



**ALEX PADILLA** | SECRETARY OF STATE | STATE OF CALIFORNIA  
ELECTIONS DIVISION

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November 7, 2017

County Clerk/Registrar of Voters (CC/ROV) Memorandum #17112

TO: All County Clerks/Registrars of Voters

FROM: /s/ Catherine Ingram-Kelly  
VoteCal Program Manager

RE: VoteCal: Test Voter Records

The Secretary of State (SOS) is requesting that test voter records not be created in the county Election Management System production environment unless it's a coordinated effort between the SOS and the counties, such as for the 2018 Mock Election activities. While having test data in production may have been common practice prior to VoteCal, doing so now has impacts statewide. The inclusion of test data in the production environment impacts the Report of Registration, voter registration file requests, and/or the official list of voters. If a county has test data in the production environment outside of the 2018 Mock Election activities, we request that the test data be removed.

The County Test Environment (CTE) was created for testing purposes. We encourage all counties to sign up in an effort to make certain there is no impact to the VoteCal production data while still being able to conduct testing with VoteCal. Please see CCROV #17092, dated October 16, 2017, for more CTE information.

Thank you in advance for your cooperation.

If you have any questions or need clarification, please contact the VoteCal Help Desk at 888-868-3225 or via email at [VoteCalHelp@sos.ca.gov](mailto:VoteCalHelp@sos.ca.gov).