & research purposes	
Electoral Registration Officer	Electoral Registration	Packets containing marked copies of the register & marked Proxy voter lists. Postal voters list Proxy postal voters list	Yes - names & addresses	After 12 months unless there is an ongoing election petition in which case after the conclusion of the petition proceedings (including any appeal)	In accordance with legislation: KCC/DDC: The Local Elections (Principal Areas) England and Wales) Rules 2006 Part 5 Rule 54.of Schedules 2 & 3. PCC: PCC Rules 2012 Schedule 3 Rule 64 Parliamentary: RPA 1983 Schedule 1 Part 5 Rule 57 Parish: The Local Elections (Parishes and Communities) England and Wales) Rules 2006 Part 5 Rule 54.of Schedules 2 & 3. Local Referendums: Local Authorities (Conduct of Referendums) (England) Regulations 2012 No 323 Part 7 Regulation 45 Neighbourhood Planning Referendums: Neighbourhood Planning (Referendums) (Amendment) Regulations 2013 No 798 Schedule 6 Regulation 16 (2) and Schedule 7 Regulation 74	ERO function rather than RO
Electoral Registration Officer	Electoral Registration	Bound Registers	Yes - names & addresses	Indefinite	Historical purposes and to check validity of certain applications	
Electoral Registration Officer	Electoral Registration	Application downloads from Government Hub	Yes - DOB's, phone/email details, names & addresses	Until elector moved/deleted	In case of eligibility query	
Electoral Registration Officer	Electoral Registration	Paper HEF's, ITR's & evidence applications	Yes - NINO's, names, addresses, DOB's & signatures, nationalities	12 months	in case of eligibility query	
Electoral Registration Officer	Electoral Registration	Scanned images: HEF's	Yes - names, addresses & nationalities	Indefinite	in case of eligibility query	

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Electoral Registration Officer	Electoral Registration	Scanned images: ITR's, Special Category Elector Applications	Yes - NINO's, names, addresses, DOB's & signatures, nationalities	whilst registration is relevant	in case of eligibility query	
Electoral Registration Officer	Electoral Registration	Scanned images: evidence applications	Yes - NINO's, names, addresses, DOB's & signatures, nationalities, passport copies	Until the evidence has been processed	The Electoral Management system we currently use already redacts the data once it has been processed.	
Electoral Registration Officer	Electoral Registration	Scanned images: AV applications	Yes - DOB's, phone/email details, names & addresses	whilst the AV is relevant	To check validity of postal vote statement at an election & in accordance with legislation. (AV Personal Identifiers: Electoral Administration Act 2006 Section 14 (10))	
Electoral Registration Officer	Electoral Registration	Absent Vote Applications (Paper)	Yes - DOB's, phone/email details, names & addresses	whilst the AV is relevant	To check validity of postal vote statement at an election & in accordance with legislation. (AV Personal Identifiers: Electoral Administration Act 2006 Section 14 (10)) Will remove expired/cancelled absent vote applications each year after the new Register has been published.	
Electoral Registration Officer	Electoral Registration	Paper applications: Service, Crown Servants, Overseas, Homeless	Yes - NINO's, names, addresses, DOB's, nationalities, phone/email details	whilst registration is relevant plus up to 12 months	in case of eligibility query	
Electoral Registration Officer	Electoral Registration	Anonymous Registrations (Paper)	Yes - DOB's, phone/email details, names & addresses	whilst registration is relevant	in accordance with legislation Representation of the People (England & Wales) (Amendment) No.2) Regulations 2006 Part 2 Regulation 18	
Electoral Registration Officer	Electoral Registration	Boundary Reviews	Yes - names & addresses of consultees	Until superceded then archived - indefinite	To ensure consistency and best practice.	
Electoral Registration Officer	Electoral Registration	NLPG updates	Address details, no names	Indefinite	In case of query	
Electoral Registration Officer	Electoral Registration	Correspondence from electors	Yes - names, addresses	12 months	In case of query	
Electoral Registration Officer	Electoral Registration	List from Registrars / Change of Circumstance lists / New British Citizens	Yes - names, addresses & nationalities	12 months	In case of query	
Electoral Registration Officer	Electoral Registration	Data sent to external printers for production of HEF's, ITR's & letters	Yes - names & addresses	12 months	In case of query	