



## Changes to Local Schedule EL Effective April 3, 2011

Note: The use of an asterisk (\*) in the second edition of Local Schedule EL indicates that the record is either new to this edition, the retention period for the record has been changed, or amendments have been made to the description of or remarks concerning the record. An asterisk is not used to indicate minor amendments to grammar or punctuation. Only the changes to those records series with an asterisk have been included in the list below.

Record Number	Records Series Title	Description of Change
<b>PART 1: ELECTION RECORDS</b>		
EL3100-01	Early, Absentee and Restricted Ballot Voting Records	Records series title changed [formerly "Absentee and Restricted Ballot Voting Records"].
EL3100-01a	Early, Absentee and Restricted Ballot Voting Records - <i>several items</i>	Retention period changed to "Election day + 22 months."
EL3100-01b	Early, Absentee and Restricted Ballot Voting Records – precinct absentee list	Retention period changed to "Election day + 22 months."
EL3100-03b	Election Minutes, Notices, and Orders – notices	Retention period changed to "Election day + 22 months."
EL3100-03c(1)	Election Minutes, Notices, and Orders – orders and proclamations – ordering an election	Retention period changed to "Election day + 22 months."
EL3100-04a(1)	Election Officer Records – orders of appointment – single election appointments	Retention period changed to "Election day + 22 months."
EL3100-04c(2)	Election Officer Records – statements of compensation – copies	Retention period changed to "Election day + 22 months."

EL3100-06a	Election Return Records – county election returns	Retention period changed to “Election day + 22 months.”
EL3100-06b	Election Return Records – record maintained by local canvassing authorities	Retention Note revised (“RP-1 or RP-2” changed to “Election day + 22 months”).
EL3100-10a	Precinct Election Records – “All of the following...”	Record description revised to add “This series includes any records of the types listed related to early voting.”  Retention period changed to “Election day + 22 months.”  Citation added: Election Code, Section 52.0064(d).
EL3100-10c	Precinct Election Records – Poll lists	Retention period changed to “Election day + 22 months.”
EL3100-10d	Precinct Election Records – Mechanical machine ballot labels	Retention period changed to “Election day + 22 months or at expiration of security period, whichever later.”
EL3100-10e	Precinct Election Records – write-in candidates	Retention period changed to “Election day + 22 months.”
EL3100-11a	Recount Records – recount reports	Retention period changed to “Election day + 22 months.”
EL3100-11b	Recount Records – relating to request for and conduct of a recount	In retention periods for (1) and (2), “RP-1 or RP-2” changed to “Election day + 22 months.”
EL3100-12	Election Correspondence	New records series.
EL3100-13	Voting System Reports	New records series.

**PART 2: RECORDS OF CANDIDACY AND CAMPAIGN FINANCE**

EL3125-01b	Campaign Finance Reports and Filings – designations of campaign treasurers	Retention Note added: “See Election Code, Section 252.0131, for a procedure that clerks may use to terminate the campaign treasurer appointment of an inactive candidate or political committee.”
EL3125-04	Financial Disclosure Statements of Local Government Officers	New records series.

**PART 3: VOTER REGISTRATION RECORDS**

EL3150-06d	Voter Registration Lists and	Retention period changed to “Election day + 22 months.”
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	Related Documentation – Envelope No. 4 lists	
EL3150-06e	Voter Registration Lists and Related Documentation – Registration omissions lists	Retention period changed to “Election day + 22 months.”
EL3150-09	Preclearance Records	New records series.