

Eastleigh Borough Council – Electoral Services Retention Schedule

Function Description/Type of Record	Retention Action/Retention Period	Examples of Records	Notes
Disposal of Election Documents	12 months	<ul style="list-style-type: none"> • Local Government Elections • Parliamentary Elections 	Statutory period
Returns and Declarations as to Election Expenses	12 months 24 months	Parish Elections Local Government Elections Parliamentary Elections	Statutory period
Register of Electors	15 years		<p>Current year</p> <ul style="list-style-type: none"> • For use at any election held in the current year • For public inspection during life of register <p>Past years</p> <ul style="list-style-type: none"> • To check eligibility of overseas voter applications.
Register of Overseas and Service voters	1 year		For use at any election held in the current year
Household enquiry forms	1 year		To check registration details until the next canvass
Invites to register	Max 13 months from month of application		To check registration details until next canvass
Absent vote application form	Life of application		To check application details
List of absent voters during the life of register	1 year		For use at any election held in the current year