

## Eastleigh Borough Council – Electoral Services Retention Schedule

Function Description/ Type of Record	Retention Action/ Retention Period	Examples of Records	Notes
Disposal of Election Documents	12 months	<ul style="list-style-type: none"> <li>• Local Government Elections</li> <li>• Parliamentary Elections</li> </ul>	Statutory period – confidentially destroy when retention period met
Returns and Declarations as to Election Expenses	12 months 24 months	Parish Elections  Local Government Elections Parliamentary Elections	Statutory period – confidentially destroy when retention period met
Register of Electors	15 years	Full electoral register for the whole Borough	<b>Current year</b> <ul style="list-style-type: none"> <li>• For use at any election held in the current year</li> <li>• For public inspection during life of register</li> </ul> <b>Past years</b> <ul style="list-style-type: none"> <li>• To check eligibility of overseas voter applications</li> </ul>
Register of Service voters	5 years	Applications for crown servants, Army & Navy personal	For use at any election whilst application in force – 5 years
Register of Overseas voters	1 year	Subject to annual renewal	For use at UK Parliamentary elections only
Anonymous Registration	12 months	Must be renewed annually under strict control measures	Confidentially destroy application when cancelled or not renewed
Household enquiry forms	1 year	Canvass form & Canvass communication A	Confidentially destroyed once time limit is reached

Invitation to register (ITR)	Max 13 months from month of application	Individual registration form for new occupiers	Hard copies to be confidentially destroyed monthly National Insurance Number's redacted from online applications
Absent vote application/ Absent vote refresher	Life of application	Postal vote form & Postal Proxy form  Proxy form	To check application details and as antifraud measures when voting. Signature and DOB matches the returned vote  Evidence of appointment
List of absent voters during the life of register	1 year	Postal, Proxy and Postal Proxy voters	For use at any election held in the current year
Voter Authority Certificate (VAC) Paper & Digital  Anonymous Elector Document (AED) Paper application	There are <a href="#">three statutory retention</a> periods	Photographic identification to be used at elections for voting at polling stations Paper applications for voter ID submitted to the Electoral Registration Officer's office Application via the Electoral Registration Officer Portal (EROP) and digitally managed	Data stored in the EROP are managed via the portal Documents will be stored securely and confidentially destroyed in line with the retention periods