



DEBRA BOWEN | SECRETARY OF STATE
STATE OF CALIFORNIA | ELECTIONS

1500 11th Street, 5th Floor | Sacramento, CA 95814 | Tel (916) 657-2166 | Fax (916) 653-3214 | www.sos.ca.gov

August 29, 2012

County Clerk/Registrar of Voters (CC/ROV) Memorandum #12260

TO: All County Clerks/Registrars of Voters

FROM:


Jenny Chernis
CalVoter Elections Analyst

RE: General Election: 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 (09/07/2012), 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 September 7th, **we must receive all files no later than September 17th (E-50)** in order to complete our processing and mail the VIGs in time for the November 6, 2012, General 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. Also attached is the Reporting Schedule for all CalVoter related processes for this election.

CCROV #12260
August 29, 2012
Page 2

The Secretary of State will send a VIG to each household of 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, to 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

**November 6, 2012, General Election
60-Day Close
CALVOTER LOAD RETURN FORM**

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

EMAIL TO CalVoterHelp@sos.ca.gov

Files Cannot Be Processed Without Submittal of This Form

County: _____

Date: _____

Contact Name: _____

Contact Phone #: _____

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

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: _____

2012 General Election CALVOTER Reporting Schedule

Date	Description	CALVOTER files to send*
August 8, 2012 (E-90)	NCOA Processing Suspended SOS suspends processing National Change of Address Processing pursuant to California Code of Regulations, title 2, section 20108.50.	
Sept 4, 2012 (E-63)	Auto-County Documentation Available General 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.	
Sept 7, 2012 – Sept 17, 2012 (E-60 – E-50)	60-Day Close of Registration Counties must report no later than E-50 their registration as of E-60 which is September 7, 2012. 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>
Sept 24, 2012 – Nov 4, 2012 (E-43 – E-4)	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.)	
Sept 2, 2012 – Oct 22, 2012 (E-39 – E-15)	Verification Mailings Suspended SOS requests that each county mail a VRC to any voter identified in their daily DMV-Change of Address files between these dates in order to ensure that affected voters will receive a VRC in time to update their registration information for the November 6, 2012, General Election. ***PLEASE***DO NOT SEND "M" FILES	
Oct 17, 2012 8am – Noon (E-20)	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. Counties must participate in at least one test.	
Oct 22, 2012 – Oct 30, 2012 (E-15 – E-7)	15-Day Close of Registration Counties must report no later than E-7 their registration as of E-15 which is October 22, 2012. ***PLEASE***DO NOT SEND LOAD FILES	✓ <i>ROR file (RORDATA.TXT)</i>
Oct 23, 2012 – Dec 4, 2012 (E-14 – E+28)	CALVOTER Blackout Period Begins No LOAD files will be processed during this time period. California Code of Regulations, title 2, section 20108.18(c). Please continue to send Update files, Mailing Files and DMV Validation files (DL). ***PLEASE***DO NOT SEND LOAD FILES	<ul style="list-style-type: none"> ✓ Update files (U) ✓ Verification Mailings (M) ✓ DMV Validations (DL)
Oct 24, 2012 8am – Noon (E-13)	System Test of Election Night reporting system #2 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. Counties must participate in at least one test.	
Oct 31, 2012 8am – Noon (E-6)	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. Counties must participate in at least one test.	
Nov 2, 2012 (E-4)	SOV/SSOV Template Files Available SOV/SSOV Template files available at the CALVOTER Workstation for reporting Official Canvass Results.	
Nov 6, 2012	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. Counties must verbally go over final numbers with SOS prior to leaving for the night.	✓ <i>ER Regular & Final reports</i>

Nov 8, 2012 (E+2)	NCOA Processing Resumes SOS resumes processing of the change of address notices pursuant to California Code of Regulations, title 2, section 20108.50.	
Nov 8, 2012 – Dec 4, 2012 (E+2 – E+28)	Official Canvass Counties should submit Update reports periodically to update their election returns while they conduct their Official Canvass.	✓ <i>ER Update reports</i>
Dec 4, 2012 (E+28)	CALVOTER Blackout Period Ends Load Files may be sent and processed after this date.	
Dec 7, 2012 (E+31)	Statement of Vote reporting deadline Counties must submit their SOV/SSOV to SOS no later than E+31.	✓ <i>ER SOV report</i> ✓ <i>ER SSOV report</i>
Jan 5, 2013 (E+60)	Vote History Counties must submit registrant Voting History Update that identifies the registrants who voted in the Presidential General Election. Pursuant to California Code of Regulations, title 2, section 20108.75.	✓ 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.