



DEBRA BOWEN | SECRETARY OF STATE

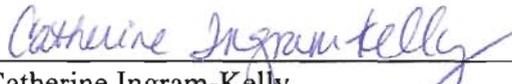
STATE OF CALIFORNIA | ELECTIONS

1500 11th Street, 5th Floor | Sacramento, CA 95814 | Tel (916) 657-2166 | Fax (916) 653-3214 | www.sos.ca.gov

November 7, 2007

TO: ALL COUNTY CLERKS/REGISTRARS OF VOTERS (07207)

FROM:


Catherine Ingram-Kelly
Voter Registration, Program Manager

SUBJECT: 60-Day Close Load Files And Voter Information Guide Mailing

As the 60-day close of registration nears, we would like to remind everyone of the requirement to update the CalVoter database with the latest LOAD and Precinct files in order to generate the Voter Information Guide (VIG) Ballot Pamphlet mailing labels. This is in addition to your statistical registration summaries by district for the Report of Registration.

After you finish entering all your data as of the 60-day close (12/07/07), please send us a new full LOAD file, as well as a new Precinct/District Mapping file (PCTPRT.txt). Although we request you generate and send us this data as soon as possible after the close on December 7th, **we must receive all files no later than December 17th (E-50)** in order to complete our processing and mail the VIGs in time for the February 5, 2008 Presidential Primary Election.

The full LOAD file must adhere to the following naming convention: **CCNNNNNNL.txt**, where "CC" is your designated county number (with leading zeroes); "NNNNNN" is a six digit sequential number (with leading zeroes), incremented for each successive Registrant Transaction file sent to CalVoter; and "L" is an uppercase alpha character to indicate the type of file (here, a LOAD file – a copy of all registered voters in the county). For example, a file from Alameda County might be named "01000536L.txt". The complete file should be copied to the Outbox on the CalVoter workstation (C:\CalVoter\Outbox) for automatic transfer to our system.

The Precinct/District Mapping file must be named "PCTPRT.txt" and must also be copied to the Outbox on the CalVoter workstation.

Once you place these two files in the CalVoter workstation outbox, please complete the attached form and fax it attention to CALVOTER TEAM at (916) 653-3214. You may also email this information to the CalVoter Team at calvoterhelp@sos.ca.gov. Be sure to include the registrant count of your LOAD file in your fax or email.

As we have done in the past, the Secretary of State will send a household VIG to all registrants in this file that have a **valid** California mailing address. **Each county will retain the responsibility for mailing the VIG to their registrants with an out-of-state mailing address as well as to qualified confidential voters.**

If you have any questions regarding this or any other CalVoter related matter, please call the CalVoter Help Desk at 1-888-VOTECAL (1-888-868-3225) or email calvoterhelp@sos.ca.gov.

Thank you.

Attachments

**February 2, 2008 Presidential Primary Election
60-Day Close
CALVOTER LOAD FILE NOTIFICATION RETURN**

******* Attention: CALVOTER TEAM *****
FAX TO (916) 653-3214**

County: _____

Date: _____

Contact Name: _____

Contact Phone #: _____

I have placed our 60-day close LOAD file in the C:\Calvoter\Outbox directory on the CALVOTER workstation.

File name: _____

Record/registrant count: _____

I have placed our Precinct Mapping file (PCTPRT.TXT) in the C:\Calvoter\Outbox directory on the CALVOTER workstation.

2008 PRESIDENTIAL PRIMARY ELECTION CALVOTER Reporting Schedule

Date	Description	CALVOTER files to send*
Dec 7 – Dec 17, 2008	60-Day Close of Registration Counties must report no later than E-50 their registration as of E-60. In addition to the normal Report of Registration, a full LOAD file and precinct mapping file are sent. These files are used to generate the mailing labels for the Statewide Voter Information Guide.	<ul style="list-style-type: none"> ✓ LOAD file ✓ Precinct Mapping file (PCTPRT.TXT) ✓ <i>ROR file (RORDATA.TXT)</i>
Dec 7, 2008	Auto-County Documentation Available Presidential Primary Election template files and the <i>Auto-County User's Guide</i> will be available for Auto-County election reporting. These files may be retrieved from either the CALVOTER workstation or the County/Vendor Website at http://county.ss.ca.gov .	
Dec 24 – Feb 1, 2008	Certification Testing for Auto-County Election Reporting All counties that will be electronically reporting their election results on Election Night must complete Auto-County Certification no later than E-4. (Please see the <i>Auto-County Users' Guide</i> for more information about certification.)	
Jan 16, 2008 <i>8am - Noon</i>	Stress-Test of Election Night reporting system #1 All counties that have been certified for electronic auto-county reporting, as well as counties that will be reporting via direct KDE or Fax should participate.	
Jan 23, 2008 <i>8am - Noon</i>	Stress-Test of Election Night reporting system #2 All counties that have been certified for electronic auto-county reporting, as well as counties that will be reporting via direct KDE or Fax should participate.	
Jan 22 – Jan 30 2008	15-Day Close of Registration Counties must report no later than E-7 their registration as of E-15.	✓ <i>ROR file (RORDATA.TXT)</i>
Jan 30, 2008 <i>8am - Noon</i>	FINAL Stress-Test of Election Night reporting system All counties that have been certified for electronic auto-county reporting, as well as counties that will be reporting via direct KDE or Fax should participate.	
Feb 5, 2008	ELECTION DAY / Semi-Official Canvass Counties must submit returns at least every two hours until completed. All counties must submit Final returns before shutting down.	✓ <i>ER Regular & Final reports</i>
Feb 7 – Mar 4, 2008	Official Canvass Counties should submit Update reports periodically to correct their election returns while they conduct their Official Canvass.	✓ <i>ER Update reports</i>
Mar 11, 2008	Statement of Vote reporting deadline Counties must submit their SOV/SSOV to SOS no later than E+35.	<ul style="list-style-type: none"> ✓ <i>ER SOV report</i> ✓ <i>ER SSOV report</i>
May 5 – May 19, 2008	Vote History Counties must submit registrant Voting History Update that identifies the registrants who voted in the Presidential Primary Election.	✓ Vote History Update
* CALVOTER files in Bold are required. CALVOTER files in <i>italics</i> may optionally be directly keyed by the county or reported on paper.		

Counties should continue to submit regular Registrant Load/Update files according to the guidelines that have been adopted. Counties whose voter registration system will not support the UPDATE file type may submit full LOAD files.