



Retention Schedule

Electoral Services

Created: July 2005 (archived)
Updated: September 2015 (current)

Ref	Section	Records Series	Retain	Fate	Notes
ER001	Electoral Services	Full Register	Cy+1	D	Paper copy provided annually to Scottish National and British Libraries
ER002	Electoral Services	Register on CD or Micro Fiche	Cy+14	D	Retain to confirm Overseas Elector eligibility
ER003	Electoral Services	Edited Register	Cy	D	Or until revised register is next published
ER004	Electoral Services	Z'd Register	Cy	D	Or until revised register is next published
ER005	Electoral Services	Monthly Updates - Lists of Alterations	Cy	D	Destroy on publication of a new revised register
ER006	Electoral Services	Registration Data (RPF29)	Cy+10	R	Copies provided annually to General Records Office for Scotland (GROS)
ER007	Electoral Services	Absent Voters List (Elections)	C + 6 months	D	List out of date immediately after the election
ER008	Electoral Services	Absent Voters List (Standing List)	C	D	To be made available for inspection Reg. 61(2)
ER009	Electoral Services	List of Overseas Electors	C	D	Or until revised register is next published
ER010	Electoral Services	Voter Registration Applications (scanned image)	C	P	Last returned VRF for household to be retained for integrity checks.
ER011	Electoral Services	Service Voter Registration Applications (scanned image)	Cy+5	D	
ER012	Electoral Services	Voter Registration Applications (paper copy)	C+3 weeks	D	Once Image scanned into document image system destroy after 3 weeks.
ER013	Electoral Services	Canvass Forms (scanned image)	C	P	Last returned canvass form for household to be retained for integrity checks
ER014	Electoral Services	Canvass Forms (paper forms)	C+12 weeks	D	Once Image scanned into document image system destroy after 12 weeks

C= while record current, Cy = current/current year, T = until termination, D = destroy, P = permanent, A = archive, R = retain. All retention periods given in years unless otherwise stated.

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ER015	Electoral Services	Absent Vote Application Forms (scanned image)	Cy+4	D	Or until cancelled/fresh AVF received
ER016	Electoral Services	Absent Vote Application Forms (paper image)	Cy+4	D	Once Image scanned into document image system destroy after 3 weeks
ER016(a)	Electoral Services	Absent Vote Application Forms Particular Election	Cy+4	D	
ER017	Electoral Services	Polling Districts & Places	C	D	Polling Places provided by ROs
ER018	Electoral Services	Polling District & Ward Maps	C	D	For reference
ER019	Electoral Services	Canvass Returns (Stats)	Cy+10	D	For reference and benchmarking
ER020	Electoral Services	Canvass Procedures, staff manuals (etc)	C+1	D	For reference
ER021	Electoral Services	EC Circulars	D	D	Available online – Do not retain
ER022	Electoral Services	DCA, ODPM, AEA & SO Circulars	D	D	Available online – Do not retain
ER023	Electoral Services	AEA Minutes	D	D	Available online – Do not retain
ER024	Electoral Services	Elections Manuals	C+1	D	Maintain any paper copies until next set of elections - for reference
ER025	Electoral Services	Minute of Agreement For display of Registers (Q & A /Libraries)	C+1	D	Agreement runs for 3 years then will need to be renewed
ER026	Electoral Service	Local Government Ward Boundary Narrative	C	D	For reference
ER027	Electoral Services	UK Parliamentary Constituency Boundaries	C	D	For reference
ER028	Electoral Services	List of EU & Commonwealth Countries & Dependent Territories	C	D	For reference
ER029	Electoral Services	Distribution Lists (Register and updates)	CY+1	D	A list of the organisations and individuals to whom the register and monthly updates are provided.
ER030	Electoral Services	Temporary Canvassers Employment Records	C		Check Personnel schedule

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ER031	Electoral Services	Election Statistics	Cy+4		Coincide with Election cycles
ER032	Electoral Services	Data Sets for data matching	C	D	Delete on publication of the Register
ER033	Electoral Services	Young Elector Personal Data	C	D	To verify applications
ER034	Electoral Services	Documents to establish identity	C	D	To support registration applications
ER035	Electoral Services	National Insurance Number & Date of Birth of applicants to register	C	D	To data match to DWP for the purpose of individual registration
ER036	Electoral Services	Electors e-mail address and telephone number on registration forms	C	D	To enable follow up enquiries
ER037	Electoral Services (temporary canvassers)	Disclosure Scotland Basic Disclosure applications	90 days	D	(photocopies of confirmation of identity to SLC Personnel Services for destruction after form completed)
ER038	Electoral Services (temporary canvassers)	Criminal Conviction forms	6 months	D	

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