

REQUEST TO DESTROY UNUSED ELECTION MATERIALS (101.545, F.S.)



SECTION 1 – REQUEST (SUBMIT FORM TO DIVELECTIONS@DOS.MYFLORIDA.COM)

Name/Title			
Jurisdiction			
Address			
Email Address			
Name of Election(s)			
Date of Election(s)			
Volume of materials to be disposed			
Confirm materials are unused	<input type="checkbox"/>	Confirm election has concluded	<input type="checkbox"/>
Signature		Date Submitted	

SECTION 2 – REVIEW

<input type="checkbox"/>	Request must be submitted by the County Supervisor of Elections or municipal clerk that conducted election (or deputy thereof).
<input type="checkbox"/>	Request must state which election(s) materials are to be disposed.
<input type="checkbox"/>	Request must list the approximate volume of materials to be disposed.
<input type="checkbox"/>	Request must be for unused materials only.
<input type="checkbox"/>	Request must be submitted after election has concluded.
<input type="checkbox"/>	If the request includes materials from a state General Election, an electronic file or hard copy of the ballot must be included with the request.

Initial Review: _____ Date: _____
Executive Assistant

SECTION 3 – APPROVAL

The request to destroy unused ballots and other unused election materials from the election(s) listed above is approved pursuant to section 101.545, Florida Statutes.

Approval: _____ Date: _____
Division Director