September 3, 2014

County Clerk/Registrar of Voters (CC/ROV) Memorandum #14235

TO: All County Clerks/Registrars of Voters

FROM: /s/ Lisa Alvis
                 Associate Elections Analyst

RE: General Election: Statewide Database Requirements

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 as the entity to receive and manage this information.

Attached is a checklist of data the Statewide Database would like to receive by October 1, 2014, and a list of data it would like to receive by December 16, 2014.

Please send the information directly to the project manager listed below. The Statewide Database also has an FTP site available. If you would like to use that option or if you have any additional questions, please contact Ms. Cano directly at the number and email address below.

Thank you, in advance, for your cooperation.

Project Manager
Cecilia Cano   Phone: (213) 620-2082
300 South Spring Street, Suite 16505   Fax: (213) 620-2050
Los Angeles, CA 90013   Email: mccue@caltech.edu

Checklist of data to submit to Statewide Database by October 1, 2014

- ✓ *If you have had precinct boundary changes since the June 3, 2014, Statewide Direct 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 3, 2014, Statewide Direct Primary Election and the November 4, 2014, 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 16, 2014

- ✓ **Master Voter File as of the 15-Day Close.** Please consider making it a standardized practice to take a snapshot of the Voter file as of this date (October 20, 2014) for archival purposes accompanied by a format sheet to define data fields. Please submit all data fields including voter ID, affidavit, name, address, registration precinct, party, date of birth, etc. If possible, please provide the master voter file in a **text file (.txt)** format.
- ✓ **Statement of Vote in electronic form.** If possible, please provide the electronic Statement of Vote in a **text file (.txt)** format. This report should have precinct results – not a summary – and include both total registration and total votes cast by vote-by-mail and poll precincts. Please do not redact precinct totals. *Please note the election officials are required to be capable of reporting the Statement of the Vote in an electronic form.* A scanned copy of a hardcopy is not sufficient; please provide the actual file.
- ✓ **Party total registration broken down by precinct.**
- ✓ **Voter History for the 2014 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.).
- ✓ **Consolidation list (voting precinct to registration precinct) in both electronic form AND hardcopy.**
- ✓ **Final List of precincts within districts and cities in electronic form.**
- ✓ **Master street index (address-to-precinct-assignment file) in electronic form only.**
- ✓ **Precinct listing that identifies vote-by-mail 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.**
- ✓ **Please provide documentation for all files sent in electronic form, including format sheets with a list of fields and their contents where applicable.**

Please save electronic data to a CD or DVD and mail to Cecilia Cano at 300 South Spring Street, Suite 16505, Los Angeles, CA 90013. You can also transfer the data by following the directions at dropbox.caltech.edu and using mccue@caltech.edu as the recipient email address.

Specific questions about these requirements should be addressed directly to Cecilia Cano, Statewide Database at (213) 620-2082 or by email to mccue@caltech.edu.