

DOCUMENT RETENTION SCHEDULE: Forest of Dean Electoral Registration and Elections

DESCRIPTION	RECORD TYPE	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD	RETENTION JUSTIFICATION	CONTAINS PERSONAL INFORMATION
Electoral Registration <i>Documents supplied as part of an application (paper)</i>	<ul style="list-style-type: none"> • Invitations to Register • Query, evidence and attestation registration forms with supporting evidence such as driving licences, passports, • Change of name forms with supporting marriage certificates and deed polls • Change of nationality with supporting certificate of naturalisation • Open register change requests • Armed forces applications and declaration renewals • Crown Servant or British Council employee applications and declaration renewals • No Fixed Address applications and declaration renewals • Overseas applications and declaration renewals • Household Enquiry Forms 	1 months	Secure disposal	To allow for scanning, processing and checking for the purposes of elector verification. Representation of People Act 1983 (RPA 1983) & associated regulations	Yes
		Destroyed at the conclusion of the annual canvass	Secure disposal		

DESCRIPTION	RECORD TYPE	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD	RETENTION JUSTIFICATION	CONTAINS PERSONAL INFORMATION
	<ul style="list-style-type: none"> Anonymous applications and declaration renewals & associated supporting documents 	Renewed Annually Restricted access only	Secure disposal		
Electoral Register <i>Documents supplied as part of an application (electronic)</i>	<ul style="list-style-type: none"> Invitations to Register Query, evidence and attestation registration forms with supporting evidence such as driving licences, passports, Change of name forms with supporting marriage certificates and deed polls Change of nationality with supporting certificate of naturalisation Emails linked to electors on the register Open register change requests Anonymous applications and declaration renewals Armed forces applications and declaration renewals Crown Servant or British Council employee applications and declaration renewals No Fixed Address applications and declaration renewals Overseas applications and declaration renewals 	Until elector has been deleted for 1 register year The exception of the National Insurance Number, which is redacted by the system after 13 months.	Secure disposal	To allow for queries and any necessary correction of errors to the electoral register. Representation of People Act 1983 (RPA 1983) & associated regulations	Yes

DESCRIPTION	RECORD TYPE	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD	RETENTION JUSTIFICATION	CONTAINS PERSONAL INFORMATION
	<ul style="list-style-type: none"> Household Enquiry Forms 	Retained for 2 years after document is Scanned	Secure disposal		
IER DS Download Application Image	<ul style="list-style-type: none"> Image of the online registration (national insurance number redacted) 	Until elector has been deleted for 1 register year	Secure disposal	<p>To allow for queries and verification of a registration</p> <p>Representation of People Act 1983 (RPA 1983) & associated regulations</p>	Yes
Absent vote applications (paper)	<ul style="list-style-type: none"> Postal vote applications Proxy vote applications Emergency or postal proxy applications Waiver declarations Signature Refresh notices 	Up to 3 years	Secure disposal	<p>To allow for scanning, process, checking, queries and any necessary corrections to the application.</p> <p>To coincides with renewal cycle</p> <p>Representation of People Act 1983 (RPA 1983) & associated regulations</p>	Yes

DESCRIPTION	RECORD TYPE	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD	RETENTION JUSTIFICATION	CONTAINS PERSONAL INFORMATION
Absent vote applications (electronic)	<ul style="list-style-type: none"> • Postal vote applications • Proxy vote applications • Emergency or postal proxy applications • Waiver declarations • Signature Refresh notices 	Until such time as the absent vote is cancelled or expires	Secure disposal	<p>For the purposes of verification of personal identifiers (date of birth & signature) for absent voting and allow for accurate administration of absent voting arrangements.</p> <p>Representation of People Act 1983 (RPA 1983) & associated regulations</p>	Yes
Voter Authority Certificate	<ul style="list-style-type: none"> • Paper application • Online application • Supporting documents 	There are three statutory retention periods	Secure disposal	<p>Statutory data retention periods as set out by the Electoral commission</p> <p>https://www.electoralcommission.org.uk/running-electoral-registration-england/voter-authority-certificates-and-anonymous-electors-documents/data-retention</p>	Yes

DESCRIPTION	RECORD TYPE	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD	RETENTION JUSTIFICATION	CONTAINS PERSONAL INFORMATION
Register of Electors	<ul style="list-style-type: none"> Incorporating full register, open register, overseas lists and change historic records (electronic & paper) 	Indefinitely		<p>To allow for the verification of applications to register by overseas electors and statistical purposes</p> <p>Representation of People Act 1983 (RPA 1983) & associated regulations</p>	Yes
Elections (all)	<ul style="list-style-type: none"> Candidate nomination paper Returns & Declaration as to election expenses Home address forms 	<p>1 year after date of receipt</p> <p>2 years after date of receipt</p> <p>21 calendar days from date of UK Parliamentary Election & 35 calendar days from date of Local election</p>	<p>Secure disposal</p> <p>Secure disposal</p> <p>Secure disposal</p>	<p>Representation of People Act 1983 (RPA 1983) & associated regulations</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>

DESCRIPTION	RECORD TYPE	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD	RETENTION JUSTIFICATION	CONTAINS PERSONAL INFORMATION
Conduct of poll (polling stations, postal vote issuing and opening, the count)	<ul style="list-style-type: none"> Election notices (Notice of Uncontested Election, Notice of Election, Statement of Persons Nominated, Notice of Election Agent, Notice of Poll and situation of polling stations) 	Once election petition deadline has passed	Secure disposal		Yes
	<ul style="list-style-type: none"> Declaration of results including uncontested election results 	Indefinitely	Secure disposal		Yes
	<p>From polling stations</p> <ul style="list-style-type: none"> Ballot paper refusal list List of tendered votes, List of voters with disabilities by companions, Declarations made by companions of voters with disabilities, List of votes marked by the Presiding Officer, Statements relating to votes marked by the Presiding Officer, List of persons to whom ballot papers are delivered after the correction of a clerical error or as a result of a decisions on an appeal to the county court, Marked copies of the register of electors, Marked list of proxies and any marked copy notices issued as a result of the correction of a clerical error or a decision on an appeal to the relevant court, 	12 months from declaration of results	Secure disposal		

DESCRIPTION	RECORD TYPE	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD	RETENTION JUSTIFICATION	CONTAINS PERSONAL INFORMATION
	<ul style="list-style-type: none"> • The packets containing completed polling station corresponding number lists, certificates of employment on polling day. <p>From the postal vote issues and openings:</p> <ul style="list-style-type: none"> • Marked copies of the postal voters' list and proxy postal voters' list, • Packets containing the completed postal vote corresponding number lists, • The packets of postal voting statements accepted as valid, rejected postal votes, packets of rejected postal ballot paper envelopes and list of cancelled postal votes, • Lost and spoiled postal ballot papers, the packet of spoiled postal ballot papers and accompanying documents, • Packet of lost postal ballot papers containing any part of the postal ballot pack, • Packet of postal ballot papers, • Statement and envelopes that have been cancelled, • Unopened postal ballot packs received after the close of poll or returned as undelivered. <p>From the count</p> <ul style="list-style-type: none"> • All ballot papers separately stored as: counted ballot papers, rejected ballot 	<p>12 months from declaration of results</p> <p>12 months from declaration of results</p>	<p>Secure disposal</p> <p>Secure disposal</p>		<p>Yes</p> <p>Yes</p>

DESCRIPTION	RECORD TYPE	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD	RETENTION JUSTIFICATION	CONTAINS PERSONAL INFORMATION
	<p>papers, unused ballot papers (ordinary and tendered) and spoilt ballot papers,</p> <ul style="list-style-type: none"> • Ballot paper accounts, • The verification of the result, • The statement as to postal ballot papers and the list of postal votes that have failed the identifier checks. 				
General correspondence	<ul style="list-style-type: none"> • Emails • Hard copy of correspondences 	12 months after receipt is there is no further action	Secure disposal	To allow for any potential follow up queries	Yes
ECU expenses return	<ul style="list-style-type: none"> • Retained a set of accounts for every election type. • All payroll information should be kept for 7 years in accordance with council's document retention policy. 	One election cycle + 1 year Payroll records 7 years	Secure disposal	<p>In order to refer to them at the next ordinary election.</p> <p>Payroll retention is in accordance with the council's document retention policy</p> <p>Representation of the People Act 1983</p>	Yes
Election and Canvasser staff records	<ul style="list-style-type: none"> • Individual personnel records 	7 years after date of termination of employment	Secure disposal	In accordance with the council's document retention policy	Yes

DESCRIPTION	RECORD TYPE	RETENTION PERIOD	ACTION AT END OF RETENTION PERIOD	RETENTION JUSTIFICATION	CONTAINS PERSONAL INFORMATION
Electoral Review Material	<ul style="list-style-type: none"> • Decisions • Process/guidance of review • Electoral Change Orders • Details of boundary changes • Survey/consultation responses (these are retained until any boundary changes have been implanted (next scheduled election after completion of review) 	Until next review	Secure disposal	For historical reference	No