**Section 216.80 Documenting Transactions**

a) Each election authority shall generate and keep the following information from the registration activities it conducts:

1) the total number of Voter Registration Applications and Voter Registration Cards received, from whatever source, between the two immediately past federal elections, excepting those Voter Registration Applications and Voter Registration Cards which are deemed duplicates, are rejected or report only changes of address;

2) the total number of Voter Registration Applications received from the Secretary of State between the two immediate past federal elections, and the total number of these applications which are duplicates of already existing registrations;

3) the total number of Voter Registration Applications received by mail between the two immediately past federal elections, and the total number of these applications which are duplicates of already existing registrations;

4) the total number of Voter Registration Applications received from each office of a designated agency, township supervisor or county commissioner between the two immediately past federal elections, and the total number of these applications which are duplicates of already existing registrations;

5) the total number of Voter Registration Applications received from each office of armed forces personnel registering voters between the two immediately past federal elections, and the total number of these applications which are duplicates of already existing registrations;

6) the total number of Voter Registration Applications and Voter Registration Cards received from any other source not specifically enumerated in subsections (a)(2) through (5) of this Section, by source, between the two immediately past federal elections, and the total number of these applications and registration cards which are duplicates of already existing registrations;

7) the total number of Voter Registration Applications canceled, for whatever reason, between the two immediately past federal elections;

8) the number of name and address confirmation forms mailed out between the two immediately past federal elections, and the number of responses thereto; and

9) the postal costs incurred between the two immediately past federal elections for all mailings required to satisfy requirements of 42 U.S.C. 1973gg et seq.

b) "By mail", for purposes of this Section, excludes those applications transmitted by the Secretary of State, designated agencies, township supervisors and county commissioners, and armed forces personnel registering voters, even though applications arrive by means of the United States Postal Service.

c) The data required to be kept by this Section may be kept in electronic or paper copy format.