

Approved by Decision 27/103 of Central Election Commission of the Republic of Azerbaijan dated 27 May 2006 and amended by Decision # 1/2-4, dated 15 March 2019

INSTRUCTION

on the rules for the preservation of official documents regarding the conduct of elections (referendum) in the Republic of Azerbaijan

The rules for keeping and cancelling the official documents regarding the conduct of elections (referendum) (hereafter referred to as - elections) in the Republic of Azerbaijan shall be regulated by Article 111 of the Election Code of the Republic of Azerbaijan (hereafter referred to as - Election Code) and the Instruction.

1. Rules for preserving official election documents

- 1.1. Second copy of final protocol on the voting results of Central Election (Referendum) Commission of the Republic of Azerbaijan (hereafter referred to as - Central Election Commission) and the documents to be attached, first copies of the protocols on voting results of Constituency and Precinct Election (Referendum) Commissions (hereafter referred to as - Con.ECs and PECs) and the documents to be attached to them, financial reports of election commissions, final financial documents of the registered candidates, political parties, blocs of political parties, referendum campaign groups shall be kept by Central Election Commission within a year from the day of official publication of the decision (order) on the appointment of next elections in comply with Article 111.2 of the Election Code.
- 1.2. Second copy of the Con.EC protocol and the documents to be attached to it shall be kept by the Con.EC secretary till the end of the activity of the commission in comply with Article 107.5 of the Election Code.
- 1.3. Second copy of the PEC protocol and the documents to be attached to it shall be kept by the PEC secretary till the end of the activity of the commission in comply with Article 106.8 of the Election Code.
- 1.4. Ballot papers and voting cards shall be turned over to the Con.EC 2 days prior to the end of the PEC activity. Ballot papers and voting cards shall be kept by the Con.EC within at least 6 months upon the official publication of the election

- results.
- 1.5. Voters' lists shall be kept by Central Election Commission within 5 years.

2. Rules for the cancel of official documents regarding the conduct of elections

- 2.1. After the first copies of the PEC and Con.EC protocols on the voting results and the documents to be attached to them, financial reports of election commissions, final financial documents of the registered candidates, political parties, blocs of political parties, referendum campaign groups have been kept by Central Election Commission for at least 1 year from the day of official publication of the decision (order) on the appointment of next elections in comply with Article 111.2 of the Election Code, these documents shall be cancelled being burnt if has not been included in the register of the documents to be turned over to state archive by State Archives Department.
- 2.2. Second copies of the Con.EC and PEC protocols and the documents to be attached to them shall be cancelled after the activity of the commissions ends.
- 2.3. Third copy of the PEC protocol shall be cancelled by being burnt after having been kept on the information board for 5 days.
- 2.4. Third copy of the Con.EC protocol and copies of relevant PECs shall be cancelled by being burnt after having been kept on the information board for 10 days.
- 2.5. Third copy of the protocol of Central Election Commission and copies of the Con.EC protocols shall be cancelled by being burnt after having been kept on the information board for 15 days.
- 2.6. Ballot papers and voting cards shall be cancelled by being burnt after 6 months from the day of official publication of the election results.
- 2.7. Voters' lists shall be cancelled by being burnt after having been kept by Central Election Commission for 5 years.
- 2.8. The documents to be cancelled at the PECs and Con.ECs shall be cancelled by the chairpersons of these election commissions upon the decisions of relevant commissions and the documents to be cancelled at Central Election Commission shall be cancelled by the Secretariat of Central Election Commission.