

SECRETARY OF STATE



R. KYLE ARDOIN
SECRETARY OF STATE

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

August 19, 2022

RE: Records Retention

Dear Secretary of State Elections Staff:

As we continue to prepare for the upcoming election, I want to express my appreciation for your hard work as we maintain the safe, secure and accurate elections that the people of Louisiana expect and deserve.

As we move forward, it is vital that we take additional steps to ensure proper retention of all past and future elections-related records. Currently, federal and state law requires that "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.

In addition to these records we currently maintain for twenty-two months following each federal election, our office will now be retaining all of the following records as it relates to the fall 2020 election and each federal election moving forward:

- Cast vote records of all Dominion ICX machines and backup databases for election day tabulation for each federal election;
- Tabulator logs;
- Audit logs;
- Poll books;
- All voting machine tapes AVC and ICX;
- All results reports including the worksheet, the ICC results printout, the ICX results report, and the challenge removal reports;
- All records of elections submitted after the election reflecting all machines used in the election even if delivered on Election Day;
- The updated turnout report for each parish;
- AVC layout sheets showing lockout information in each precinct;
- Any additional electronic and paper records which can be retained or backed-up from all machines used for voting during early voting or on Election Day.

It is critical that, in addition to the documents we currently maintain, these additional records be retained until otherwise directed. Because some of the information retained in these records is proprietary, all records must be securely stored. You will be required to retain these available

SOS Elections Staff

August 19, 2022

Page 2

records for the 2020 election, as well as each federal election going forward, unless otherwise noted. Any requests for disposal of these records will be denied at this time.

As we near November, let us continue the hard work to ensure the continued integrity of our elections. Your efforts to make a difference in the lives of voters across the state of Louisiana is appreciated.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kyle Ardoin". The signature is stylized and cursive.

Kyle Ardoin
Secretary of State