



DEBRA BOWEN | SECRETARY OF STATE
STATE OF CALIFORNIA | ELECTIONS

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April 14, 2010

County Clerk/Registrar of Voters (CC/ROV) Memorandum #10122

TO: All County Clerks/Registrars of Voters

FROM:

A handwritten signature in cursive script, appearing to read "Diane Hinkle", written over a horizontal line.

Diane Hinkle
Voter Registration Program Lead

RE: Statewide Direct Primary: Statewide Database Requirements

Under Elections Code section 21000, county elections officials are asked to provide "any information and statistics that may be necessary for use in reapportionment." The Legislature has designated the Statewide Database in Altadena as the entity that should receive and manage this information.

Attached is a checklist of data the Statewide Database would like to receive by April 30, 2010, and a checklist of data it would like to receive by July 15, 2010.

Please send the data directly to the Statewide Database project manager 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 can contact Ms. Cano directly at the number and email address below.

Thank you in advance for your assistance.

Project Manager

Cecilia Cano
Statewide Database
2847 Santa Rosa Avenue
Altadena, CA 91001

Phone: (626) 794-2422
Fax: (626) 808-9863

email: database@dataexchange.caltech.edu

Attachment

Checklist of data to submit to Statewide Database by April 30, 2010

- ✓ **If you have had precinct boundary changes since the 2009 Statewide Special 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.
- ✓ **List of precincts that were changed between the 2009 Statewide Special Election and the 2010 Statewide Direct Primary Election.** For each precinct changed, identify the reason for the change (e.g. new, abolished, annexation), the number of voters affected, and the map page for the precinct.

If additional precinct changes occur after April 30, you should submit them separately, as soon as possible.

Checklist of data to submit to Statewide Database by July 15, 2010

- ✓ **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, provide the master voter file in a **text file (.txt)** format.
- ✓ **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 election officials are required to be capable of reporting the Statement of the Vote in an electronic form.*
- ✓ **Party total registration broken down by precinct.**
- ✓ **Voter History for the 2010 Statewide Direct Primary 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).