

RECORDS DESTRUCTION DOCUMENT (RM88)				NO.		
				PAGE 1 OF 1 PAGES		
1. AGENCY NAME AND DIVISION/PROGRAM: Yellowstone County Elections			2. AGENCY CONTACT: NAME: Dayna Causby PHONE #: 406-256-2740 EMAIL: 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 ☐ 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. <u>Documentation attached from Historical Society.</u> SIGNATURE: /s/ Dayna Causby NAME AND TITLE: Dayna Causby Election Administrator DATE: 8/27/2026						
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	3	NVRA 1 st /2 nd notice	2	11/2021& 11/2023	5.4	
3	7	Ballot instructions	2	11/2023	5.4	
3	18	Affidavit Envelopes	22 mo	06/2024	6.9	
3	6	School/Heights Water Sewer Ballots	1 year	5/2025	2.6	
3	6	School Ballots, Secrecy, void affidavits, late, rejected ballots	1 year	05/2025	2.6	
3	25	Primary registers	4 years	06/2022	8.6	
3	4	Poll Books	4 years	2022	.8	
3	3	undeliverable notices	2 years	2022	0.8	
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:		

5. LIST OF RECORD SERIES-CONTINUED

NOTE: Attach any inventories or Excel spreadsheets to this form to help validate records destroyed.

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