November 19, 2014

County Clerk/Registrar of Voter (CC/ROV) Memorandum #14274

TO: All County Clerks/Registrars of Voters

FROM: /s/ Michael Francis
            Associate Elections Analyst

RE: CalVoter: Voting History of Registered Voters

- CALVOTER REMINDER -

Please transmit a voting history file of registered voters who voted in the November 4, 2014, General Election, as referenced in the California Code of Regulations, Title 2, Sections 20108.20(c) and 20108.75. This voting history file must conform to the file structure and naming convention as defined in the CalVoter and CalValidator Data Standards document.

Please send your CalVoter history file between now and January 3, 2015. The complete file should be copied to the Outbox on the CalVoter Workstation (C:\Calvoter\Outbox) for automatic transfer to our system.

Once you place this file in the CalVoter Workstation outbox, please complete the attached form and e-mail it to calvoterhelp@sos.ca.gov.

CalVoter Team Contact Information:

Help Line	**(888) 868-3225**	calvoterhelp@sos.ca.gov
Lisa Alvis	**(916) 651-8190**	lisa.alvis@sos.ca.gov
Jenny Chernis	**(916) 657-2080**	jennifer.chernis@sos.ca.gov
Michael Francis	**(916) 657-2189**	michael.francis@sos.ca.gov

Attachment

November 4, 2014, General Election
CALVOTER HISTORY NOTIFICATION RETURN

– Attention: CALVOTER TEAM –

Email to calvoterhelp@sos.ca.gov

County: _____

Date: _____

Contact Name: _____

Contact Phone #: _____

☐ I have already placed our history file in the C:\Calvoter\Outbox directory on the CalVoter workstation prior to the CCROV #14274 reminder notice.

Date Submitted: _____

☐ I have placed our history file in the C:\Calvoter\Outbox directory on the CalVoter workstation.

File name: _____

Date: _____

Vote History file naming convention CCNNNNNNH.txt. 'CC' is designated county number (with leading zeroes); 'NNNNNN' is a six digit sequential number (with leading zeroes) and 'H' is uppercase alpha character to indicate History File.