



# **BUNCOMBE COUNTY** ELECTION SERVICES

## BUNCOMBE COUNTY BOARD OF ELECTIONS

### **Board Meeting Agenda**

Tuesday April 6, 2021

5:30 pm

Welcome of Visitors

- I. Approval of minutes
- II. Office updates

**Buncombe County Board of Elections**  
Meeting Minutes  
**April 6, 2021**

**Opening**

The scheduled meeting of the Buncombe County Board of Elections was called to order at 5:35 pm, April 6, 2021, at 77 McDowell Street, Asheville, NC 28801. A copy of the agenda is attached.

In response to the COVID-19 pandemic and NC Safer at Home Order, the meeting was held with limited in-person Board members and staff. Members of the public and additional staff were invited to attend virtually using Microsoft Teams. Directions on how to attend this virtual meeting are provided to the public on the Buncombe BOE website.

**Present**

Board Members-

Jake Quinn, Chairman (in person)  
Linda Block (Virtual)  
Stephen G. Duncan (in person)  
Elizabeth Newman (Virtual)

BOE Staff-

Corinne Duncan, Director (Absent)  
Kaylea Noce, Absentee Preparation  
Specialist (in person, filling in for Director  
Duncan)  
Kevin Roberts, Administrative Technician  
(in person)

Visitors-

3 virtual guests

**Welcome Visitors and Introduction of Remote Meeting Features**

- Chairman Quinn welcomed virtual guests.

**Item One - Approval of Minutes**

- The Board reviewed the meeting minutes of March 2, 2021.
  - Chairman Quinn moved to accept the minutes as amended, and the Board approved unanimously.

**Item Two - Office Updates**

- Staff member Noce gave the following updates:
  - The Board room has been rearranged for better use of space and camera position.
  - Cleaning and organization is underway at our three locations.
  - Overview of the retention and disposition of election records. (See Attached)
  - Progress is being made on construction of a security cage at our warehouse at 50 Coxe for increased ballot security and more effective organization for ballot tracking.

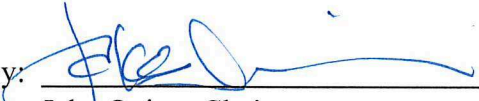
- The FY22 budget has been reviewed at and we have been asked by county management to cut \$20,000. This is roughly 1% of the total budget.
- The Elections office has joined the Adopt-A-Street program for Choctaw Street.
- Election Services is researching outreach ideas and gathering data.

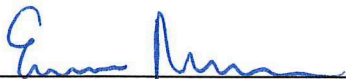
**Public Comments**

Public questions and comments from the virtual attendees were addressed.


The meeting adjourned at 5:56 pm on April 6, 2021, at 77 McDowell Street, Asheville, NC 28801. The next meeting will be held at 5:30 pm on May 11, 2021.

Minutes submitted by: Kevin J. Roberts

Approved by:   
\_\_\_\_\_  
Jake Quinn, Chairman

  
\_\_\_\_\_  
Elizabeth Newman, Secretary

  
\_\_\_\_\_  
Linda Block, Member

  
\_\_\_\_\_  
Stephen G. Duncan, Member

**April 6, 2021**

**Board Update: Retention and Disposition of Elections Records**

**Overview**

NC County Board of Elections follow a retention schedule for election related records set by the State Board of Elections, in addition to federal and county level requirements. This document provides updates on the current records retention of Buncombe County Elections.

Please note that per required records retention operations, no record involved in a pending audit or investigation, legal, or other official action has been destroyed or will be destroyed before the action is resolved.

**Completed Record Disposition**

- On Friday 3/26, our office destroyed the following items according to our records retention schedule:
  - Unused ballots from June and November 2020
  - Records pertaining to the November 2018 election
  - Unused absentee envelopes specific to 2020 elections
  - Voter registration records (released by Numbered Memo 2021-02)
- Records were destroyed on-site via shredding using Shred-It, a private shredding company.

**Scheduled Record Disposition**

- Per numbered memo 2021-02 (sent 3/25/21) County Board of Elections received authorization from the SBOE to release certain records previously held for litigation. The memo reinstates regular retention periods for these documents.
- Election items from August 2018 and earlier may now be destroyed. For Buncombe County this includes:
  - March 2016
  - June 2016
  - November 2016
  - May 2018
- Items listed above will be destroyed on-site via shredding once scheduled with Shred-It.

**Record Retention Updates**

- Remaining election items from 2020 (March, June, November) will be retained according to the regular retention schedule of 22 months.