

# West Oxfordshire District Council

Document Types/ Description	Retention Periods	Action	Rationale/Legislation
<b>ELECTIONS</b>			
<b>Preparation</b>			
Register of Electors: Summary certification of those eligible to vote	<b>Permanent</b>		Representation of the People Regulations 1986 and Local Elections (Parishes and Communities) Rules 1986 RGLA1.1
Certification of those eligible to vote: Annual canvass forms, rolling registration forms, overseas electors and service voters	For the set time of the event/election after being scanned into the Electoral software	Destroy after the canvass/publication or said election	ERO agreed timings
Absent voters: Postal voting, proxy voting and postal/proxy voting forms	At the date of the Application expiry (5 years from application date)	Destroy	Following <a href="#">EC guidance</a>
Voting (Local elections only): Ballot papers, corresponding number lists; ballot paper accounts, tendered votes lists, certificates as to employment, lists of votes marked by Presiding Officer	1 year from close of poll	Destroy	Rule 55(1) RPA 1983 RGLA 1.2
Voting (Parliamentary elections): Ballot papers, corresponding number lists, ballot paper accounts; tendered votes lists; certificates as to employment; lists of votes marked by Presiding Officer	2 years from close of poll	Destroy	Rule 55(1) RPA 1983
<b>Results</b>			
Declaration of results (local elections only): Consolidated returns of votes received	1 year from date of election	Destroy	RGLA1.3
<b>Election expenses</b>			
Returns & Declarations as to election expenses: Returns & Declarations as to election expenses by agents and candidates	after <b>2</b> years unless candidate or election agent request them back after this time	Destroy	Section 89 RPA 1983

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September 2023