

Changes Since Consultation Draft #1 of County Auditors Records Retention Schedule v.5.1 (now v.6.0) (As of June 3, 2025)

Elections – Boundaries

District and Precinct Boundaries – Development (DAN AU52-03C-69) p.4

- Changed designation from “Archival (Appraisal Required)” to “Non-Archival”.
Rationale: Based on an appraisal by Washington State Archives.

District and Precinct Boundaries – Final (DAN AU52-03C-17) p.4

- Changed description to remove example of legal descriptions.
Rationale: Legal descriptions are no longer required by statute.

Elections – Candidates

Filing Receipts/Filing Fee Petitions (DAN AU52-03C-25) p.5

- Changed description to clarify which records series to use when these records are not separate from the *Candidate Filing Records (DAN AU52-03C-15)*.

Elections – Election Results and Voting Results

Ballots – Unissued or Undeliverable (DAN AU52-03C-70) p.6

- Corrected Revision Number to “2”.
Rationale: The existing v.5.0 Schedule incorrectly shows this DAN as being Revision 0 when it should have been Revision 1.

Election – Administration Records – Federal (DAN AU52-03C-72) p.6

- Changed description to add “jurisdiction questionnaires” and “logic and accuracy test results” as examples.

Election – Administration Records – Non-Federal (DAN AU52-03C-73) p.7

- Changed description to add “jurisdiction questionnaires” and “logic and accuracy test results” as examples.

Election – Official Results Records – Federal (DAN AU52-03C-74) p.8

- Changed description to add “recount records” as an additional example.

Election – Official Results Records – Non-Federal (DAN AU52-03C-75) p.9

- Changed description to add “recount records” as an additional example.

Voting System Acceptance Testing Documents (DAN AU52-03C-77) p.11

- Changed retention from “22 months after date of election voting system was last used (Non-Archival)” to “22 months after date of election in which voting system was last used (Non-Archival)”.
Rationale: Improved clarity.

Elections – Voter Registration

Voter Registration – Ineligible/Not Qualified (DAN AU2025-XXX) p.12

- Add to new records series due to identified gap.

Voter Registration – VoteWA (DAN AU52-03C-27) p.13

- Changed retention from “Until obsolete or superseded (Non-Archival)” to “Until verification of successful keying/submission (Non-Archival)”.

Rationale: To clarify that the retention is linked verifying capture within VoteWA and to align with the retention for records covered by Records Reported/Submitted to External Databases/Systems (DAN GS2024-024) in the Local Government Common Records Retention Schedule (CORE).

- Changed description to clarify that the former Voter Registration Database (VRDB) was implemented in 2006.

Rationale: To assist County Auditors to know when to use this records series opposed to Legacy Records (DAN AU52-03A-01).

Voter Status Change, Verification Notices, and Confirmations (DAN AU52-03C-65) p.14

- Changed description to:
 - clarify that this records series also includes notifications received; and
 - add an exclusion for records captured into VoteWA and covered by Voter Registration – VoteWA (DAN AU52-03C-27).

Licensing and Permitting

- Entire section removed as County Auditors will now use the *Department of Licensing Records Retention Schedule* for records relating to their work as agents for the Department of Licensing with vehicle licensing.