June 30, 2016

County Clerk/Registrar of Voters (CC/ROV) Memorandum #16199

TO: All County Clerks/Registrars of Voters

FROM: /s/ Catherine Ingram-Kelly
                 CalVoter Program Manager

RE: CalVoter/VoteCal: System of Record

As you know, the SOS has been targeting June 2016 to declare VoteCal as the system of record for voter registration in California. With your help, the VoteCal project team has been conducting several activities to prepare VoteCal to be the State's system of record. These include the mock election, on-going performance testing, verifying VoteCal's functionality, and analyzing and monitoring the data in VoteCal.

To ensure that VoteCal functions as designed, the SOS has decided to continue these activities beyond the original June 2016 target timeframe for declaring VoteCal to be the State's system of record. The SOS now expects to declare VoteCal as the system of record in late August 2016. CalVoter will continue to be the current system of record for voter registration in California.

Counties will utilize VoteCal functionality for voter registration and list maintenance activities with the exception of DMV Change of Address.

Once the Secretary of State certifies that the state has a statewide voter registration database that complies with the requirements of the federal Help America Vote Act of 2002, (e.g. certified VoteCal as the system of record) additional guidance will be provided.

The table below lists and describes activities that counties will continue to perform for voter registration activities as a result of CalVoter being maintained as the system of record and the counties being live on VoteCal.

Date	Activity	Process through CalVoter	Process through VoteCal
Ongoing	**Send CalVoter Update File or Full Load File** Continue to send update files or full load files	X	

Date	Activity	Process through CalVoter	Process through VoteCal
	to CalVoter whenever new voter registration records are received.		
Ongoing	**Send CalVoter Precinct Files** Continue to send precinct files to CalVoter to accompany a "Full Load File".	X	
Ongoing	**Work DMV Change of Address (COA) Matches** Continue processing DMV COA matches received from CalVoter.	X	
Ongoing	**SOS Verification Mailings** Continue to send verification mailing files to CalVoter. SOS to perform mailings of VRCs to voters identified in daily DMV COA file as a non-match.	X	
July 8, 2016 (E-124) through July 29, 2016 (E-102)	**Generate 124-Day Report of Registration (ROR)** County to generate the ROR out of the local county Election Management System (EMS) and send to the SOS through CalVoter at E-124 (no later than E-102).	X	
Ongoing	**Enter Voter Registration Affidavits** Continue to enter completed online and paper affidavits into the county EMS.		X
Ongoing	**Work VoteCal EMS Messages** Continue to work unprocessed messages, prioritized by the oldest date first, in the following order: • Deficient Errors • Potential Felon Match • Potential Felon Match to Voter • Potential Deceased Match • Potential Deceased Match to Voter • NCOA Potential Address Change • Potential Duplicate Match		X

Date	Activity	Process through CalVoter	Process through VoteCal
	• Resolve UID **(Note: Reminder that SOS continues to recommend that counties do not work Merge Voter Determine Survivor messages until further notice.)**		