					1	NO.					
RECORDS DESTRUCTION DOCUMENT (RM				88) PAGE 1 OF 2 PAGES							
1. AGENCY N	AME AND DIVISIO	N/PROGRAM:	2. <b>AGE</b>	NCY CONTACT:							
Yellowstone County Elections			NAME:	NAME: KV Aldrich							
PHOT					IE #: (406)256-2740						
					elections@yellowstonecountymt.gov						
3. NOTICE OF INTENTION: The schedule records listed in Item 5 are to be disposed of in the manner checked below (specify only one).											
Delete	Delete Incinerate Shred as Classified Toss without Restriction										
Other: Explain											
4. SUBMITTED BY: I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements or Offer											
to the State Historical Society Archives has been fully justified, and that further retention is not required for any litigation pending or											
imminent.											
SIGNATURE: /s/ K.V. Aldrich NAME AND TITLE: K.V. Aldrich											
DATE: 04/23/2024 (for destruction after 5/2/24)											
5. LIST OF RECORD SERIES											
NOT	E: Attach any inve	ntories or Excel sp	readshee	ts to th	nis form	n to hel	p validate	records dest	royed.		
a.	b.	с.			d.		e.	f.	g.		
Retention Schedule	Item number listed	Record Series Title			Retent	-	Inclusive	Volume in	Disposition Action and Date		
Number	on Retention Schedule				month	s/years	Dates	Cubic Feet	completed after		
									Authorization		
			ampaign Finance Candidate Filing		-	r	4000				
2	23	Documents C-1, 1A, 2, 3, 4, 5, 6, 7, 118, 118E C-2, 4, 6, 7, 7E, 3X, D-1		Term o Office	)Ť	1996- 2010	11.3				
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2	20	Statewide Candidate Petition non-		1.000		2022	1.2				
3	20	presidential 2022	122		1 year		2022	1.2			
3	21	Recall Petition (local)	local) 2021		2 years	;	2021	.1			
3	18	Undeliverable ballots, resolution ballots		ballots	22 mor	nths	4/2022	1			
3	5	Audit Sheets			1 year		4/2022	1.3			
3	14	Seal logs	l logs		22 moi	nths	11/2018	.43			
2	23	Candidate forms C2 /	2 / C6 / C7		Term o	of office	2012	1			
3	20	Petition certification			2 YEAR	s	2016	2			
6. <b>DISPOSAL AUTHORIZATION</b> : Disposal for the above listed				7. DISPOSAL CERTIFICATE: The above listed records have been							
records is authorized. Any deletions or modifications are indicated.			disposed of in the manner and on the date shown in column g.								
Custodian/Records Manager				Name and Title:							
Name: John Ostlund, Chair Date:			Signature:								
Siznatura											
Signature:											

N	5. LIST OF RECORD SERIES-CONTINUED NOTE: Attach any inventories or Excel spreadsheets to this form to help validate records destroyed.										
a. Retention Schedule Number	b. Item number listed on Retention Schedule	c. Record Series Title	d. Retention in months/years	e. Inclusive Dates	f. Volume in Cubic Feet	g. Disposition Action and Date completed after Authorization					
3	18	Ballot Replacement, record of questioned ballots	1 year	5/2022	2.3						
3	18	Undeliverable ballots	1 year	5/2022	2.3						
3	5	Audit sheets	1 year	5/2022	1.3						
2	23	Candidate forms	Term of office	2002- 2007	2.6						
3	2022	Record of ballot box verification	4 years	11/2016- 5/2017	.2						
3	13	Certificates of tabulators	1 year	4/2022	.1						
3	2	Absentee ballot confirmations	1 year	5/2/23	.4						
7.11	2	Mail ballots and affidavits	1 year	5/2/23	1.8						
7.11	2	Replacement ballot requests	1 year	5/2/23	.43						
7.11	2	Verification signature / provisional ballot envelopes	1 year 1 year	5/2/23	.37						
3	2	Absentee ballot confirmation	1 year	5/2/23	.4						
7.11	2	Ballot stubs	1 year	5/2/23	.1						
7.11	2	Mail ballots (counted)	1 year	5/2/23	3.8						
7.11	2	Mail ballots (unissued)	1 year	5/2/23	3.35						
7.11	2	Affidavits / Secrecy envelopes	1 year	5/2/23	3.9						
7.11	2	Test ballots	1 year	5/2/23	.6						
7.11	2	Record of questioned ballots	1 year	5/2/23	.4						
7.11	2	Audit log	1 year	5/2/23	.2						