



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

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September 9, 2016

County Clerk/Registrar of Voters (CC/ROV) Memorandum #16287

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 statewide 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 the data the Statewide Database would like to receive by October 5, 2016, and a list of data it would like to receive by December 20, 2016.

Please send the information directly to the project manager listed below. You may also transfer the data by following the directions at <http://dropbox.caltech.edu> or if you have any additional questions, please contact Cecilia Cano directly at the number or email address below.

Thank you in advance for your cooperation.

Project Manager

Cecilia Cano
12132 South Garfield Ave
South Gate, CA 90280
mccue@caltech.edu

Phone: (562) 529-3250
Fax: (562) 529-3255

Attachment

Checklist of data to submit to Statewide Database by October 5, 2016

- ✓ **If you have had precinct boundary changes since the 2016 Presidential 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 2016 Presidential Primary Election and the 2016 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 20, 2016

- ✓ **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 24, 2016) 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 elections 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 2016 General Election.** This is a record of voters who voted and the method by which they voted (e.g., polling place, vote-by-mail, provisional, 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:

Project Manager

Cecilia Cano
12132 South Garfield Ave
South Gate, CA 90280

Phone: (562) 529-3250
Fax: (562) 529-3255
Email: mccue@caltech.edu

You can also transfer the data by following the directions at <http://dropbox.caltech.edu> and using mccue@caltech.edu as the recipient email address.