



DEBRA BOWEN | SECRETARY OF STATE
STATE OF CALIFORNIA | ELECTIONS

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March 11, 2009

County Clerk/Registrar of Voters (CC/ROV) Memorandum #09032

TO: All County Clerks/Registrars of Voters

FROM:

Handwritten signature of Steven Carda in black ink.

Steven Carda
CalVoter Elections Analyst

RE: May Statewide Special: CalVoter 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) mailing labels. This process is separate, and 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 (03/20/2009), 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 March 20th, **we must receive all files no later than March 30th (E-50)** in order to complete our processing and mail the VIGs in time for the May 19, 2009, Statewide Special 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 e-mail it to CalVoterHelp@sos.ca.gov.

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, qualified confidential voters, and records returned in a deficiency file or rejected by the VIG mailing process.**

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

Attachments

**May 19, 2009, Statewide Special Election
60-Day Close
CALVOTER LOAD RETURN FORM**

***** **Attention: CALVOTER TEAM** *****

**EMAIL TO CalVoterHelp@sos.ca.gov or
FAX TO (916) 653-3214**

Files Cannot Be Processed Without Submittal Of This Form

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 Count of Active and Inactive Registrants: Active: _____

Inactive: _____

TOTAL: _____

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

2009 Statewide Special Election CALVOTER Reporting Schedule

Date	Description	CALVOTER files to send*
Mar 20–Mar 30, 2009	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>
March 20, 2009	Auto-County Documentation Available Statewide Special 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 the CALVOTER workstation.	
Apr 6–May 15, 2009	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.)	
May 4 – May 12, 2009	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>
May 6, 2009 8:00 a.m. - Noon	System-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.	
May 13, 2009 8:00 a.m. - Noon	FINAL System-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.	
May 19, 2009	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>
May 21–June 16 2009	Official Canvass Counties should submit Update Reports periodically to correct their election returns while they conduct their Official Canvass.	✓ <i>ER Update reports</i>
June 23, 2009	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>
June 17– July 18 2009	Vote History Counties must submit registrant Voting History Update that identifies the registrants who voted in the Statewide Special 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.