October 1, 2018

County Clerk/Registrar of Voters (CC/ROV) Memorandum #18237

TO: All County Clerks/Registrars of Voters

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

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 9, 2018, and a list of data it would like to receive by December 18, 2018, along with instructions for sending the data.

Please send the information directly to the project manager as listed in the attachment. If you have any additional questions, please contact the Statewide Database directly at the number or email address below.

Thank you in advance for your cooperation.

Cecilia Cano
Project Manager
Phone: (510) 642-9086
Email: mccue@caltech.edu

Attachment

Checklist of data to submit to Statewide Database by October 9, 2018

- ✓ **If you have had precinct boundary changes since the 2018 Statewide Direct Primary Election, please send registration precinct and sub-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 2018 Statewide Direct Primary Election and the 2018 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 18, 2018

Please provide all files in electronic form!

- ✓ **Master Voter File as of the 15-Day Close.** Please consider making it a standardized practice to take a snapshot of the voter file on the date of the 15-Day Close (October 22, 2018) for archival purposes. Please submit all data fields including voter ID, affidavit, name, address, registration precinct, party, date of birth, etc. Please provide the master voter file in a **text file (.txt)** format and enclose a format sheet that defines the data fields.
- ✓ **Statement of Vote.** If possible, please provide the 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 that elections officials are required to be capable of reporting the Statement of the Vote in electronic form.* A scanned copy of a hardcopy is not sufficient; please provide the actual file.
- ✓ **Total registration by party broken down by precinct.**
- ✓ **Voter History for the 2018 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)**
- ✓ **Final list of precincts within districts and cities**
- ✓ **Master street index (address-to-precinct-assignment file)**
- ✓ **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, including format sheets with a list of fields and their contents where applicable.**

Please upload the data by following the directions at http://dropbox.caltech.edu and using mccue@caltech.edu as the recipient email address.

You may also save electronic data to a CD or DVD and mail to one of the following addresses:

For USPS deliveries:

Statewide Database
Assembly Committee on Elections & Redistricting
State Capitol
P. O. Box 942849
Sacramento, CA 94249-0096

For UPS/Fed-Ex:

Statewide Database
Assembly Committee on Elections & Redistricting
Legislative Office Building
1020 N Street, Suite 365
Sacramento, CA 95814

Statewide Database:
Phone: (510) 642-9086
Email: mccue@caltech.edu