



DEBRA BOWEN | SECRETARY OF STATE
STATE OF CALIFORNIA | ELECTIONS

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October 19, 2010

County Clerk/Registrar of Voters (CC/ROV) Memorandum #10300

TO: All County Clerks/Registrars of Voters

FROM: 
Diane C. Hinkle
Voter Registration Program Lead

RE: November General: Statewide Database (Additional Request)

On October 5, 2010, we issued CC/ROV Memorandum #10293 on behalf of the Statewide Database to request that they receive the following data by October 29, 2010:

- A full set of the most recent county precinct maps in GIS, PDF, or paper format, reflecting the boundaries of your registration precincts and sub-precincts.
- A listing of the precinct changes your county has made since the June 8, 2010, Statewide Direct Primary Election. If no changes have been made, please indicate "no changes."

Attached is a checklist of additional data the Statewide Database is requesting for the reapportionment efforts of both the Legislature and the Citizen's Redistricting Commission.

Please review the attached checklist for submission dates and 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 can contact Ms. Cano directly.

Thank you in advance for your cooperation.

Project Manager

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

Phone: (626) 794-2422
Fax: (626) 808-9863
Email: cecilia.cano@asm.ca.gov

Checklist of data to submit to Statewide Database by October 29, 2010

- √ A full set of the most recent county precinct maps in GIS, PDF, or paper format, reflecting the boundaries of your registration precincts and sub-precincts, and
- √ A listing of the precinct changes your county has made since the June 8, 2010, Statewide Direct Primary Election. If no changes have been made, please indicate "no changes."

Checklist of data to submit to Statewide Database by December 17, 2010

- √ **Master Voter files 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. Please provide the master voter file in a **text file (.txt)** format.
- √ **Statement of Vote in electronic form AND hard copy.** 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 vote by mail ballot and votes cast at the polling place. *Please note that elections officials are required to be capable of providing the Statement of Vote in an electronic form.*
- √ **Party total registration broken down by precinct.** Please provide this report in an electronic format.
- √ **Consolidation list (voting precinct to registration precinct) in both electronic form AND hard copy.**
- √ **List of precincts within districts and cities in electronic form.**
- √ **Master street index (address-to-precinct-assignment file) in electronic form.**
- √ **Precinct listing that identifies absentee precinct by regular precinct and ballot type.** If consolidations are used, please provide this list by voting precinct. Please provide this report in electronic form.
- √ **List of all polling places and their addresses in electronic form.**

Checklist of data to submit to Statewide Database by January 7, 2011.

- √ **Voter History and Method for the 2010 General Election.** This is a record of the voters who voted and the method by which they voted (e.g. polling place, vote by mail, fail safe, etc.). Please include format.

Please provide documentation for all of these 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