DEBRA BOWEN | SECRETARY OF STATE
STATE OF CALIFORNIA | ELECTIONS
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September 20, 2012

County Clerk/Registrar of Voters (CC/ROV) Memorandum #12282

TO: All County Clerks/Registrars of Voters

FROM: Lisa Alvis
Associate Elections Analyst

RE: General Election: Rejected Records from CalVoter Processing of Voter Information Guide Files

Thank you for sending us the 60-Day Close load files in a timely manner. The Voter Information Guide mailing files have been submitted to the Office of State Publishing and mailing has begun. Remember, we will mail guides to all registrants who were registered as of September 7, 2012. **You are responsible for mailing guides to all those who register after this date (regardless of when your file was sent to us), to all confidential voters, and to any registrants identified as a fatal deficiency from your full load.**

The processing of each county's 60-Day Close load file includes performing a series of edits and formatting to ensure the best automation rate through the post office. During this process, some addresses are not deliverable and will be excluded from the mailing. These addresses are separated into three categories: Foreign, Cleansed, and Bad Data.

The **Bad data files** (.ERR) were missing necessary fields or had some other error in their data that made them undeliverable. You will need to check your records to determine the correct address for these registrants and then mail them the Voter Information Guide from your office. We ask that you correct these records in your database to ensure we have no problems with them in future mailings.

The **Cleansed data files** (.CLN) contain records that did not adhere to the correct format. The Secretary of State was able to correct these records and include them in our bulk mailing of the Voter Information Guide. Again, we ask that you correct these records in your database to ensure we have no problems with them in future mailings.

The **Foreign data files** (.FOR) contain out-of-state mailing addresses. Counties are responsible for mailing the Voter Information Guide to these registrants.

We have transferred these files directly to the Inbox on your CalVoter workstation. Please be aware that some counties will not receive every file listed below. We have also converted these files to an Excel spreadsheet to make them easier for your review. The Excel files have been transferred to the CalVoter workstation as well. The table below will help you identify these files.

File type	*Original "Reject file"*	*Excel version*
BAD	**##B001.ERR**	**##B001-ERR.xls**
CLEANSED	**##B001.CLN**	**##B001-CLN.xls**
FOREIGN	**##B001.FOR**	**##B001-FOR.xls**
Where "##" represents your 2-digit county number.		

The attached document Voter Information Guide Documentation - Error Messages from CalVoter Extract will help you interpret the error messages in these files and identify what needs to be done to correct them.

If you have any questions, please call the CalVoter Help Desk at (888) 868-3225 or email calvoterhelp@sos.ca.gov.

Attachment

Voter Information Guide – Documentation
Error Messages from CALVOTER Extract
2012 November General Election

1. Extract comes from CALVOTER:
   Filename Syntax

   nnb001.xxx where nn = county code (01=Alameda...)
   and xxx = Log type (see below)

   Log Type

.txt –	Input File - CALVOTER extract	
.cln –	Cleansed	[Mailed via OSP]
.err –	Bad Address (Editor)	[Not Mailed]
.for–	Foreign/Out-of-state Address	[Not Mailed]

2. Processing by Calvoter gives these error codes at the end of each record in the 'bad' file and in the 'cleansed' and foreign files.
   Code suffix legend
   I = Informational (advisory)
   E= Exception (rejected, bad or foreign)

   It should be noted that the mailing address is edited first if there is one. Only if there is no mailing address, the residence address is edited and used.

   - **0001-I** Record Contains lower-case characters. USPS supports upper case letters only. The extract data was converted to upper case, and processing continues.

   - **0002-I** Record Contains invalid special characters. The special character(s) were converted to spaces, and processing continues.

   - **0003-I** The first/middle name had leading spaces in front of the name. The field was left-justified, and processing continues.

   - **0004-I** The last name had leading spaces in front of it. The last name field was left-justified, and processing continues.

   - **0005-I** The Last Name field was blank. Processing continues.

   - **0006-I** The Suffix Title field had leading spaces in front of the field. The field was left-justified, and processing continues.

   - **0007-E** The Residence Address line 1 field was blank. The record is written to the **error file**.

   - **0008-I** The Residence Address Line 1 had leading spaces in front of it. The field was left-justified, and processing continues.

- **0009-I** The Residence Address Line 2 had leading spaces in front of it. The field was left-justified, and processing continues.

- **0010-I** The Residence City was blank. Processing continues.

- **0011-I** The Residence City field had leading spaces in front of it. The field was left-justified, and processing continues.

- **0012-I** The Residence Zip was blank. Processing continues because a check is made later for a 'CA' state code and a valid California zip code.

- **0013-I** The Residence Zip is not in the 5-digit zip code format. Processing continues because a check is made later for a 'CA' state code and a valid California zip code.

- **0014-I** The Residence Zip contains all zeros. The field was replaced with spaces, and processing continues because a check is made later for a 'CA' state code and a valid California zip code.

- **0015-I** The Mailing Zip contains all zeros. The field was replaced with spaces. Processing continues because a check is made later for a 'CA' state code and a valid California zip code.

- **0016-I** The Mailing Address Line 1 was blank, when it is supposed to be present. Processing continues – may be embedded in other lines of address.

- **0017-I** The Mailing Address Line 1 had leading spaces in front of it. The field was left-justified, and processing continues.

- **0018-I** The Mailing Address Line 2 had leading spaces in front of it. The field was left-justified, and processing continues.

- **0019-I** The Mailing City was blank when it should be present. Processing continues because the zip implies the city.

- **0020-I** The Mailing City had leading spaces in front of it. The field was left-justified, and processing continues.

- **0021-I** The Name Suffix was invalid. The field was changed from '2' to 'II', and processing continues.

- **0022-I** The Name Suffix was invalid. The field was changed from '3' to 'III', and processing continues.

- **0023-I** The Name Suffix was invalid. The field was changed from '4' to 'IV', and processing continues.

- **0024-I** The Name Suffix field was not recognized. It was changed to spaces, and processing continues.

- **0025-I** The Name Suffix was invalid. The field had numeric ones '1' changed to 'I', and processing continues.

- **0026-I** The Foreign Language Preference Code was invalid. The field was changed to spaces, and processing continues.

- **0027-I** Mailing City was blank, but it was found in the Mailing Address Line 2. Mailing Address Line 2 was moved to Mailing City.

- **0028-I** Mailing Zip Code imbedded in Mailing City. The Mailing City and Mailing Zip was corrected, and processing continues.

- **0029-I** Mailing State Code and Mailing Zip was found in Mailing City as a single field. The State Code and Zip Code was separated and moved from the Mailing City to the Mailing State Code and Mailing Zip Code. Processing continues.

- **0030-I** Mailing Zip Code (Zip only, no CA State code in Mailing City) found imbedded in Mailing City. The Mailing Zip Code was moved to Mailing Zip Code. Processing continues.

- **0031-I** California or an abbreviation of California Mailing State found in Mailing City. The State name/partial abbreviation was removed, and the CA State Code was moved to Mailing State. Processing continues.

- **0032-I** Mailing State of "CA" and Mailing Zip code found in Mailing City. These were moved to Mailing City and Mailing Zip. Processing continues.

- **0033-I** Mailing Zip Code and Zip+4 found in Mailing City. The Zip Code was moved to Mailing Zip Code, and Zip+4 was removed. (Zip+4 is added by Finalist, which uses the latest database to determine the correct value, and is CASS Certified).

- **0034-I** Mailing State, Mailing Zip Code, and Zip+4 found in Mailing City. State Code was moved to Mailing State, Zip Code was moved to Mailing Zip, and Zip+4 was removed from Mailing City. (Zip+4 is added by Finalist, which uses the latest database to determine the correct value, and is CASS Certified).

- **0035-I** Reserved.

- **0036-I** Reserved.

- **0037-I** Residence City contains Zip Code. The Zip Code was moved to Residence Zip Code. Processing Continues.

- **0038-I** CA State Code and Zip Code found as one combined field in Residence City. CA was removed, and the Zip Code was moved to Residence Zip Code. Processing Continues.

- **0039-I** CA State Code or an Abbreviation of California found in Residence City. The field was removed. Processing Continues.

- **0040-I** Residence City contains Zip Code and State Code or State Abbreviation. The Zip Code was moved to Residence Zip Code, and any CA State Code or abbreviation was removed. Processing continues.

- **0041-I** Residence Zip Code and Zip+4 found in Residence City. The Zip Code was moved to Residence Zip Code, and the Zip+4 was removed.

- **0042-I** Residence Zip Code, Zip+4, and Residence State found in Residence City. Zip Code was moved to Residence Zip, and Zip+4 and State Code was removed.

- **0043-I** Reserved.

- **0044-I** Reserved.

- **0045-I** Mailing State Code blank for a valid California Mailing Zip Code. A 'CA' was inserted into Mailing State Code.

- **0046-E** If the Mailing zip is blank and the mailing address-line-1 is blank, write this record to the **error file**. However, if the state code is not blank but is other than 'CA' and there is a 5 digit number in the zip, write this record to the **foreign file.**

- **0047-E** Record identified as a Foreign Address. **NOTE:** Unless foreign addresses are allowed, you will NOT see this message. The record is written to **foreign file.**

- **0048-E** Mailing state AND mailing zip are blank. Write record to **error file.**

- **0049-E** Record identified as a Domestic but Out-of-State Address. **NOTE:** Unless Out-of-State addresses are allowed, you will NOT see this message. The record is written to the **foreign file**.

- **0050-I** The Mailing Address field had leading zeros in front of it. The field was left-justified, and processing continues.

- **0051-I** The Residence Address field had leading zeros in front of it. The field was left-justified, and processing continues.

- **0052-E** The Residence Address field AND the Mailing address fields are blank. Record is written to the **error file**.

*** End of Document ***