

VOTER ID & ABSENTEE BALLOT INFORMATION - DOCUMENT RETENTION QUICK REFERENCE GUIDE

This guide is intended to assist you in determining the retention period for the personal identification submitted by Ohio voters. As noted in the directive, the retention periods for voter identification are different than the retention periods for absentee ballot applications and absentee ballots. For your convenience, this guide provides the retention periods for each type of document.

| <u>DOCUMENT TYPE</u> | <u>DOCUMENT DESCRIPTION</u> | <u>RETENTION PERIOD</u> | <u>EXAMPLES</u> |
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| <p>Voter Identification Provided With Absentee Ballot Application or Voter Registration Form</p> <p>IMPORTANT EXCEPTION: This retention period does not apply to identification received with Federal Postcard Applications from voters covered by the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA). See below for the retention period applicable to those documents.</p> | <ul style="list-style-type: none"> • Identification submitted with the absentee ballot application or voter registration form • Identifies a voter by showing the voter’s name and street address • Examples include: copy of driver’s license, utility bill, bank statement or paycheck | <p>The longer of:</p> <ul style="list-style-type: none"> • Six months from the date you receive the identification <p align="center">- OR -</p> <ul style="list-style-type: none"> • From the date you receive the identification until 30 days after the election for which the absentee ballots were issued | <ul style="list-style-type: none"> • Identification received with an absentee ballot application 7 months prior to the election for which the absentee ballot will be issued, must be retained until 30 days after that election • Identification received with an absentee ballot application 2 months prior to the election for which the absentee ballot will be issued, must be retained for 6 months from the date the identification was received |
| <p>Voter Identification Provided With Federal Postcard Applications For Voters Covered Under UOCAVA</p> | <ul style="list-style-type: none"> • Identification submitted with an absentee ballot application • Identifies a voter by showing the voter’s name and street address • Examples include: copy of driver’s license, utility bill, bank statement or paycheck | <ul style="list-style-type: none"> • 4 years from the date you receive the identification | <ul style="list-style-type: none"> • Identification submitted by a UOCAVA voter with a federal postcard application on October 31, 2008 must be retained until October 31, 2012 |

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| Absentee Identification Envelope Voter Identification Submitted With An Absentee Ballot | <ul style="list-style-type: none"> Envelope <u>in</u> which absentee voter returns an absentee ballot Identification submitted with absentee ballot, which is not the absentee identification envelope Identifies a voter by showing the voter's name and street address Examples include: copy of driver's license, utility bill, bank statement or paycheck | <ul style="list-style-type: none"> 90 days from the day you receive the absentee identification envelope or other identification submitted with an absentee ballot | <ul style="list-style-type: none"> Identification submitted on an absentee identification envelope or submitted with an absentee ballot on November 1, 2008 must be retained for a period of 90 days from November 1, 2008 |
| Absentee Ballot Applications | <ul style="list-style-type: none"> Application submitted by voter who wishes to vote absentee | <ul style="list-style-type: none"> 4 years from the day you receive the absentee ballot application | <ul style="list-style-type: none"> An absentee ballot application received on October 31, 2008 must be retained until October 31, 2012 |
| Absentee Ballots | <ul style="list-style-type: none"> Cast Absentee Ballot | <ul style="list-style-type: none"> 60 days from election day (if the election is not contested) <li style="text-align: center;">- OR - 22 Months from election day if the election is a federal election | <ul style="list-style-type: none"> An absentee ballot cast in the November 6, 2007 election must be retained for 60 days from November 6, 2007. An absentee ballot cast in the November 4, 2008 presidential election must be retained for 22 months from November 4, 2008. |
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