



**DEBRA BOWEN** | SECRETARY OF STATE  
STATE OF CALIFORNIA | ELECTIONS

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October 15, 2008

County Clerk/Registrar of Voters (CC/ROV) Memorandum #08302

TO: All County Clerks/Registrars of Voters

FR: Catherine Ingram-Kelly  
Catherine Ingram-Kelly  
Program Manager, Voter Registration  
(916) 651-8975 or cingram-kelly@sos.ca.gov

RE: November General: Statewide Database Requirements

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Elections Code section 21000 requires that county elections officials provide “any information and statistics that may be necessary for use in reapportionment.” The Legislature has designated the Statewide Database as the body to obtain and manage this information. Attached is a checklist of data to be submitted.

Please send the information directly to the project manager for the Statewide Database as listed below. The Statewide Database also has an FTP site available. If you would like to use that option or if you have any questions, you may contact Ms. Cano directly.

Thank you in advance for your cooperation.

Project Manager

Cecilia Cano

Statewide Database

2847 Santa Rosa Ave

Altadena, California 91001

Phone (626) 794-2422

Fax (626) 808-9863

email: database@dataexchange.caltech.edu

Attachment

## **Checklist of data to submit to Statewide Database *as soon as possible***

- ✓ ***If you have had precinct boundary changes since the 2008 Statewide Direct Primary Election, please send registration precinct maps (GIS shape and street files or a complete set of paper maps).*** If you provide paper maps, please send a precinct-to-map-page guide.
- ✓ **Master Voter File as of the 15-day Close.** It would be beneficial if it became a standardized practice to take a snapshot of the Voter File as of this date for archival purposes accompanied by a file format to define data fields. If possible, please provide the master voter file in a **text file (.txt)** format.
- ✓ **List of precincts that were changed between the 2008 Statewide Direct Primary Election and the 2008 General Election.** For each precinct changed, identify the reason for the change (e.g. new, abolished, annexation, etc.) the number of voters affected and the map page for the precinct.

## **Checklist of data to submit to Statewide Database by December 15, 2008**

- ✓ **Statement of Vote in electronic form AND hard copy.** If possible, please provide the electronic Statement of Vote in a **text file (.txt)** format. Also this report should be by precinct results – not a summary – and it should include both total registration and total votes cast by precinct. *Please note that AB 1734 passed last year requires election officials be capable of reporting the Statement of the Vote in an electronic form.*
- ✓ **Party total registration broken down by precinct.**
- ✓ **Voter History for the 2008 General Election.** This is a record of voters who voted and the method by which they voted (e.g. polling place, absentee, fail safe etc.). Please include format.
- ✓ **Consolidation list (voting precinct to registration precinct) in both electronic form AND hard copy.**
- ✓ **List of precincts within districts and cities in both electronic form AND hard copy.**
- ✓ **Master street index (address-to-precinct-assignment file) in electronic form only.**
- ✓ **Precinct listing that identifies absentee precinct by regular precinct and ballot type.** If consolidations are used, please provide this list by voting precinct.
- ✓ **List of all polling places and their addresses.**

**Please provide documentation for all files sent in electronic form, including format sheets where applicable.**

If you provide computer files please use one of the following formats, if possible:

- CD or DVD or FTP
- EBCDIC or ASCII encoding
- Tab delimited
- IBM or ANSI standard labeling

Specific questions about these requirements should be addressed directly to Cecilia Cano, Statewide Database, at (626) 794-2422 (or by email to [database@dataexchange.caltech.edu](mailto:database@dataexchange.caltech.edu)).