



DEBRA BOWEN | SECRETARY OF STATE
STATE OF CALIFORNIA | ELECTIONS

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January 11, 2013

County Clerk/Registrar of Voter (CC/ROV) Memorandum #13005

TO: All County Clerks/Registrars of Voters

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

RE: General Election: Reminder Statewide Database Requirements are Due

This is a reminder that the statistical information pertaining to the November 12, 2012, General Election, as requested in CCROV 12300 dated October 17, 2012, were due to the Statewide Database by December 17, 2012 and related Vote History was due by January 4, 2013.

There are several counties that have not provided some or all of the required information.

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 send the information directly to the project manager for the Statewide Database as listed in the attached checklist. 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 as soon as possible

- ✓ **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

- ✓ **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

- ✓ **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).