

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

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



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

### 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.

Initial Review: \_\_\_\_\_ Date: \_\_\_\_\_  
Administrative Assistant

Second Review: \_\_\_\_\_ Date: \_\_\_\_\_  
Program Administrator

### 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