

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: 08/1/24 (for destruction after 8/27/2024)

Richard R. Aarstad
 Signed and released 08/01/2024
 by the Montana State Archivist.

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	Voted/unvoted/unused/ undeliverable/resolution board ballots	22 months	11/20	151	
3	1	Absentee ballot envelopes, affavait & secrecy envelopes	22 months	11/20	88.15	
3	2	Absentee ballot logs; absentee ballot requests	22 months	11/20	1.8	
3	18	Mail ballot elections materials	12 months	9/20	1	
3	1	Absentee ballot envelopes, affavait & secrecy envelopes	22 months	6/20	7	
3	7	Ballots - unused, no signature, rejected, test, report	22 months	6/20	11.15	

6. DISPOSAL AUTHORIZATION: Disposal for the above listed records is authorized. Any deletions or modifications are indicated.

Custodian/Records Manager
 Name: John Ostlund, Chair 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: