

## Recordkeeping Requirements

A candidate, treasurer, and elected officer has a duty to maintain detailed accounts, records, bills, and receipts as necessary to prepare campaign statements and comply with the Political Reform Act. Records must be maintained for 4 years following the date the campaign statement to which they relate is filed.

The duty includes the maintenance of detailed information and original source documentation. Internally and externally generated records must be maintained and used to prepare campaign statements and reports.

**Records you create** - records created and maintained by you such as committee journals, ledgers, schedules, worksheets, computer database, correspondence sent by you and any other filer records supporting the funds received or spent.

**Records created by others** - records created by others such as vendors' invoices/receipts and contracts; bank statements and cancelled checks; contributors' checks, contributors' transmittals, completed solicitation forms/contributor cards, online contributions (i.e., PayPal records); credit card statements and charge slips; and correspondence received by filer from vendors, contributors or others, and any other records supporting the funds received or spent.

**Campaign Statements and Reports** - FPPC obtains copies stamped "Received" from the local filing officer for auditing purposes.

### Statutory Authority

[Government Code Section 84104](#)

[Regulation 18401](#)

