

SECRETARY OF STATE
STATE OF LOUISIANA



R. KYLE ARDOIN
SECRETARY OF STATE

P.O. Box 94125
BATON ROUGE, LA 70804-94125

August 10, 2022

Re: Records Retention

Dear Registrars of Voters and Clerks of Court:

As we continue our important work ahead of the fall 2022 election, it is important to make note of the requirements for records retention as it relates to the fall 2020 election. Federal and state law require us to maintain "all records and papers which come into the possession of an election official relating to any application, registration, or other act requisite to voting in such election shall be kept and maintained for a period of twenty-two months from the date of the election" for all federal elections.

However, pursuant to recent legislation (Act No. 741) our office is tasked with adopting and implementing policies and procedures for a post-tabulation audit of paper ballots and records. Accordingly, access to these records will be necessary until these policies and procedures have been finalized. Therefore, a records retention hold related to federal elections will be placed on the following records:

1. Poll Books (Both S-19 and the one returned to the Registrar of Voters).
2. Precinct Register Pages with signatures and button text.
3. All voting machine tapes AVC and ICX.
4. All results reports including the worksheet, the ICC results printout, the ICX results report, and the challenge removal reports.
5. All public and protective count sheets for early voting.
6. All elections verification forms for early voting.
7. All record of elections submitted after the election reflecting ALL machines used in the election even if delivered on Election Day.
8. All notation of irregularities reports.
9. The list of early voters checked during preparation and verification.
10. The reports printed from ERIN reflecting everyone given credit for voting Election Day, early voting and absentee by mail.
11. The updated turnout report for each parish.
12. AVC layout sheets showing lockout information in each precinct

You will be required to retain these limited records for the 2020 election, as well as each federal election going forward until otherwise noted. Any disposal requests for these records will be denied until the final procedures required by the new legislation have been adopted. We look forward to working with you on these efforts and implementation. Please do not hesitate to let us know if you have any additional questions.

Sincerely,

Kyle Ardoin
Louisiana Secretary of State