



### **Checklist of data to submit to Statewide Database as soon as possible**

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- ✓ **If you have had precinct boundary changes since the June 5, 2012, Presidential Primary 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 June 5, 2012, Presidential Primary Election and the November 6, 2012, General Election.** For each precinct changed, identify the reason for the change (e.g. new, abolished, annexation, etc.) the number of voters affected and the map page for the precinct.

### **Checklist of data to submit to Statewide Database by December 17, 2012**

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- ✓ **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.**
- ✓ **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.**

### **Checklist of data to submit to Statewide Database by January 4, 2013**

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- ✓ **Voter History and Method for the November 6, 2012, General Election.** This is a record of 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 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](mailto:database@dataexchange.caltech.edu)).