



DEBRA BOWEN | SECRETARY OF STATE
STATE OF CALIFORNIA | ELECTIONS

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February 8, 2012

County Clerk/Registrar of Voter (CC/ROV) Memorandum #12058

TO: All County Clerks/Registrars of Voters

FROM: Catherine Ingram-Kelly
Catherine Ingram-Kelly
CalVoter Elections Specialist

RE: Presidential Primary Election: Statewide Database Requirements

Elections Code section 21000 requires that for every election county elections officials 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 to receive and manage this information.

Please note that due to redistricting, some information will need to be provided earlier than in a typical election cycle. In particular, the Statewide Database will need information on your new precinct boundaries by April 30, 2012, so that the new boundaries can be integrated into the dataset.

Please 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 Ave
Altadena, California 91001

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

email: database@dataexchange.caltech.edu

Checklist of data to submit to Statewide Database by April 30, 2012

Upon completing your preliminary re-precincting to accommodate changes to state and local district boundaries overlapping your jurisdiction, please provide the following

- ✓ **Updated precinct boundaries in an electronic form only (i.e. Maptitude, ESRI, MapInfo)**
- ✓ **Preliminary 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.**

Checklist of data to submit to Statewide Database by July 15, 2012

- ✓ **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 2012 Presidential 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.**
- ✓ **Final 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).