



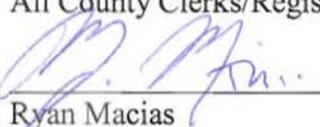
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OFFICE OF VOTING SYSTEMS TECHNOLOGY ASSESSMENT
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June 1, 2010

County Clerk/Registrar of Voters (CC/ROV) Memorandum #10181

TO: All County Clerks/Registrars of Voters

FROM:


Ryan Macias
Voting Systems Analyst

RE: Voting Systems: Audit Log Best Practices

Attached is a document outlining a collection of best practices aimed at ensuring counties can protect and preserve their voting systems audit logs.

The best practices were developed in consultation with county elections officials and voting system vendors following a review of the voting system audit logs conducted by University of California, Berkeley, computer science professor David Wagner at the request of the Secretary of State. The [best practices recommendations](#), which includes a link to the [Voting Systems Audit Log Study](#), are attached below for your convenience.

The Secretary of State's office strongly encourages all county elections officials, if they have not already done so, to adopt these practices.

If you have any questions, please contact the Office of Voting Systems Technology Assessment at (916) 653-7244 or at votingsystems@sos.ca.gov.

Attachment: 1

Best Practices

File location and retrieval

Each county elections official should require the county's voting system vendor to provide a list of all audit log files, the file location within the voting system, and the procedures to navigate to and retrieve them from the voting system. This information should be maintained in each county's standard election practices and procedures documentation.

Protective measures

Each county elections official should protect the audit logs from possible intentional or unintentional erasure or alteration. This is voting system specific. Each county elections official should work with the county's voting system vendor on the specific steps needed to maintain the integrity of each voting system's audit logs.

Prohibited practices

Each county elections official should include information in the county's standard election practices, procedures and training material about specific prohibited practices that could result in destruction of audit logs.

Back up and archive

Each county elections official should back up and archive all audit logs in their native electronic form, even if they are saved in a proprietary format. However, if the native form of the audit logs is a paper record, and there is not a way to maintain an electronic copy, each county elections official should make sure that the archived copy is a clean, unaltered, readable copy that can be examined, if necessary, at a later date.

Make audit log information user friendly

Each county elections official should export audit logs in formats suitable for use by elections officials and the public. If the audit log may only be exported and saved in a proprietary format, the county elections official should maintain a list of procedures, to be used when needed, on how to import the information back into the voting system component, from which it was exported, so that it may be printed out in a human readable format.

Retain copies

Each county elections official should maintain a copy of all audit logs for the mandated 22-month retention period following each election.