

# Election registration files (GRS-261)

## Utah General Retention Schedule

### Description

These are four-part printed voter registration forms used to register eligible voters. "Every person applying to be registered shall complete a registration form" (UCA 20A-2-104 (2010)). They include the voter's name, address, birth date, birthplace, last former address previously registered, political party (optional), signature and sworn statement of person completing form, and date. "The county clerk shall retain a copy in a permanent county wide file, which may be electronic or some other recognized system." (UCA 20A-2-104(2) (2010)).

### Retention and Disposition

Retain permanently. Records may be transferred to the archives.

### Categories

County  
Clerk

### Effective

09/1995

### Previous Schedule Number

CO-14-18