

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference
<b>ES1 Electoral Process</b>								
<b>ES1.1 Elections</b>								
ES1.1.1	Electoral nominations	Representation of the People Regulations 2001	Retain from date of election for 12 months	SECURE DISPOSAL	Y	OFFICIAL		
ES1.1.2	Voting - administration of voting process for individual elections	Representation of the People Regulations 2001	Retain from date of election for 12 months	SECURE DISPOSAL	Y	OFFICIAL		
ES1.1.3	Proxy voting schemes	Representation of the People Regulations 2001	Retain from year records cancelled for 1 year	SECURE DISPOSAL	Y	OFFICIAL		
ES1.1.4	Postal voting schemes	Representation of the People Regulations 2001	Retain from year records cancelled for 1 year	SECURE DISPOSAL	Y	OFFICIAL		
ES1.1.5	Declaration of results (held in paper format)	Representation of the People Act 1985	Retain from date of election for 12 months	SECURE DISPOSAL	Y	OFFICIAL		
ES1.1.6	Declaration of results (held electronically)	Representation of the People Act 1986	Retain from date of election for 12 months	Offer to Archives	Y	OFFICIAL	Electronic copies of this are held online in the public interest	
<b>ES1.2 Electoral Register</b>								

ES1.2.1	Summary certification of those eligible to vote	Electoral Registration and Administration Act 2013	Permanent	(paper copies are securely disposed of)	Y	OFFICIAL	The full version of the electoral register should be retained for at least 15 years for administrative purposes (overseas electors)	
<b>ES1.3 Electoral Areas</b>								
ES1.3.1	Records created by the process of managing electoral wards and boundaries		Permanent		N	OFFICIAL		
<b>ES1.4 Referenda</b>								
ES1.4.1	Information on the different referenda which can take place and legal terms under which they may be carried out.		Retain from year records created for 1 year.	SECURE DISPOSAL	N	OFFICIAL		
<b>ES1.5 Members of Parliament</b>								
ES1.5.1	Information about elected local representatives and MEPs		Retain from year records created for 1 year.	Offer to Archives	Y	OFFICIAL	Expected that these will be dynamic documents, constantly updating	
<b>ES2</b>	<b>Service Delivery Consultation</b>							<b>CM3.1</b>

Y

OFFICIAL

N

OFFICIAL - SENSITIVE

NOT PROTECTIVELY MARKED