August 1, 2014

County Clerk/Registrar of Voters (CC/ROV) Memorandum #14199

TO: All County Clerks/Registrars of Voters

FROM: /s/ Lisa Alvis
                Associate Elections Analyst

RE: General Election: CalVoter Reporting Schedule

A CalVoter Reporting Schedule is attached for your use during the November 4, 2014, General Election. This schedule provides important deadlines and will assist with CalVoter file management during this election.

If you have any questions about this or any other CalVoter matter, please call the CalVoter Help Desk at (888) 868-3225.

Thank you.

2014 General Election
CALVOTER Reporting Schedule

Date	Description	CALVOTER files to send*
August 6, 2014 (E-90)	**NCOA Processing Suspended** SOS suspends processing National Change of Address Processing pursuant to California Administrative Code, Title 2, Division 7, Chapter 2, Section 20108.50.	
September 2, 2014 (E-63)	**Auto-County Documentation Available** General Election template files and the *Auto-County User's Guide* will be available for Auto-County election reporting. These files may be retrieved from the CALVOTER workstation.	
September 5, 2014 – September 15, 2014 (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 5, 2014. 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.	✓ **LOAD file** ✓ **Precinct Mapping file (PCTPRT.TXT)** *ROR file (RORDATA.TXT)*
September 22, 2014 – October 31, 2014 (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 *Auto-County Users' Guide* for more information about certification.)	
September 26, 2014 – October 20, 2014 (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 4, 2014, General Election. **---PLEASE---DO NOT SEND "M" FILES**	
October 15, 2014 *8 a.m. – 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.	
October 20, 2014 – October 28, 2014 (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 20, 2014. **---PLEASE---DO NOT SEND LOAD OR PRECINCT FILES**	✓ *ROR file (RORDATA.TXT)*
October 21, 2014 – December 2, 2014 (E-14 – E+28)	**CALVOTER Blackout Period Begins** No LOAD files will be processed during this time period. California Administrative Code, Title 2, Division 7, Chapter 2, Section 20108.18(c). Please continue to send Update files, Mailing Files, and DMV Validation files (DL). **---PLEASE---DO NOT SEND LOAD FILES**	✓ **Update files (U)** ✓ **Verification Mailings (M)** ✓ **DMV Validations (DL)**
October 22, 2014 *8 a.m. – 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.	
October 29, 2014 *8 a.m. – 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.	
October 31, 2014 (E-4)	**SOV/SSOV Template Files Available** SOV/SSOV Template files available at the CALVOTER Workstation for reporting Official Canvass Results.	
November 4, 2014	**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.	✓ *ER Regular & Final reports*

November 10, 2014 (E+6)	**NCOA Processing Resumes** SOS resumes processing of the change of address notices pursuant to California Administrative Code, Title 2, Division 7, Chapter 2, Section 20108.50.	
November 6, 2014 – December 2, 2014 (E+2 – E+28)	**Official Canvass** Counties should submit update reports periodically to update their election returns while they conduct their Official Canvass.	✓ *ER Update reports*
December 2, 2014 (E+28)	**CALVOTER Blackout Period Ends** Load Files may be sent and processed after this date.	
December 5, 2014 (E+31)	**Statement of Vote reporting deadline** Counties must submit their SOV/SSOV to SOS no later than E+31.	✓ *ER SOV report* ✓ *ER SSOV report*
January 3, 2015 (E+60)	**Vote History** Counties must submit registrant Voting History Update that identifies the registrants who voted in the General Election. Pursuant to California Administrative Code, Title 2, Division 7, Chapter 2, Section 20108.75.	✓ **Vote History Update**
* CALVOTER files in **Bold** are required. CALVOTER files in *italics* 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.