August 28, 2014

County Clerk/Registrar of Voters (CC/ROV) Memorandum #14230

TO: All County Clerks/Registrars of Voters

FROM: /s/ Jenny Chernis
                  CalVoter Elections Analyst

RE: General Election: CalVoter 60-Day Close Load Files and Voter
                  Information Guide Mailing

As the 60-day close of registration nears, we would like to remind everyone of the requirement to update the CalVoter database with the latest LOAD and Precinct files in order to generate the Voter Information Guide (VIG) mailing labels. This process is separate and in addition to your statistical registration summaries by district for the Report of Registration.

After you finish entering all your data as of the 60-day close (09/05/2014), please send us a new full LOAD file, as well as a new Precinct/District Mapping file (PCTPRT.txt). Although we request you generate and send us this data as soon as possible after the close on September 5, **we must receive all files no later than September 15 (E-50)** in order to complete our processing and mail the VIGs in time for the November 4, 2014, General Election.

The full LOAD file must adhere to the following naming convention: **CCNNNNNNL.txt**, where "**CC**" is your designated county number (with leading zeroes); "**NNNNNN**" is a six-digit sequential number (with leading zeroes), incremented for each successive Registrant Transaction file sent to CalVoter; and "**L**" is an uppercase alpha character to indicate the type of file (here, a **L**OAD file – a copy of all registered voters in the county). For example, a file from Alameda County might be named "01000536L.txt". The complete file should be copied to the Outbox on the CalVoter workstation (C:\CalVoter\Outbox) for automatic transfer to our system.

The Precinct/District Mapping file must be named "PCTPRT.txt" and must also be copied to the Outbox on the CalVoter workstation.

Once you place these two files in the CalVoter workstation outbox, please complete the attached form and e-mail it to calvoterhelp@sos.ca.gov.

The Secretary of State will send a VIG to each household of all registrants in this file that have a **valid** California mailing address. **Each county will retain the responsibility for mailing the VIG to their registrants with an out-of-state mailing**

address, qualified confidential voters, and registrants identified in a deficiency file or rejected by the VIG mailing process.

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

Attachment

November 4, 2014, General Election
60-Day Close
CALVOTER LOAD RETURN FORM

▬▬ Attention: CALVOTER TEAM ▬▬

EMAIL TO CalVoterHelp@sos.ca.gov

Files Cannot Be Processed Without Submittal of This Form

County: _____

Date: _____

Contact Name: _____

Contact Phone #: _____

☐ I have placed our Precinct Mapping file (PCTPRT.TXT) in the C:\Calvoter\Outbox directory on the CALVOTER workstation.

☐ I have placed our 60-day close LOAD file in the C:\Calvoter\Outbox directory on the CALVOTER workstation.

File name: _____

Record Count of Active and Inactive Registrants: Active: _____

Inactive: _____

TOTAL: _____