

STATE OF CONNECTICUT RECORDS RETENTION SCHEDULE
M6: ELECTORS AND ELECTIONS RECORDS

(Revised: 09/2011)



STATE OF CONNECTICUT
Connecticut State Library
Office of the Public Records Administrator
231 Capitol Avenue, Hartford, CT 06106
www.cslib.org/publicrecords

1. **SCOPE:** This schedule lists records common to the electoral process. It applies to the towns, cities, boroughs, districts, and other political subdivisions of the State. For records relating to general administrative, fiscal, or personnel matters, please refer to schedules, *M1: General Administrative Records*, *M2: Personnel/Labor Relations Records*, or *M3: Fiscal Records*.
2. **AUTHORITY:** The Office of the Public Records Administrator issues this records retention schedule under the authority granted by §11-8 and §11-8a of the *General Statutes of Connecticut*.
3. **SUPERSEDEENCE:** This schedule supersedes *Municipal Records Retention Schedule M6: Electors and Election Records (08/2007)*.
4. **DEFINITIONS:**
 - **PUBLIC RECORD:** "Any recorded data or information relating to the conduct of the public's business prepared, owned, used, received or retained by a public agency, or to which a public agency is entitled to receive a copy by law or contract under section 1-218, whether such data or information be handwritten, typed, tape-recorded, printed, Photostatted, photographed or recorded by any other method." [Source: CGS §1-200(5).]
 - **OFFICIAL RECORD COPY:** "Original or official copy of a record that is retained for legal, operational, or historical purposes." Retention requirements only apply to the official record copy. Note: In accordance with CGS §11-8a(c), administrative and fiscal values are included within "operational" purposes. [Source: *Glossary of Records and Information Management Terms, 3rd Edition*, ARMA International.]
 - **NON-RECORD:** "Item that is not usually included within the scope of official records." Examples of non-records are extra (duplicate) copies kept only for convenience, reference materials, and blank forms. [Source: *Glossary, 3rd ed.*]
 - **RECORDS SERIES:** "A group of related records filed/used together as a unit and evaluated as a unit for retention purposes (e.g., a personnel file consisting of an application, reference letters, benefit forms, etc.)." Records on this schedule are arranged by records series. [Source: *Glossary, 3rd ed.*]
 - **RECORDS CUSTODIAN:** "The individual or organization having possession of and responsibility for the care and control of material." [Source: Pearce-Moses, Richard. *A Glossary of Archival and Records Terminology*. Chicago, IL: Society of American Archivists, 2005.]
5. **RETENTION PERIODS:** Retention periods listed on this schedule are based on the records' administrative, fiscal, legal, and historical values, as well as statutory or regulatory requirements. In most instances the established period sets the minimum retention requirement. However, some records have maximum retention periods set by Federal or State statutes or regulations and **must** be destroyed at the end of the retention period. Please note that any statute or regulation listed in brackets in the "Retention" column indicates the legal citation for that retention requirement.

Records of historical value should be preserved for the benefit of historians and other researchers. "Historical" denotes that the municipality may request that a records series be transferred to a local, regional, or State repository approved by the Office of the Public Records Administrator.

There is no statutory distinction between **primaries or other types of elections** for retention purposes unless specifically noted in the retention period listed in a records series.

State of Connecticut Records Retention Schedule M6: Electors and Elections Records (Revised: 09/2011), Page 2 of 13

6. **FORMAT:** Retention periods listed on this schedule apply to the official record copy, whether in paper, electronic, or other format. The records custodian must be able to retrieve and interpret the data for the retention period.
7. **DISPOSITION:** The disposal of election records falls under the provisions of CGS §7-109. The election calendar issued by the Office of the Secretary of the State is not a records disposal authorization. This schedule is used concurrently with the *Records Disposition Authorization* (Form RC-075), which is used to request permission to destroy or transfer records that have met their retention period. The custodian of record, the head of municipality, the superintendent of schools (for education records), the State Archivist, and the Public Records Administrator must sign the authorization form **prior** to the destruction or transfer of public records. The Office of the Public Records Administrator cannot grant continuing approval to destroy records on an ongoing basis.

The only **exception** to these disposition requirements applies to unused or mutilated ballots outlined in CGS §9-303 and absentee ballots, envelopes, and related materials outlined in CGS §9-150b(j). Records maintained under the provision of CGS §9-303 and CGS §9-150b(j) shall be destroyed after the applicable retention period without prior permission from the Office of the Public Records Administrator if no contest is pending and no subpoena has been issued by the State Elections Enforcement Commission. Therefore, records custodians are not required to submit a Form RC-075 for those items which are designated as “Destroy” under the “Disposition” column. The town clerk or registrar should create a record of the date and method of disposal and retain it with the approved Form RC-075 for other records.

Pursuant to CGS §7-109, “No original document dated prior to the year 1900 shall be destroyed under the provisions of this section without the express written approval of the Public Records Administrator.” No public record may be destroyed if there are pending or active Freedom of Information Act (FOIA) requests; litigations; investigations; audits; or other cases, claims, or actions. It is important to note that if there is a destruction hold placed on records, the retention period does not change and that once the hold is lifted, the records may be destroyed after receipt of the signed Form RC-075.

DISPOSITION DUE TO REFORMATTING: Custodians may request permission to dispose of original records that have been imaged provided the retention period is 10 years or less and the municipality has submitted a *Certificate of Compliance* in accordance with the State Library’s *Standards for the Use of Imaging Technology for Storage, Retrieval, and Disposition of Public Records*. With certain exceptions, custodians may request permission to dispose of original records that have been microfilmed provided the municipality has submitted a *Certificate of Compliance* in accordance with the State Library’s *Required Minimum Microfilming Standards for Public Records*.

8. **OBSOLETE RECORDS:** Records designated as “OBSOLETE” or “SERIES CLOSED” are no longer created or received in the normal course of business. Records custodians should request approval for the appropriate disposition of any records so designated as soon as the retention period has passed.
9. **AUDIT REQUIREMENTS:** Under the Single Audit Act (31 USC 7501) audit requirements apply to Federal, State, and Local programs. The Municipal Auditing Act (CGS §7-391 et seq.) also applies. The retention requirement, “___ years, or until audited, whichever is later,” requires further explanation. In most instances ‘audit’ refers to the general agency audit conducted by the State Auditors of Public Accounts or the general town or municipal audit conducted by an outside auditing agency, unless otherwise noted. The specific record itself may or may not have been examined as part of the audit process. The requirement of “until audited” is fulfilled when the official audit report is issued. The auditors may recommend that certain records be corrected. Such records, even when they meet retention requirements, must be retained during the period that any review is pending.
10. **FOIA DISCLOSURE:** This retention schedule governs the retention of public records – not the disclosure of public records. Refer to CGS §1-200 et seq. or contact the Office of Governmental Accountability, Freedom of Information Commission (FOIC), regarding the disclosure of public records.

SECTIONS

A. REGISTRARS OF VOTERS RECORDS

B. TOWN CLERK RECORDS

Series #	Records Series Title	Description	Retention	Disposition	Notes
A. REGISTRARS OF VOTERS RECORDS					
M6-010	Ballots, Optical Machine	Includes machine test ballots, spoiled/abandoned ballots, and executed optical machine ballots.	180 days after a state or local election, if not contested [CGS §9-302] 22 months after a federal election [42 USC 1974]	Destroy	Conn. Agencies Regs. §9-242a-27. 42 USC §15301 - 15545 (Help America Vote Act of 2002). Optical machines are also referred to as Tabulators. See note #7 DISPOSITION regarding exceptions; Unused or misprinted optical machine ballots should be destroyed immediately.
M6-020	Canvass	Includes National Change of Address notification and Department of Motor Vehicles (DMV) Tumbleweed system notifications and other related records, such as those documenting mail, telephone, and door-to-door inquiries.	Current year plus 1 year	Destroy after receipt of signed Form RC-075	CGS §9-32.
M6-030	Canvass – History of Removals from Voter List	Consists of the list of removals from voter list. Also known as “Offs.”	1 year from date of last election	Destroy after receipt of signed Form RC-075	CGS §9-32, §9-35, §9-35a.
M6-040	Canvass – Notice of Confirmation of Residence	Moving voter to inactive status.	Until elector omitted from registry list for 5 years [CGS §9-35 and §9-58]	Destroy after receipt of signed Form RC-075	42 USC Chapter 20 (National Voter Registration Act of 1993).
M6-050	Convicted Persons, List of	<i>[OBSOLETE]</i> List from the Judicial Department provided to the Secretary of the State regarding forfeited rights.	2 years after notification of removal	Destroy after receipt of signed Form RC-075	CGS §9-45. See note #8 OBSOLETE RECORDS.

State of Connecticut Records Retention Schedule M6: Electors and Elections Records (Revised: 09/2011), Page 4 of 13

Series #	Records Series Title	Description	Retention	Disposition	Notes
M6-060	Conviction Notification	Copies of certified letters sent to convicted persons giving the individual 10 days to respond or name will be removed from voter list. Includes letters that are returned as undeliverable.	2 years after notification of removal	Destroy after receipt of signed Form RC-075	CGS §9-45.
M6-070	Emergency Contingency Plan	Plan developed by the registrar, in consultation with the town clerk, for elections, primaries and referenda held within a municipality created pursuant to Public Act 11-46. Including but not limited to: solutions for ballot shortages, and strategies to implement in the event of a shortage or absence of poll workers, loss of power, fire or the sounding of an alarm within a polling place, voting machine malfunctions, a weather or other natural disaster, the need to remove a poll worker or moderator and to replace such worker or moderator, and disorder in and around the polling place.	Until superseded [Public Act 11-46 §2(a)]	Destroy after receipt of signed Form RC-075	Pursuant to Public Act 11-46, registrars are required to create a plan no later than 6 months after adoption of a model plan by the Office of the Secretary of the State.
M6-080	Enrollment List – Corrected or Supplementary	List of voters’ party affiliations as of 45 days before a primary election.	Until new list printed [CGS §9-55(e)]	Destroy after receipt of signed Form RC-075	
M6-090	Enrollment List – Notice of Intent to Erase Party Affiliation	List of individuals who are removed from party membership.	Until elector omitted from registry list for 5 years	Destroy after receipt of signed Form RC-075	CGS §9-60, §9-62, and §9-63.
M6-100	Jury Lists	<i>[OBSOLETE]</i>	No requirement	Destroy	See note #5 RETENTION PERIODS (b) for records that date prior to 1900. See note #8 OBSOLETE RECORDS.

State of Connecticut Records Retention Schedule M6: Electors and Elections Records (Revised: 09/2011), Page 5 of 13

Series #	Records Series Title	Description	Retention	Disposition	Notes
M6-110	Monthly Change Detail Reports	<i>[OBSOLETE]</i> Consists of, but not limited to name; former name; address; former address; voting district and party affiliation, if any, for all persons added, restored, removed or erased from the active and inactive registry lists during the preceding month; all electors who changed their names or addresses during that period; and all electors sent notices required under the National Voter Registration Act of 1993 (NVRA).	2 years	Destroy after receipt of signed Form RC-075	CGS §9-50a; Public Act 11-173 removed the requirement to maintain these reports.
M6-120	Motor Vehicle Monthly Change of Address List	List of individuals who checked off the voter registration section on driver's license or motor vehicle registration.	2 years [42 USC 20 §1973gg-6(i) (National Voter Registration Act of 1993)]	Destroy after receipt of signed Form RC-075	CGS §9-35(c).
(M6-470)	Petition for Call to Amend Town Party Rules	Petition for caucus or convention to amend existing party rules.	3 years	Destroy after receipt of signed Form RC-075	CGS §9-375. See M6-500 for Town Party Records including rules.
M6-130	Polling Place Officials, List of	List of workers, certified and signed by the registrar, for both general and primary elections. Includes oaths.	14 days after election, if not contested	Destroy after receipt of signed Form RC-075	CGS §9-258 and §9-436. If attached to moderator's return, retain for same period as the return.
M6-140	Registry List – Final and Supplementary – Registrar's Copy	List of registered voters.	2 years [CGS §9-39]	Destroy after receipt of signed Form RC-075	See M6-490 for Town Clerk's requirements.
M6-150	Registry List – Preliminary – Registrar's Copy	<i>[OBSOLETE]</i> List of registered voters.	Until printing of new preliminary list (retain 2 copies of current list)	Destroy	CGS §9-37. Public Act 11-173 removed the requirement to maintain this list. See M6-500 for Town Clerk's requirements.

State of Connecticut Records Retention Schedule M6: Electors and Elections Records (Revised: 09/2011), Page 6 of 13

Series #	Records Series Title	Description	Retention	Disposition	Notes
M6-160	Signatures of Electors – Failure to Present ID	Sign-in sheet for electors who did not present identification at polls.	180 days after state or local election, if not contested 22 months after a federal election [42 USC 1974]	Destroy after receipt of signed Form RC-075	CGS §9-261. See note #5 RETENTION PERIODS.
M6-170	Unofficial Checkers – Request for Appointment	Requests from persons seeking appointment as unofficial checkers for elections, referendum, and primary candidate checkers.	14 days after election, if not contested	Destroy after receipt of signed Form RC-075	CGS §9-235 and §9-436a.
M6-180	Voter Registration – Cancellation of	Notice sent to voter’s former town of residence from new town or state of residence.	Until elector omitted from registry list for 5 years	Destroy after receipt of signed Form RC-075	CGS §9-21.
M6-190	Voter Registration – Continuance of	Response by a voter to any inquiry regarding voter’s residence.	Until elector omitted from registry list for 5 years	Destroy after receipt of signed Form RC-075	CGS §9-40a.
M6-200	Voter Registration – Removal for Non-Residence	Evidence of notice regarding removal when registrars are not in agreement.	Permanent [CGS §9-43]	Maintain in municipality	
M6-210	Voter Registration Card	Includes but not limited to: a. Application for admission as elector b. Change of party c. Change of address d. Change of name e. Motor Voter and agency registrations [Form ED-671 and ED-671S]	Until elector omitted from registry list for 5 years [CGS §9-35 and §9-58]	Destroy after receipt of signed Form RC-075	CGS §9-59, §9-37, §9-35, and §9-42a. Registrars should return any <i>applications for admission as an elector</i> that are rejected due to lack of signature or ineligibility to register. <u>Exact</u> duplicates of Department of Motor Voter (DMV) and agency registration forms may be disposed of at the registrar’s discretion once the information is verified. Registrars may retain voter registration documents that have historical value to the municipality.

State of Connecticut Records Retention Schedule M6: Electors and Elections Records (Revised: 09/2011), Page 7 of 13

Series #	Records Series Title	Description	Retention	Disposition	Notes
M6-220	Voter Registration Card – Application for Retention on Voter List	Consists of an application by an elector challenged as non-resident or a transfer of registration / enrollment within town.	Permanent [CGS §9-43]	Maintain in municipality	
M6-230	Voter Registration Card – Federal	Includes but not limited to Application for Admission as Elector for member of Armed Forces; Federal Military Service Postcard Application [FPCA].	Until elector omitted from registry list for 5 years [CGS §9-35 and §9-58]	Destroy after receipt of signed Form RC-075	CGS §9-25. Registrars may retain voter registration documents that have historical value to the municipality.
(M1-080)	Voter Registration Information, Request for	Name and address of persons requesting information or to whom any notice regarding registration status was sent.	2 years [42 USC 20 §1973gg-6(i) (National Voter Registration Act of 1993)]	Destroy after receipt of signed Form RC-075	
B. TOWN CLERK RECORDS					
M6-240	Ballots, Absentee – Affidavits	Consists of the town clerk’s affidavit delivered to the registrar or head moderator at the close of the polls attesting to the accuracy of: a. Delivery and receipt of absentee ballots [Form ED-661] b. All endorsements of absentee ballot envelopes at close of polls [Form ED-662]	180 days after a state or local election, if not contested [CGS §9-140c(a) and §9-150b(i)] 22 months after a federal election [42 USC 1974]	Destroy	See note #7 DISPOSITION regarding exceptions.

State of Connecticut Records Retention Schedule M6: Electors and Elections Records (Revised: 09/2011), Page 8 of 13

Series #	Records Series Title	Description	Retention	Disposition	Notes
M6-250	Ballots, Absentee – Applications and Supporting Documentation	Includes but not limited to: a. Directions by registrar [Form ED-12] b. Applications [Form ED-3/ED-3a/ED-3e/ED-3r] and supporting documentation [CGS §9-140(i)] including Federal Military Postcard Application [CGS §9-153a] c. Distributor’s list of 5 or more prospective absentee applications issued [CGS §9-140(k)] d. Numeric list [CGS §9-140(e)] e. Log of names and addresses of applicants for absentee ballots [CGS §9-140(k)] f. Late arrivals [CGS §9-150b(h)]	60 days after a state or local election, if not contested [CGS §9-150b(h)] 22 months after a federal election [42 USC 1974]	Destroy	See note #7 DISPOSITION regarding exceptions.
M6-260	Ballots, Absentee – Executed Ballots		180 days after a state or local election, if not contested [CGS §9-150b(f)] 22 months after a federal election [42 USC 1974]	Destroy	See note #7 DISPOSITION regarding exceptions.
M6-270	Ballots, Absentee – Outer / Inner Envelopes	Includes serially numbered Civilian [Form ED-8], inner envelopes [Form ED-9], serially numbered Military [Form ED-11], used outer Civilian [Form ED-13], and used outer Military envelopes postage paid [Form ED-14].	60 days after a state or local election, if not contested [CGS §9-150b(h)] 22 months after a federal election [42 USC 1974]	Destroy	See note #7 DISPOSITION regarding exceptions.
(M1-245)	Ballots, Absentee – Report	Copy of report to Office of the Secretary of the State accounting for use of absentee ballot materials.	2 years	Destroy after receipt of signed Form RC-075	CGS §9-150b.
M6-280	Ballots, Absentee – Voided / Rejected / Unused Ballots	Includes misprinted ballots.	60 days after a state or local election, if not contested [CGS §9-150b(h)] 22 months after a federal election [42 USC 1974]	Destroy	See note #7 DISPOSITION regarding exceptions.

State of Connecticut Records Retention Schedule M6: Electors and Elections Records (Revised: 09/2011), Page 9 of 13

Series #	Records Series Title	Description	Retention	Disposition	Notes
M6-290	Ballots, Challenged	[Form ED-200]	180 days after a state or local election, if not contested [CGS §9-232(f)] 22 months after a federal election [42 USC 1974]	Destroy after receipt of signed Form RC-075	CGS §9-232(f) requires challenged ballots to be filed with the town clerk.
M6-300	Ballots, Paper	Ballots other than optical machine ballots, such as paper ballots used if the optical machine is not used.	180 days after a state or local election, if not contested [CGS §9-302] 22 months after a federal election [42 USC 1974]	Destroy	Conn. Agencies Regs. §9-242a-27. For optical machine ballots see M6-010. See note #7 DISPOSITION regarding exceptions.
M6-310	Ballots, Paper – Moderator’s Return	Includes but not limited to: a. Ballot clerk’s receipt b. Counter’s certificate for paper ballots c. Ballot clerk’s statement	60 days after a state or local election, if not contested 22 months after a federal election [42 USC 1974]	Destroy after receipt of signed Form RC-075	CGS §9-285, §9-300, and §9-303. For Moderator’s Return see M6-450 and M6-460.
M6-320	Ballots, Paper – Unused or Mutilated / Voided	Ballots other than optical machines ballots, such as paper ballots used if the optical machine is not used. Includes misprints.	10 days after election, if not contested [CGS §9-303]	Destroy	See note #7 DISPOSITION regarding exceptions.
M6-330	Ballots, Presidential and Overseas	Includes provisional ballots and applications for overseas ballots [Form ED-30, Form ED-30sp, Form ED-31, Form ED-71, Form ED-71, and Form ED-250].	22 months after date of election [42 USC 1974]	Destroy	See note #5 RETENTION PERIODS. See note #7 DISPOSITION regarding exceptions.
M6-340	Ballots, Write-in	<i>[OBSOLETE]</i> Lever machine paper-roll.	180 days after a state or local election, if not contested [CGS §9-310] 22 months after a federal election [42 USC 1974]	Destroy after receipt of signed Form RC-075	See note #8 OBSOLETE RECORDS.

State of Connecticut Records Retention Schedule M6: Electors and Elections Records (Revised: 09/2011), Page 10 of 13

Series #	Records Series Title	Description	Retention	Disposition	Notes
M6-350	Campaign Financing Records – Local Office / Referendum	Consisting of but not limited to committee statements, expense and revenue statements and termination statements for local office holders, town committees, and referendums.	5 years from date of filing [CGS §9-608(c)(7)]	Destroy after receipt of signed Form RC-075	State Elections Enforcement Commission maintains the campaign finance records of state level office holders.
M6-360	Candidates List – Party-endorsed Municipal Office or Convention Delegate	Includes but not limited to the official list of candidate, withdrawals of candidacy, and candidate letter of waiver for recount.	180 days after election, if not contested	Destroy after receipt of signed Form RC-075	CGS §9-390 and §9-460.
M6-370	Certificate of Appointment	For assistant or deputy registrar of voters.	Until recorded in town meeting records [CGS §9-192]	Destroy after recording	
M6-380	Election Returns, Receipt for	Received by head moderator.	14 days after election, if not contested	Destroy after receipt of signed Form RC-075	If filed with town clerk or registrar.
M6-390	Elective Municipal Office – Notice of Resignation / Vacancy / Appointment	Copy of form sent to the Office of the Secretary of the State [Form ED-638].	Until recorded in town record book	Destroy after recording	CGS §7-103.
M6-400	Enrollment List – Corrected or Supplementary	<i>[OBSOLETE]</i> List of voters’ party affiliations as of 45 days before a primary election.	Until superseded by new list [CGS §9-55(e)]	Destroy after receipt of signed Form RC-075	See M6-080 for Registrars requirements. Public Act 11-173 removed the requirement to maintain these reports.
M6-410	Instruction of Election Officials Report	Certification of poll workers’ training.	14 days after election, if not contested	Destroy after receipt of signed Form RC-075	CGS §9-249.
M6-420	Justices of the Peace – List of Qualified	Includes amended lists [Form ED-134].	Until recorded in town record book [CGS §51-95]	Destroy after recording	
M6-430	Justices of the Peace – Signature Cards	Also referred to as “Blue Index Cards” [Form ED-139].	Term of office	Destroy after receipt of signed Form RC-075	CGS §51-95.

State of Connecticut Records Retention Schedule M6: Electors and Elections Records (Revised: 09/2011), Page 11 of 13

Series #	Records Series Title	Description	Retention	Disposition	Notes
M6-440	Moderator's Diary of Events	Record created by the moderator of significant or unusual incidents or events that occur during the time the polls are open.	180 days after state or local election, if not contested 22 months after a federal election [42 USC 1974]	Destroy after receipt of signed Form RC-075	The document should be attached to Moderator's return for filing with the clerk after the close of the polls. Refer to the Office of the Secretary of State Moderator's Handbook.
M6-450	Moderator's Return – Head Moderator	Consists of official vote totals and moderator's statement of results of re-canvass [Form ED-606].	Until recorded in town record book	Destroy after recording	CGS §9-311 and §9-314.
M6-460	Moderator's Returns – Polling Place	Consists of but not limited to: a. Statement of receipt b. Report of pre-election testing [Form ED-690] c. Election official's receipts for ballots and tabulator d. Moderator's receipt for ballots and tabulator e. Certificate for opening/closing the polls f. Ballot log worksheet [Form ED-513] g. Official checker's certificate [Form ED-513m] h. Tally sheet(s) listing candidates and questions i. Certificate of absentee ballot count j. Write-in ballots for registered write-in candidates k. Optical scan machine tally tapes	180 days after election, if not contested 22 months after a federal election [42 USC 1974] See note regarding Form ED-690	Destroy after receipt of signed Form RC-075	CGS §9-307. The report of pre-election testing [Form ED-690] may be disposed of 60 days after election, if not contested [Conn. Agencies Regs. §9-242a-5].

State of Connecticut Records Retention Schedule M6: Electors and Elections Records (Revised: 09/2011), Page 12 of 13

Series #	Records Series Title	Description	Retention	Disposition	Notes
M6-470	Petitions	Consisting of primary elections, referendums regarding charter revision, or special elections or other issues. Includes applications for petition forms [Forms ED-602 and ED-602b] and approval from the Office of the Secretary of the State.	3 years [CGS §9-404c(b) and §9-412]	Destroy after receipt of signed Form RC-075	CGS §7-188, §7-191, and §9-164.
M6-480	Redistricting Records – Municipal	Records documenting the redistricting process for towns where members of the municipal legislative body are elected from districts. Includes but not limited to maps, resolutions, and correspondence.	Until next redistricting plan implemented, i.e. used for an election	Destroy after receipt of signed Form RC-075	
M6-490	Registry Lists – Final and Supplementary	Filed with Town Clerk.	2 years [CGS §9-38]	Destroy after receipt of signed Form RC-075	See M6-140 for Registrar's requirements.
M6-500	Registry Lists – Preliminary	<i>[OBSOLETE]</i> Filed with Town Clerk.	Until superseded by new list [CGS §9-36]	Destroy after receipt of signed Form RC-075	See M6-150 for Registrar's requirements.
M6-510	Town Party Committee Records	By-laws and membership lists required to be filed with the town clerk.	Until revised or superseded [CGS §9-374]	Destroy after receipt of signed Form RC-075	CGS §9-391, §9-392, and §9-393.
M6-520	Voter Registration Cards – Cross-Town Application for	<i>[OBSOLETE]</i> Carbon Copy.	60 days if no appeal pending	Destroy after receipt of signed Form RC-075	CGS §9-19e. See note #8 OBSOLETE RECORDS.
M6-530	Voting Checklists, Official	Including certificate and list of unregistered property holders allowed to vote in certain types of referendum. Also referred to as "Voting Check-off List."	4 years after election [CGS §9-307]	Destroy after receipt of signed Form RC-075	
(M1-245)	Voting Machine Statistics	Copy of the form submitted to the Secretary of the State's Office used to determine how many machines needed.	2 years	Destroy after receipt of signed Form RC-075	CGS §9-238a.
M6-540	Voting Machine, Lever – Printouts	<i>[OBSOLETE]</i>	14 days after election if not contested [CGS §9-311(c)]	Destroy after receipt of signed Form RC-075	CGS §9-310. See note #8 OBSOLETE RECORDS.

State of Connecticut Records Retention Schedule M6: Electors and Elections Records (Revised: 09/2011), Page 13 of 13

Series #	Records Series Title	Description	Retention	Disposition	Notes
M6-550	Voting Machine, Lever – Mechanic Reports	[OBSOLETE]	60 days after election, if not contested [CGS §9-245]	Destroy after receipt of signed Form RC-075	See note #8 OBSOLETE RECORDS.
M6-560	Voting Machine, Lever – Receipt for Keys	[OBSOLETE]	180 days after election, if not contested	Destroy after receipt of signed Form RC-075	CGS §9-248. See note #8 OBSOLETE RECORDS.
M6-570	Warning of Election	Includes Registrar’s Notice of Primary and Writs of Special Election.	Until recorded in town record book [CGS §9-225]	Destroy after recording	CGS §9-435, §9-212, §9-215, and §9-218.