



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

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August 12, 2016

County Clerk/Registrar of Voters (CC/ROV) Memorandum #16258

TO: All County Clerks/Registrars of Voters

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

RE: General Election: CalVoter and VoteCal Election Reporting
Schedule

Attached is a CalVoter and VoteCal Election Reporting Schedule for your use during the November 8, 2016, General Election to assist with CalVoter file management and the use of VoteCal during this election.

Counties should continue to submit regular Registrant Load/Update files according to California Administrative Code Title 2, Division 7, Chapter 2, Section 20108.40 until such time that VoteCal is declared the system of record for voter registration. Counties whose voter registration system will not support the UPDATE file type may submit full LOAD files.

If you have any questions about this or any other VoteCal matters, please contact the VoteCal Help Desk at (888) 868-3225 or email at votecalhelp@sos.ca.gov.

Thank you.

November 8, 2016, General Election

CalVoter and VoteCal Election Reporting Schedule

| Date | Description |
|--|---|
| August 10, 2016 (E-90) | NCOA Processing Suspended Secretary of State (SOS) suspends processing National Change of Address Processing pursuant to California Administrative Code, Title 2, Division 7, Chapter 2 Section 20108.50. |
| September 6, 2016 (E-63) | Auto-County Documentation Available Presidential General (PG##.txt) template files and the <i>Auto-County User's Guide</i> will be available for Auto-County election reporting. These files may be retrieved from the CALVOTER workstation. |
| September 9, 2016 – September 19, 2016 (E-60 – E-50) | 60-Day Close of Registration Counties must report no later than E-50 their registration as of E-60. County verifies all eligible voters are entered in the EMS, indicates readiness in their EMS that they are ready for the Report of Registration (ROR), reviews the registration statistics for reasonableness, and sends completed certification to the SOS. SOS generates the 60-day ROR. SOS requests Voter Information Guide (VIG) mailing list extract from VoteCal and mails state VIG to all households with voters registered as of E-60. In the event that CalVoter continues to be the system of record after August 31, 2016, counties must provide a full LOAD file and precinct mapping file, in addition to the Report of Registration Statement of Registration Certification. These files are used to generate the mailing labels for the Statewide VIG from CalVoter. |
| September 26, 2016 – November 4, 2016 (E-43 – E-4) | Certification Testing for Auto-County Election Reporting All counties that will be electronically reporting their election results on Election Night must complete Auto-County Certification no later than E-4. (Please see the <i>Auto-County Users' Guide</i> for more information about certification.) |
| September 30, 2016 – October 24, 2016 (E-39 – E-15) | Verification Mailings Suspended SOS requests that each county mail a VRC to any voter identified as a non-match in their daily DMV-Change of Address files between these dates in order to ensure that affected voters will receive a VRC in time to update their registration information for the November 8, 2016, General Election. |
| October 19, 2016 8 a.m. – Noon (E-20) | Test of Election Night Reporting System #1 All counties that have been certified for electronic auto-county reporting, as well as counties that will be reporting via direct KDE, should participate. Counties must participate in at least one test. |
| October 24, 2016 – November 1, 2016 (E-15 – E-7) | 15-Day Close of Registration Counties must report no later than E-7 their registration as of E-15. County verifies all eligible voters are entered in the EMS, indicates readiness in their EMS that they are ready for the Report of Registration (ROR), reviews the registration statistics for reasonableness, and sends completed certification to the SOS. SOS generates the 15-day ROR. |
| October 25, 2016 (E-14) | Resume SOS Verification Mailings SOS resumes mailings of VRCs to voters identified in daily DMV COA file as a non-match. |
| October 25, 2016 - November 8, 2016 (E-14 - E) | Generate Official List for the Election County requests the Official List from VoteCal using the local county EMS for the November 8, 2016, General Election. This includes any supplemental official lists for polling place rosters. |
| October 26, 2016 8 a.m. – Noon (E-13) | Test of Election Night Reporting System #2 All counties that have been certified for electronic auto-county reporting, as well as counties that will be reporting via direct KDE, should participate. Counties must participate in at least one test. |

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| <p>November 2, 2016 <i>8 a.m. – Noon</i> (E-6)</p> | <p>FINAL System Test of Election Night Reporting System All counties that have been certified for electronic auto-county reporting, as well as counties that will be reporting via direct KDE, should participate. Counties must participate in at least one test.</p> |
| <p>November 4, 2016 (E-4)</p> | <p>SOV/SSOV Template Files Available SOV/SSOV Template files available at the CALVOTER Workstation for reporting Official Canvass Results.</p> |
| <p>November 8, 2016</p> | <p>ELECTION DAY / Semi-Official Canvass Counties must submit returns at least every two hours until completed. All counties must submit final returns before shutting down. Counties must provide final system generated report and verbally go over final numbers with SOS prior to leaving for the night.</p> |
| <p>November 10, 2016 – December 8, 2016 (E+2 – E+30)</p> | <p>Official Canvass Counties should submit update reports periodically to update their election returns while they conduct their Official Canvass.</p> |
| <p>November 10, 2016 – January 7, 2017 (E+2 – E+60)</p> | <p>Apply Voter Participation History to Voter Records County applies voter participation history in the local EMS to the voter record in VoteCal during the official canvas. Counties must submit registrant Voting History Update that identifies the registrants who voted in the November 8, 2016, General Election pursuant to California Administrative Code, Title 2, Division 7, Chapter 2, Section 20108.75.</p> <p>DFM Counties: Reminder to run the “Apply Voter History” process to send the voter participation history to VoteCal. Provisional ballot information is automatically sent to VoteCal.</p> <p>DIMS Counties: Reminder to use the Voter Participation History “SEND” functionality from the VoteCal upload page. Reminder to use the Provisional Ballot “SEND” functionality from the VoteCal upload page.</p> <p>Voter participation history information is available to the public on the VoteCal Public Access Website.</p> |
| <p>November 14, 2016 (E+6)</p> | <p>NCOA Processing Resumes SOS resumes processing of the change of address notices pursuant to California Administrative Code, Title 2, Division 7, Chapter 2 Section 20108.50.</p> |
| <p>December 9, 2016 (E+31)</p> | <p>Statement of Vote reporting deadline Counties must submit their SOV/SSOV to SOS no later than E+31.</p> |