

Electoral Registration Officer

Ref. No.	Record Type	Retention Period	Action	Notes and Statutory Requirements
1.1	Full Register of Electors (Digital)	Indefinite		The ERO is required to keep registers for 15 years to undertake checks for overseas elector applications. [Regulation 35 (1)&(2) RPR 2001]
1.2	Full Register of Electors (Hard Copy)	Indefinite		Bill is currently passing through Parliament to remove the time limit on overseas electors – EROs will therefore need to undertake searches across more years.
1.3	Open Register (Digital)	Indefinite		The data for the Open Register is held within the Full Register and so therefore cannot be removed. No further copies of the Open Register will be produced once the Register is no longer live.
1.4	Open Register (Hardcopy)	Monthly	Confidentially Destroy	If hard copies of the Open Register are printed they will be destroyed on publication of the latest publication of the Register.
2.1	Household Enquiry Form/A-Form (Digital)	Up to 5 Years	Secure Deletion from Server	The ERO is required to undertake an Annual Canvass [Sec 9D RPA 1983] where HEF forms are sent to all residential addresses.
2.2	Household Enquiry Form (Hardcopy)	Until Publication of the Revised Register	Confidentially Destroy	Digital forms kept for up to 5 years to allow for corrections at polls and for any possible fraud investigations.
3.1	Invitation to Register (Digital)	Retained for 1 year after removal of entry in register National Insurance Number redacted after 13 months. Generally this will happen much sooner	Secure Deletion from Server	The ERO is required to send ITRs and reminders on 28 day cycles [Section 9E(1) RPA 1983 and Regulation 32za(3)(a) 2001 Regulations, Regulation 8 2001 Regulations] Statutory requirement to remove National Insurance Number within 13 months. [Regulation 29ZB RPR 2001]
3.2	Invitation to Register (Hard Copy)	Until Publication of the Monthly Alteration	Confidentially Destroy	Digital form should be kept for 1 year, post removal of entry, to assist in any fraud cases. This is in line with EC Guidance.
3.3	Query, Evidence or Attestation (Digital)	13 Months from receipt	Digitally Redacted	The ERO is required to gather additional evidence should they not be satisfied of an applicant's identity [Regulation 26B RPR 2001]
3.4	Query, Evidence or Attestation (Hard Copy)	Until Publication of the Monthly Alteration	Confidentially Destroy	Statutory requirement to remove National Insurance Number within 13 months. [Regulation 29ZB RPR 2001] ERO required to collect declarations and applications:
3.5	Other Elector Declarations (Digital)	1 Year after entry registration removed from Register	Secure Deletion from Server	<ul style="list-style-type: none"> • Homeless (Sec 7B RPA 1983) • Mental patients (Sec 7 RPA 1983) • Remand prisoners (Sec 7A RPA 1983) • Service qualification (Sec 14 RPA 1983) • Overseas electors (Sec 1 RPA 1985) • Anonymous (Sec 9B RPA 1983)
3.6	Other Elector Declarations (Hard Copy)	Until Publication of the Monthly Alteration	Confidentially Destroy	Digital form kept for 1 years, post removal of entry, to assist in any fraud cases. This is in line with EC Guidance.
4.1	Absent Vote Application (Digital)	Until Publication of Revised Register following cancellation of absent vote		Electors are entitled to apply for absent votes at elections [Schedule 4 RPA 2000]. An absent vote is valid for up to 5 years.
4.2	Absent Vote Application (Hard Copy)	Until Publication of the Monthly Alteration		
4.3	Absent Vote Personal Identifier Refresh (Digital)	Until Publication of Revised Register following cancellation of absent vote		In January of each year, the ERO must write to all the absent voters whose signatures have been held on the personal identifier record for more than five years [Reg 60A RPR]
4.4	Absent Vote Personal Identifier Refresh (Hard Copy)	Until Publication of the Monthly Alteration		
5.1	Register of Electors – Distribution Lists	Indefinite		The AEA considers it good practice to keep records and receipts of those who have been supplied with the Electoral Register.
5.2	Register of Electors –Public Inspection Records	Life of Register		
6.1	Email Correspondence from Electors (Outlook)	13 months after receipt	Securely Deleted from Outlook	Kept for reference when queries arise. Deleted after 13 months to ensure any sensitive documents or National Insurance Numbers are not held.
6.2	Elector General Correspondence (Digital)	1 Year after entry registration removed from Register		Kept for reference if any queries received.
6.3	Elector General Correspondence (Hard Copy)	Until Publication of the Monthly Alteration		
6.4	Property General Correspondence (Digital)	Reviewed Annually to assess continued relevance		Kept for reference if any queries received.
6.5	Property General Correspondence (Hard Copy)	Until Publication of the Monthly Alteration		
6.6	Elector Notes	1 Year after entry registration removed from Register	Secure Deletion from Server	Kept for 1 years, post removal of entry, to assist in any fraud cases or due to any queiries. This is in line with EC Guidance.
6.7	Property Notes	Reviewed Annually to assess continued relevance	Secure Deletion from Server	Notes reviewed annually to check if they relate to electors or the property and to check if still relevant.
7.1	Revenues & Benefits Data	Until Publication of the Revised Register	Secure Deletion from Server	The ERO is allowed to inspect and make copies of records held by the council or registrar in order to produce a complete and accurate electoral register [Regulation 35 RPR 2001].
7.2	School's Census Data	Until Publication of the Revised Register	Secure Deletion from Server	
7.3	Superintendent Registrars Data	Until Publication of the Revised Register	Secure Deletion from Server	

7.4	University Registrars Data	Until Publication of the Revised Register	Secure Deletion from Server	Data Sharing Agreements between ERO and Universities. Office for Students requires that Universities work closely with ERO to help facilitate student registration.
7.5	Canvasser Response & Payment Data (Digital)	Any sensitive deleted 3 months after payment	Secure Deletion from Server	Kept for year on year statistical analysis and auditing purposes.
7.6	Canvasser Application Forms (Digital)	7 Years	Secure Deletion from Server	Audit purposes.
8.1	Proof of Life Certificates	Max 13 months from receipt	Confidentially Destroy	A copied is kept as evidence should any issues arise before next certificate is required.
9.1	Starter Checklist (Digital)	2 year following last employment	Secure Deletion from Server	
9.2	Starter Checklist (Hard Copy)	2 year following last employment	Confidentially Destroy	
9.3	Right to Work in the UK Documentation (Digital)	2 year following last employment	Secure Deletion from Server	Details of staff will be kept for two year from previous employment to prevent staff having to produce new documentation every year. If staff member does not work for two year then their details will be removed.
9.4	Right to Work in the UK Documentation (Hard Copy)	2 year following last employment	Confidentially Destroy	

Returning Officer

Ref. No.	Record Type	Retention Period	Action	Notes and Statutory Requirements
10.1	Nomination Papers	1 Year post poll		The RO should keep for one year.
10.2	Home Address Forms (Digital)	21 Days post poll	Home Address Manually Removed from Xpress	The RO is required to securely destroy the Candidate's Home Address form unless a petition has been lodged in this time.[RPA 1983 sch 1 rule 53A]
10.3	Home Address Forms (Hard Copy)	21 Days post poll	Confidentially Destroy	
10.4	Statutory Election Notices (Website)	End of Petition Period	Secure Deletion from BHCC website	Under EC guidance the statutory election notices should be removed post election.
10.5	Statutory Election Notices (Digital)	1 Election Cycle		Kept for reference at subsequent election
10.6	Statutory Election Notices (Hard Copy)	End of Petition Period	Confidentially Destroy	
10.7	Declaration of Results (Website)	Indefinitely		
10.8	Declaration of Results (Digital)	Indefinitely		Kept for public RO, service and Council reference.
10.9	Declaration of Results (Hard Copy)	1 Year post Poll	Confidentially Destroy	
10.1	Ballot Papers	1 Year post Poll	Confidentially Destroy	
10.11	Marked Registers (Digital)	1 Year post Poll	Secure Deletion from Server	
10.12	Marked Registers (Hard Copy)	1 Year post Poll	Confidentially Destroy	Following an election, the RO is required to send a number of documents to the ERO (Rule 55 PER; Rule 52 PAR and PCR; Rule 64 EPER; Rule 57 GLCR; Rule 60 GLLR and GLMR; Rule 66 PCCEO).
10.13	Election Documents [CNL, Certificates of Appointment etc]	1 Year post Poll	Confidentially Destroy	
11.1	Election Expenses (Digital)	Until receipt confirmed by Electoral Commission		The RO must make election expenses available for inspection [Sec 89 RPA 1983] and at some elections must send digital copies to the EC [Sec 87A RPA 1983]
11.2	Election Expenses (Hard Copy)	2 Years (1 Year for Parish Elections)		
12.1	Agents Details (Digital)	End of Petition Period	Secure Deletion from Server	Candidates are able to appoint agents at elections. Their details will be removed at the end of the petition period as there is no reason to keep them due to the high turnover in the more auxiliary agents.
13.1	Polling Station Details and Booking (Digital)	Until venue no longer designated as polling station	Secure Deletion from Server	The RO is required to book polling stations and they are designated by the Council. Details must be held in order to contact the booking agent.
13.2	Polling Station Details and Booking (Hard Copy)	Until election claim settled with ECU	Confidentially Destroy	
14.1	Starter Checklist (Digital)	2 year following last employment	Secure Deletion from Server	
14.2	Starter Checklist (Hard Copy)	2 year following last employment	Confidentially Destroy	
14.3	Right to Work in the UK Documentation (Digital)	2 year following last employment	Secure Deletion from Server	Details of staff will be kept for two year from previous employment to prevent staff having to produce new documentation every year. If staff member does not work for two year then their details will be removed.
14.4	Right to Work in the UK Documentation (Hard Copy)	2 year following last employment	Confidentially Destroy	
14.5	Xpress Staff Profile	2 year following last employment	Secure Deletion from Server	



