

Voter Information Guide (VIG) Mailing
June 2010 Statewide Primary Election
Data Transfer Protocol

Background

SOS produces address files for mailing Voter Information Guides (ballot pamphlets) for statewide elections. SOS transfers these files electronically to OSP, whose technicians receive, download and format each file. The files then pass to a private vendor who uses them to print mailing addresses on VIG stock.

Fifty-eight files, one for each county, are transferred to produce mailing addresses for VIGs printed in English. Six files are transferred for mailing VIGs printed in six foreign languages.

This protocol provides procedures for successful transfer of VIG address data.

Preparation

1. The SOS programmers register with OSP Upload Services, in advance of the production data transfer timeframe.
2. SOS programmers and OSP staff discuss and exchange security information, including encryption password(s).
3. SOS programmers and OSP technical staff perform test data transfers; they should transfer test files for small, medium and large counties, and should transfer a full-size test file for Los Angeles.
4. SOS programmers and OSP technical staff review record formats, and exchange samples showing how the test data was received and parsed.
5. The SOS/OSP team specifies the recipients for the data transfer notification emails to OSP and from OSP.

Data Transfer Procedures for Each Address File

1. The SOS programmer compresses and encrypts the address file using WinZip.
2. SOS programmer logs on to the OSP Upload Services website, and follows online directions to transfer a file. In the case of Los Angeles County, the SOS programmer copies the file manually onto the DGS FTPsite.
3. The OSP Upload Services application displays a confirmation message indicating the data transfer was successful.
4. The SOS programmer sends an email to OSP and SOS staff notifying them that the file is ready.
 - Title of the email should contain: "VIG Address File – county number, name – transferred to OSP".
 - Body of the email should contain:
 - County number, name.
 - Date and time transfer was completed.
 - Transfer method used (Upload Services or manual copy to DGS FTP site).
 - Record count.
 - Message indicating whether the file was compressed and secured (WinZipped compression and encryption).
 - The email should be addressed to all the recipients on the notification list.
 - The email should be configured to send automatic acknowledgments of receipt for each addressee. Acknowledgments should be sent to the SOS programmer(s) for VIG Mailing.
5. The OSP technician opens the notification email, and verifies that the file was received successfully.
6. The OSP technician downloads and parses the file into an MS/Access database, following the record formats prepared by the SOS/OSP team, and makes an image showing how sample records are parsed.
7. The OSP technician sends a reply to the notification email, addressed to the recipients specified during Preparations, which includes the image of sample parsed address records.
8. The SOS programmer looks for the data transfer reply email from OSP, for the county file transferred.
9. Data transfer for each file is complete after the SOS programmers receive a reply email from OSP staff.

Record Layouts

#1. Address record for VIGs printed in English.

- Length = 158 characters
- Format: ASCII, fixed length record, fixed length fields.

Position	Field Length	Contents	Comments	Label Line
1-40	40	Voter Name		2
41-42	2	County Number	01 through 58	1
43-82	40	First Address Line		3
83-122	40	Second Address Line	Blank OK.	4
123-146	24	City		5
147-148	2	State	Should be "CA" and only "CA".	
149-153	5	5-digit Zip Code		
154	1	hyphen	"_"	
155-158	4	4-digit Zip Code	ZP4 may generate this data. Blank OK.	

#2. Address record for VIGs printed in foreign-languages.

- Length = 158 characters
- Format: ASCII, fixed length record, fixed length fields.
- Note: Do not use data in positions 39 and 40.

Position	Field Length	Contents	Comments	Label Line
1-38	38	Voter Name		2
39	1	Language Code	C, J, K, S, T, V Do not print this data on address label.	--
40	1	<blank>	No data in this column	--
41-42	2	County Number	01 through 58	1
43-82	40	First Address Line		3
83-122	40	Second Address Line	Blank OK.	4
123-146	24	City		5
147-148	2	State	Should be "CA" and only "CA".	
149-153	5	5-digit Zip Code		
154	1	hyphen	"_"	
155-158	4	4-digit Zip Code	ZP4 may generate this data. Blank OK.	