

## Document Retention Schedule

The following lists the length of time election records and materials must be retained. It merits note that the retention schedules are separated into two categories: Election Administration, County Records, and City/Township/Village Records. This listing follows the State of Michigan's General Schedule #23 unless a new law has changed the retention period. Changes from General Schedule #23 are highlighted in yellow.

### Election Administration

<i>Item #</i>	<i>Item</i>	<i>Retention Period</i>
100	Bureau of Elections Correspondence	Creation date + 2 years
101	Transitory Correspondence	30 days after receipt
102	Post Election Reports	Day after November General Election + 2 years
103	Certification	While serving as an election official

### County Records

<i>Item #</i>	<i>Item</i>	<i>Retention Period</i>
200	Affidavits of Candidacy	Until the election is held + 2 years
201	Affidavits of Constitutional Qualification	Until the election is held + 2 years
202	Affidavits of Identity	Until the election is held + 2 years
203A	Applications to Vote	Until the election is held + 6 years (PA 271 of 2012)
203B	Applications to Vote – Gubernatorial Elections	Until the election is held + 6 years
204	Apportionment	From the first election that the plan was in effect + 11 years
205	Ballots (Select School District Elections)	Until 30 days after the canvass of the election is completed, or <ul style="list-style-type: none"> <li>• until a recount is completed,</li> <li>• until a court order or a Secretary of State order to suspend destruction is lifted, or</li> <li>• until an investigation into defective ballots or voting equipment is completed</li> </ul>

<b>206</b>	Board of County Canvassers Meeting Materials	Permanent
<b>207A</b>	Campaign Finance Statements of Organization – Committees Receiving Less Than \$50,000	Until the official date of dissolution + 5 years
<b>207B</b>	Campaign Finance Statements of Organization – Committees Receiving More Than \$50,000	Until the official date of dissolution + 15 years
<b>208A</b>	Campaign Finance Reporting – Committees Receiving Less Than \$50,000	Creation Date + 5 years
<b>208B</b>	Campaign Finance Reporting – Committees Receiving More Than \$50,000	Creation Date + 15 years
<b>209</b>	Candidate Filing Fee Refunds	Until Audit
<b>210</b>	Candidate Listing	Until the election is held + 2 years
<b>211</b>	Certificates of Acceptance	Until the term of office expires
<b>212</b>	County Election Commission Meeting Materials	Permanent
<b>213</b>	County Election Results	Permanent
<b>214</b>	Declaration of Intent	Until the election is held + 2 years
<b>215</b>	Election Challengers	Until the election is held + 2 years
<b>216</b>	Election Inspector Certificates	Creation date + 2 years
<b>217</b>	Election Inspector Training	Retain the most current training materials  (older materials may be kept for reference purposes)
<b>218</b>	Election Notices	Until canvass of the election is completed + 2 years
<b>219</b>	Electronic Voting Systems	30 days following the canvass and certification of the election
<b>220</b>	Nominating and Qualifying Petitions	Until January 1 following the election
<b>221</b>	Nominating Petition Record	Until petitions are disposed of + 2 years

<b>222</b>	Oaths of Office – Election Officials	Until canvass of the election is completed + 2 years
<b>223</b>	Poll Books	Until canvass of the election is completed + 2 years
<b>224</b>	Precinct Delegates	Until the election is held + 2 years
<b>225</b>	Precinct Tabulation Data	Until the election is held + 2 years
<b>226A</b>	Preliminary Accuracy Testing – Federal Offices	Until the election is held + 2 years
<b>226B</b>	Preliminary Accuracy Testing – State and Local Offices	Until the election is held + 30 days
<b>227A</b>	Proof Ballots – State and Local Offices	Until the election is held + 30 days
<b>227B</b>	Proof Ballots – Federal Offices	Until the election is held + 22 months
<b>228</b>	Proposal Petitions	Until canvass of the election is completed + 2 years
<b>229</b>	Recalls	Creation date + 2 years
<b>230</b>	Recounts	Until the recount is completed + 2 years
<b>231A</b>	Sample Ballots – State and Local Offices	Until the election is held + 30 days
<b>231B</b>	Sample Ballots – Federal Offices	Until the election is held + 22 months
<b>232</b>	School Election Coordinating Committee	Expiration + 6 years
<b>233</b>	Statement of Vote	Until the election is held + 2 years
<b>234</b>	Tally Sheets/Books	Until the election is held + 2 years
<b>235</b>	Tie votes	Until the tie vote is broken + 2 years
<b>236</b>	Voting Equipment Acquisition	Life of equipment + 6 years

**City, Township and Village Records**

<b>Item #</b>	<b>Item</b>	<b>Retention Period</b>
300	Absentee Ballot Envelopes	Until the election is held + 2 years
301	Absentee Voter List	Until the election is held + 2 years
302	Application for Absentee Ballot	Until the election is held + 6 years (PA 271 of 2012)
303A	Applications to Vote	Until the election is held + 6 years (PA 271 of 2012)
303B	Applications to Vote – Gubernatorial Elections	Until the election is held + 6 years (PA 271 of 2012)
304	Affidavits of Identity	Until the election is held + 2 years
305	Affidavit of Voter Unable to Meet Photo ID Requirement	Until the election is held + 6 years (PA 271 of 2012)
306	Ballots – Federal Offices	Until canvass of the election is completed + 22 months
307	Ballots – State and Local Offices  (Note: This series also applies to <u>unused ballots</u> for federal, state and local offices)	Until 30 days after the canvass of the election is completed, or <ul style="list-style-type: none"> <li>• until a recount is completed,</li> <li>• until a court order or a Secretary of State order to suspend destruction is lifted, or</li> <li>• until an investigation into defective ballots or voting equipment is completed</li> </ul>
308	Candidate Listing	Until the election is held + 2 years
309	Declaration of Intent	Until January 1 following the election
310	Election Notices	Until canvass of the election is completed + 2 years
311	Election Inspector Applications	While the person is eligible for appointment as an inspector
312	Election Inspector Certificates	Creation date + 2 years
313	Election Inspector Training	Retain the most current training materials

		(older materials may be kept for reference purposes)
<b>314</b>	Electronic Voting Systems	Until 30 days after the canvass of the election is completed, or <ul style="list-style-type: none"> <li>• until a recount is completed,</li> <li>• until a court order or a Secretary of State order to suspend destruction is lifted, or</li> <li>• until an investigation into defective ballots or voting equipment is completed</li> </ul>
<b>315</b>	Federal Post Card Application	Creation date + 6 years (PA 271 of 2012)
<b>316</b>	Local Election Commission Meeting Materials	Permanent
<b>317</b>	Local Election Results	Permanent
<b>318</b>	Nominating and Qualifying Petitions	Until January 1 following the election
<b>319</b>	Nominating Petition Record	Until petitions are disposed of + 2 years
<b>320</b>	Oaths of Office – Election Officials	Until the election is held + 2 years
<b>321</b>	Precinct Maps	Only retain current precinct maps  (Any outdated maps should be sent to Archives of Michigan for permanent preservation)
<b>322A</b>	Preliminary Accuracy Testing – Federal Offices	Until the election is held + 2 years
<b>322B</b>	Preliminary Accuracy Testing – State and Local Offices	Until the election is held + 30 days
<b>323</b>	Proposal Petitions	Until canvass of the election is completed + 2 years
<b>324</b>	QVF Precinct Lists	Until the election is held + 2 years
<b>325</b>	School Election Coordinating Committee	Expiration + 6 years
<b>326</b>	Statement of Vote	Until the election is held + 2 years
<b>327</b>	Tally Sheets/Books	Until the election is held + 2 years

328	Tie votes	Until the tie vote is broken + 2 years
329	Voter Identification Cards – Returned	Until the voter’s registration is cancelled
330	Voter Registration Applications	Until the master card is generated
331	Voter Registration Master Cards – Originals	Until cancelled + 5 years (PA 271 of 2012)
332	Voter Registration Master Cards – Duplicates	Until cancelled + 2 years
333	Voter Registration Cards – Voided	Creation date + 2 years
334	Voter Registration Cards – Change of Address	Until the official voter registration record is updated
335	Voting Equipment Acquisition	Life of the equipment + 6 years

**Item #            Title and Description**

**Administration**

**100    Bureau of Elections Correspondence**

This correspondence is received from the Bureau of Elections and pertains to policy or housekeeping issues. This correspondence may exist in a variety of formats, including memos, letters, notes, and electronic mail messages. This does not include the Election News and the News You Can Use newsletters that are published and retained by the Bureau.

**101    Transitory Correspondence**

Transitory correspondence is any form of written communication with a short-term interest that has no documentary value. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. **Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt.** Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records.

**102    Post Election Reports**

The Secretary of State is required to submit a post election report to the Elections Assistance Commission detailing the State of Michigan’s compliance with the National Voting Rights Act and the Help America Vote Act. Clerks are required to create and maintain data on an ongoing basis that is compiled for this report.

**103    Certification**

The Bureau of Elections provides training to election officials. Officials take a self-administered accreditation exam, and receive a certificate upon successful completion of the exam.

## **County Records**

- 200            Affidavits of Candidacy**  
These are filed by incumbent judges seeking ballot access for re-election.
- 201            Affidavits of Constitutional Qualification**  
These forms are filed by candidates for judicial positions.
- 202            Affidavits of Identity**  
These forms are filed by all candidates for elected office, including precinct delegates.
- 203A          Applications to Vote**  
These forms are completed and signed by voters at the polls. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. County clerks only maintain these records for select elections. MCL 168.811
- 203B          Applications to Vote - Gubernatorial Elections**  
These forms are completed and signed by voters at the polls during elections that include a gubernatorial race. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. They may be needed if the jurisdiction needs to identify the number of signatures that are needed to support a recall petition.
- 204            Apportionment**  
These records document the re-apportionment of the Board of Commissioner district boundaries after a census is completed. These files may include correspondence, litigation materials, minutes of apportionment commission meetings, maps, district descriptions, demographic information, etc.
- 205            Ballots (Select School District Elections)**  
These records document votes in select school district elections and special elections that are administered by the county clerk per an agreement. They include ballots, counted absentee ballots, provisional ballots, challenged ballots, unused ballots, spoiled ballots, and ballots rejected for exposure, ballot containers containing optical scan ballots, etc.
- 206            Board of County Canvassers Meeting Materials**  
These files include agendas, minutes, and supporting documentation (such as transcripts, correspondence, certificates of election, challenges) that were reviewed by the board during its meetings.
- 207A          Campaign Finance Statements of Organization—Committees Receiving Less Than \$50,000**  
These records document the creation of committees supporting the election/re-election of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received less than \$50,000 in the election cycle.
- 207B          Campaign Finance Statements of Organization—Committees Receiving More Than \$50,000**  
These records document the creation of committees supporting the election/re-election of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received more than \$50,000 in the election cycle.

- 208A Campaign Finance Reporting--Committees Receiving Less Than \$50,000**  
These records document the campaign finance activities of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received less than \$50,000 in the election cycle. They may include campaign finance reports (regular reports during the election cycle and annual reports, as required), amendments, receipts for late filing fee charges, correspondence, other statements and reports.
- 208B Campaign Finance Reporting--Committees Receiving More Than \$50,000**  
These records document the campaign finance activities of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received more than \$50,000 in the election cycle. They may include campaign finance reports (regular reports during the election cycle and annual reports, as required), amendments, receipts for late filing fee charges, correspondence, other statements and reports.
- 209 Candidate Filing Fee Refunds**  
After the primary is held some candidates are eligible for a refund of their filing fee.
- 210 Candidate Listing**  
This register is used to log when a candidate files an Affidavit of Identity.
- 211 Certificates of Acceptance**  
After a person is elected to a school board they have to file a certificate of acceptance with the school district. A copy is sent to the county clerk (MCL 168.309).
- 212 County Election Commission Meeting Materials**  
These files include agendas, minutes, resolutions and supporting documentation that was reviewed by the commission during its meetings.
- 213 County Election Results**  
These records (also known as the "canvass of votes") document the final outcome of elections, as determined by the Board of County Canvassers.
- 214 Declaration of Intent**  
These forms are submitted by individuals who seek nomination or election to an office with write-in votes. Votes for write-in candidates who do not file a Declaration of Intent will not be counted.
- 215 Election Challengers**  
An organization or group that intends to appoint election challengers must submit a notarized statement to the clerk of the jurisdiction that states the reason why the right to make the appointments is claimed. These records will include the statement, a copy of the identification card to be used by the challengers, and the approval or denial (and possibly appeal documents).
- 216 Election Inspector Certificates**  
Election inspectors must attend training every two years. These certificates document who attended training.
- 217 Election Inspector Training**  
These records include materials developed by the Bureau of Elections and the county clerk to train election inspectors.
- 218 Election Notices**  
Clerks must publish a notice in local newspapers notifying the public of the close of registration to vote, of upcoming elections and of public accuracy tests of voting equipment.



These records will include a copy of the notice, the affidavit of publication and the bill from the newspaper.

**219 Electronic Voting Systems**

These systems are used to conduct select school district elections and special elections that are administered by the county clerk per an agreement. They include voting devices, ballot containers, optical scan ballots, etc.

**220 Nominating and Qualifying Petitions**

All candidates (both partisan and non-partisan) for countywide offices must file nominating or qualifying petitions with the clerk. These petitions contain signatures of registered voters living within the office's jurisdiction stating that they want to have the candidate's name placed on the ballot. These records may be returned to the candidate or destroyed as requested by candidate at the end of their retention period.

**221 Nominating Petition Record**

This record lists which candidates submitted nominating petitions for each election cycle. It contains the office, candidate, filing date, determination date, number of signatures required and filed, date the petitions were returned or destroyed, and the date of the election.

**222 Oaths of Office—Election Officials**

This affidavit is signed by election officials who serve on Absent Voter Counting Boards, as Election Inspectors, etc. who affirm that they will lawfully fulfill the duties to which they have been appointed. Poll watchers who observe the action of the absent voter counting board must also take and sign an oath of secrecy.

**223 Poll Books**

These books identify which registered voters participated in an election. They identify which voters were issued provisional ballots and which voters were challenged. This record includes Absent Voter Poll Books that identify which absent voters were mailed ballots. These books are received from cities and townships for maintenance by the county clerk. MCL 168.811

**224 Precinct Delegates**

These records document the certification of election results for precinct delegates and notification to political parties. They may include tally sheets, certificates of election, lists, etc.

**225 Precinct Tabulation Data**

This data documents the programming (burning) of removable data storage devices for precinct tabulators. It will include definitions, vote totals, an audit of voting activity. The data may be transferred to other storage media for retention.

**226A Preliminary Accuracy Testing**

These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, AutoMARK testing, test ballots, test decks, documents and certification, edit listings, etc.

**226B Preliminary Accuracy Testing (State and Local Offices)**

These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, AutoMARK testing, test ballots, test decks, documents and certification, edit listings, etc.

**227A Proof Ballots (State and Local Offices)**

Proof ballots are produced to proofread the wording and formatting of each style of ballot that will be used in the election. They are reviewed by the candidates, Bureau of Elections and the

County Election Commission prior to printing. These records may include hard copy or electronic proof ballots (one of each style) and related correspondence.

**227B Proof Ballots (Federal Offices)**

Proof ballots are produced to proofread the wording and formatting of each style of ballot that will be used in the election. They are reviewed by the candidates, Bureau of Elections and the County Election Commission prior to printing. These records may include hard copy or electronic proof ballots (one of each style) and related correspondence.

**228 Proposal Petitions**

Groups or individuals wishing to place a question on the countywide ballot for an upcoming election must also submit petitions. These petitions contain signatures of registered voters living within the jurisdiction stating that they want to have the proposal placed on the ballot.

**229 Recalls**

Voters may initiate a recall of elective officers in the state. These records will contain petition language submissions, clarity review documents, public meeting notices, signed petitions, signature challenges, petition review notices, correspondence, etc.

**230 Recounts**

These records document the administration of election recounts. They may include tally sheets, application forms, financial documents, petitions, counter petitions, objections, sign-in sheets, correspondence, and personnel records for the workers, etc.

**231A Sample Ballots (State and Local Offices)**

These ballots are produced and marked "sample" for posting for public information.

**231B Sample Ballots (Federal Offices)**

These ballots are produced and marked "sample" for posting for public information.

**232 School Election Coordinating Committee**

The school election coordinating committee identifies the duties and responsibilities of parties that administer school elections. Their agreements are renewed every two years. These records may include meeting records, agreements, maps, resolutions, correspondence, etc.

**233 Statement of Vote**

These documents are certified on Election Day by election inspectors. They summarize the votes for write-in candidates and the number of ballots issued (used and unused). The statement may be part of the poll book. MCL 168.811

**234 Tally Sheets/Books**

These documents are used to calculate the number of write-in votes. These sheets may be part of the poll book. MCL 168.811

**235 Tie Votes**

These records document that proper procedures were followed when breaking a tie vote. These records include notices, sign-in sheets, and the name slips, etc.

**236 Voting Equipment Acquisition**

These records document the acquisition and maintenance of voting equipment. They include contracts, HAVA grants, maintenance agreements, serial numbers, resolutions, correspondence, etc.

## **City, Township and Village Records**

- 300 Absentee Ballot Envelopes**  
These envelopes were used to transmit absentee ballots. Envelopes containing valid ballots will be opened and emptied so the ballot can be counted (see items #304-305). Invalid/rejected ballots remain inside the envelope, and the envelope may remain sealed. In this case, the ballot is not counted. MCL 168.811
- 301 Absentee Voter List**  
This list identifies which voters in each precinct were mailed absentee ballots. It contains the name of the voter, address where the ballot was mailed, date the application was received, date the ballot was mailed, date the ballot was received, etc. This record includes the absentee ballots information posting. The list may be part of the poll book. MCL 168.811
- 302 Application for Absentee Ballot**  
These applications are submitted by voters wishing to receive an absentee ballot for upcoming primary and/or general elections. These records also include “emergency” absentee ballot requests. MCL 168.811
- 303A Applications to Vote**  
These forms are completed and signed by voters at the polls. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. MCL 168.811
- 303B Applications to Vote—Gubernatorial Elections ACT**  
These forms are completed and signed by voters at the polls during elections that include a gubernatorial race. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. They will be used if the jurisdiction needs to identify the number of signatures that are needed to support a recall petition.
- 304 Affidavits of Identity**  
These forms are filed by all candidates for elected office, including precinct delegates. ACT = until the election is held.
- 305 Affidavit of Voter Unable to Meet Photo ID Requirements**  
This form is signed by voters who do not possess photo identification when attending the polls.
- 306 Ballots (Federal Offices)**  
These records document votes in elections where the office of U.S. President, U.S. Senate, or Representative in Congress appears on the ballot (including proof ballots, sample ballots, uncounted ballots, counted absentee ballots, provisional ballots, challenged ballots, spoiled ballots, and ballots rejected for exposure). They include optical scan ballots and the programs used to tabulate them, and Federal Write-In Absentee Ballots. Optical scan ballots shall be stored in sealed ballot bags in a secure place during this retention period, after the retention requirements specified under Michigan law have been met (see item #305 and 311).
- 307 Ballots (State and Local Offices)**  
These records document votes in elections for state and local offices, some school district elections, and special elections in which candidates for federal offices did not appear on the ballot (including proof ballots, sample ballots, uncounted ballots, unused ballots, counted absentee ballots, provisional ballots, challenged ballots, spoiled ballots, and ballots rejected for exposure). They include voting devices/tabulators, ballot containers containing optical scan ballots, programs, edit listings, etc. **Note: this series also applies to unused ballots for federal, state and local offices.**

- 308 Candidate Listing**  
This register is used to log when a candidate files an Affidavit of Identity.
- 309 Declaration of Intent**  
These forms are submitted by individuals who seek nomination or election to an office with write-in votes. Votes for write-in candidates who do not file a Declaration of Intent will not be counted.
- 310 Election Notices**  
Clerks must publish a notice in local newspapers notifying the public of the close of registration to vote, of upcoming elections and of public accuracy tests of voting equipment. These records will include a copy of the notice, the affidavit of publication and the bill from the newspaper.
- 311 Election Inspector Applications**  
These applications are submitted by people who are interested in serving as election inspectors. Inspectors are appointed by the local election commission.
- 312 Election Inspector Certificates**  
Election inspectors must attend training every two years. These certificates document who attended training.
- 313 Election Inspector Training**  
These records may include materials developed by the Bureau of Elections, the county clerk and the local clerk to train election inspectors.
- 314 Electronic Voting Systems**  
These records document elections for state and local offices, some school district elections, and special elections. They include voting devices, ballot containers, optical scan ballots, programs, edit lists, etc.
- 315 Federal Post Card Application**  
These voter registration/absent voter ballot applications are produced and distributed by the federal government to permit eligible individuals to vote while outside of the country.
- 316 Local Election Commission Meeting Materials**  
These files include agendas, minutes, resolutions and supporting documentation that was reviewed by the commission during its meetings.
- 317 Local Election Results**  
These records (also known as the "canvass of votes") document the final outcome of elections, as determined by the Board of County Canvassers.
- 318 Nominating and Qualifying Petitions**  
All candidates (both partisan and non-partisan) for local offices must file nominating or qualifying petitions with the clerk. These petitions contain signatures of registered voters living within the office's jurisdiction stating that they want to have the candidate's name placed on the ballot. These records may be returned to the candidate or destroyed as requested by candidate at the end of their retention period.
- 319 Nominating Petition Record**  
This record lists which candidates submitted nominating petitions for each election cycle. It contains the office, candidate, filing date, determination date, number of signatures required and filed, date the petitions were returned or destroyed, and the date of the election.

- 320 Oaths of Office—Election Officials**  
This affidavit is signed by election officials who serve on Absent Voter Counting Boards, as election inspectors, etc. who affirm that they will lawfully fulfill the duties to which they have been appointed. Poll watchers who observe the action of the absent voter counting board must also take and sign an oath of secrecy. These oaths may be part of the poll book.
- 321 Precinct Maps**  
These maps define the boundaries of precincts within a jurisdiction. Superseded maps should be sent to the Archives of Michigan for permanent preservation.
- 322A Preliminary Accuracy Testing (Federal Offices)**  
These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, AutoMARK testing, test ballots, test decks, documents and certification, edit listings, etc.
- 322B Preliminary Accuracy Testing (State and Local Offices)**  
These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, AutoMARK testing, test ballots, test decks, documents and certification, edit listings, etc.
- 323 Proposal Petitions**  
Groups or individuals wishing to place a question on the local ballot for an upcoming election must also submit petitions. These petitions contain signatures of registered voters living within the jurisdiction stating that they want to have the proposal placed on the ballot.
- 324 QVF Precinct Lists**  
These lists are generated from the Qualified Voter File to identify who is registered to vote at each precinct within the jurisdiction. MCL 168.811
- 325 School Election Coordinating Committee**  
The school election coordinating committee identifies the duties and responsibilities of parties that administer school elections. Their agreements are renewed every two years. These records may include meeting records, agreements, maps, resolutions, correspondence, etc.
- 326 Statement of Vote**  
These documents are certified on Election Day by election inspectors. They summarize the votes for write-in candidates and the number of ballots issued (used and unused). The statement may be part of the poll book. MCL 168.811
- 327 Tally Sheets/Books**  
These documents are used to calculate the number of write-in votes. These sheets may be part of the poll book. MCL 168.811
- 328 Tie Votes**  
These records document that proper procedures were followed when breaking a tie vote.
- 329 Voter Identification Cards—Returned**  
These voter identification cards were returned by the post office as undeliverable.
- 330 Voter Registration Applications**  
Applications to become a registered voter are received in a variety of ways. The information from the application is entered into QVF and a master card is generated.

- 331 Voter Registration Master Cards—Originals**  
These cards identify who is registered to vote in elections. The signatures on the cards are used to verify the identity of the voter. Per MCL 168.514, the registration records, if combustible, shall be destroyed by burning.
- 332 Voter Registration Master Cards—Duplicates**  
These cards identify who is registered to vote in elections. Per MCL 168.514, if the original card is reproduced in accordance with the Records Reproduction Act (MCL 24.401-24.406), the original becomes the duplicate record, and the reproduction becomes the original.
- 333 Voter Registration Cards—Voided**  
Clerks will void a voter registration application if the application's deficiency cannot be resolved. A notice of rejection is sent to the applicant. Per MCL 168.514, the registration records, if combustible, shall be destroyed by burning.
- 334 Voter Registration Cards--Change of Address**  
Clerks may receive written notice signed by the voter that he/she has changed addresses. The address change may need to be communicated to a village clerk. These records also include Election Day Change of Address Notices, and Address Confirmation Notices.
- 335 Voting Equipment Acquisition**  
These records document the acquisition and maintenance of voting equipment. They include contracts, HAVA grants, maintenance agreements, serial numbers, resolutions, correspondence, etc.