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August 3, 2021

County Clerk/Registrar of Voters (CC/ROV) Memorandum # 21111

**TO:** All County Clerks/Registrars of Voters

**FROM:** /s/ Mike Somers  
Election Cybersecurity Manager

**RE:** California Gubernatorial Recall Election: Early Ballot Retrieval Ballot Collection and Chain of Custody Procedures

As you may be aware, Section 20143(a) of the California Code of Regulations requires counties retrieving ballots prior to the closing of the polls pursuant to Elections Code section 14422, to develop early ballot retrieval collection and chain of custody procedures.

Section 20143(b) of the California Code of Regulations further requires county elections officials to provide a copy of those early ballot retrieval collection and chain of custody procedures to the Secretary of State's office by the 30<sup>th</sup> day before an election in which ballots will be retrieved prior to the closing of the polls. For reference, the regulations may be found on the Secretary of State's website at <https://www.sos.ca.gov/administration/regulations/current-regulations/elections/vote-mail-ballot-drop-boxes-and-drop-locations>

In addition, the federal Election Assistance Commission has recently released a guide to election administration chain of custody best practices. Counties can find it here at [https://www.eac.gov/sites/default/files/bestpractices/Chain\\_of\\_Custody\\_Best\\_Practices.pdf](https://www.eac.gov/sites/default/files/bestpractices/Chain_of_Custody_Best_Practices.pdf)

If your county will utilize the provisions of Elections Code section 14422, please submit your county's chain of custody procedures for the September 14, 2021, California Gubernatorial Recall Election by Friday, August 13, 2021 to [survey@sos.ca.gov](mailto:survey@sos.ca.gov).

If you have any questions, please feel free to contact me at [msomers@sos.ca.gov](mailto:msomers@sos.ca.gov).