RECORDS DESTRUCTION DOCUMENT (RM88)	NO.
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1. **AGENCY NAME AND DIVISION/PROGRAM:** Yellowstone County Elections	2. **AGENCY CONTACT:** NAME: K.V. Aldrich, Election Administrator PHONE #: (406)256-2740 EMAIL:kvaldrich@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 ☐ 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, Election Administrator
DATE: 05/05/24

5. LIST OF RECORD SERIES
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	7	State/federal elections: voted and unvoted/detached stubs, unused ballots, unverified prov ballots	22 months	6/22	100	
3	1	Absentee ballot envelopes, affavait & secrecy envelopes	22 months	6/22	80	
3	4	Affidavits of publication	22 months	6/22	.2	
3	5	Audit log - reports	22 months	6/22	.1	
3	14	Seal log	22 months	6/22	.1	
3	15	Electronic device software	6 days after the canvass	11/18, 11/21, 6/22	.1	

6. **DISPOSAL AUTHORIZATION**: Disposal for the above listed records is authorized. Any deletions or modifications are indicated. Custodian/Records Manager Name: Date: Signature:	7. **DISPOSAL CERTIFICATE:** The above listed records have been disposed of in the manner and on the date shown in column g. Name and Title: Signature: