 May 16, 2017

TO ALL MUNICIPAL CLERKS AND REGISTRARS

Re: Retention schedule for unused ballots

Under United States Code 52 USC 20701, Retention and preservation of records and papers by officers of elections; deposit with custodian; penalty for violation, the retention for “…all records and papers which come into his possession relating to any application, registration, payment of poll tax, or other act requisite to voting in such election..” is twenty-two (22) months.

However, this office has interpreted this requirement NOT to include unused ballots.

As a default, Connecticut General Statutes sec. 9-150b(h) will apply. You may dispose of all unused ballots including those for federal, state and municipal elections after 60 (sixty) days.

Please let us know if you have any questions or if we can be of assistance in any way. We can be reached at (860) 509-6100.

Sincerely,

DENISE MERRILL

Secretary of the State

By:

Bernard Liu

Staff Attorney