

**721—23.5(75GA,ch1169) Retention and storage of declination forms.** Declination forms shall be retained by the agency receiving them for 22 months after the next general election following receipt of the form. Declination forms signed during the ten days before a general election, when registration is closed, shall be retained for 22 months after the general election to be held in two years. The forms shall be stored in a secure location where the safety and confidentiality of the records can be protected. If the applicant's responses are stored electronically, the declination record shall be retained by the agency for the same period of time required for paper declination forms. The following schedule shall be followed:

<u>Date declination signed</u>	<u>Election date</u>	<u>Earliest date to destroy</u>
01/01/95 – 10/26/96	11/05/96	09/05/98
10/27/96 – 10/24/98	11/03/98	09/03/00
10/25/98 – 10/28/00	11/07/00	09/07/02
10/29/00 – 10/26/02	11/05/02	09/05/04
10/27/02 – 10/23/04	11/02/04	09/02/06
10/24/04 – 10/28/06	11/07/06	09/07/08
10/29/06 – 10/26/08	11/04/08	09/04/10
10/27/08 – 10/23/10	11/02/10	09/02/12