March 9, 2016

County Clerk/Registrar of Voters (CC/ROV) Memorandum #16083

TO: All County Clerks/Registrars of Voters

FROM: /s/ Jenny Chernis-Sanders
            Associate Elections Analyst

RE: Presidential Primary: CalVoter Reporting Schedule

A CalVoter Reporting Schedule is attached for your use during the June 7, 2016, Presidential Primary Election. This schedule provides important deadlines and will assist with CalVoter file management during this election.

If you have any questions about this or any other CalVoter matter, please call the CalVoter Help Desk at (888) 868-3225.

Thank you.

2016 Presidential Primary Election
CALVOTER Reporting Schedule

Date	Description	CALVOTER files to send*
March 9, 2016 (E-90)	**NCOA Processing Suspended** SOS suspends processing National Change of Address pursuant to California Administrative Code, Title 2, Division 7, Chapter 2, section 20108.50, and the National Voter Registration Act.	
April 5, 2016 (E-63)	**Auto-County Documentation Available** Statewide Direct Primary template files, Presidential Primary template files, and the *Auto-County User's Guide* will be available for Auto-County election reporting. These files may be retrieved from the CALVOTER workstation.	
April 8, 2016 – April 18, 2016 (E-60 – E-50)	**60-Day Close of Registration** No later than E-50, counties must report their registration totals as of E-60 (April 8, 2016). In addition to the normal Report of Registration, a full LOAD file and precinct mapping file are sent. These files are used to generate the mailing labels for the Statewide Voter Information Guide.	✓ **LOAD file** ✓ **Precinct Mapping file (PCTPRT.TXT)** ✓ *ROR file (RORDATA.TXT)*
April 25, 2016 – June 3, 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 *Auto-County Users' Guide* for more information about certification.)	
April 29, 2016 – May 23, 2016 (E-39 – E-15)	**Verification Mailings Suspended** SOS requests that each county mail a VRC to any voter identified 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 June 7, 2016, Presidential Primary. *****PLEASE***DO NOT SEND "M" FILES**	
May 18, 2016 *8a.m. – Noon* (E-20)	**System 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.	
May 23, 2016 – May 31, 2016 (E-15 – E-7)	**15-Day Close of Registration** Counties must report no later than E-7 their registration as of E-15 (May 23, 2016). *****PLEASE***DO NOT SEND LOAD OR PRECINCT FILES**	✓ *ROR file (RORDATA.TXT)*
May 24, 2016 – July 7, 2016 (E-14 – E+30)	**CALVOTER Blackout Period Begins** No LOAD files will be processed during this time period. California Administrative Code, Title 2, Division 7, Chapter 2, section 20108.18(c), and California Elections Code section 15372. Please continue to send Update files, Mailing Files, and DMV Validation files (DL). *****PLEASE***DO NOT SEND LOAD FILES**	✓ **Update files (U)** ✓ **Verification Mailings (M)** ✓ **DMV Validations (DL)**
May 25, 2016 *8a.m. – Noon* (E-13)	**System 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.	
June 1, 2016 *8a.m. – Noon* (E-6)	**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.	
June 3, 2016 (E-4)	**SOV/SSOV Template Files Available** SOV/SSOV Template files available at the CALVOTER Workstation for reporting Official Canvass Results.	
June 7, 2016	**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 verbally go over final numbers with SOS prior to leaving for the night.	✓ *ER Regular & Final reports*

June 9, 2016 – July 7, 2016 (E+2 – E+30)	**Official Canvass** Counties should submit update reports periodically to update their election returns while they conduct their Official Canvass.	✓ *ER Update reports*
June 13, 2016 (E+6)	**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, and the National Voter Registration Act.	
July 5, 2016 (E+28)	**Statement of Results to Secretary of State – Presidential Delegates** By this date, the county elections official shall send to the Secretary of State, in an electronic format, one complete copy of the returns for all persons voted for at the presidential primary for delegates to the national conventions.	
July 7, 2016 (E+30)	**CALVOTER Blackout Period Ends**** Load Files may be sent and processed after this date.	
July 8, 2016 (E+31)	**Statement of Vote Reporting Deadline** Counties must submit their SOV/SSOV to SOS no later than E+31.	✓ *ER SOV report* ✓ *ER SSOV report*
August 9, 2016 (E+60)	**Vote History**** Counties must submit registrant Voting History Update that identifies the registrants who voted in the Presidential Primary Election. Pursuant to California Administrative Code, Title 2, Division 7, Chapter 2, section 20108.75.	✓ **Vote History Update**
* CALVOTER files in **Bold** are required. CALVOTER files in *italics* may optionally be directly keyed by the county or reported on paper.		

Counties should continue to submit regular Registrant Load/Update files according to the guidelines that have been adopted.
Counties whose voter registration system will not support the UPDATE file type may submit full LOAD files.
**Once VoteCal becomes system of record, the CalVoter tasks will be replaced by VoteCal functionality. VoteCal is anticipated to become system of record June 2016.