August 6, 2021

County Clerk/Registrar of Voters (CC/ROV) Memorandum # 21116

TO: All County Clerks/Registrars of Voters

FROM: /s/ Nymith Lyfoung
              Elections Analyst

RE: California Gubernatorial Recall Election: Statewide Database Requirements

Elections Code section 21000 requires that for every election, county election 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 August 17, 2021, and a list of data it would like to receive by October 26, 2021, along with instructions for how to send the data.

If you have any additional questions, please contact the Statewide Database directly at the number/email address below:

Fatima Khan and Grace Petersen
Phone: (510) 642-9086
Email: submissions@statewidedatabase.org

Checklist of data to submit to Statewide Database by August 17, 2021

✓ **Registration Precinct and Sub-Precinct Maps:** if you have had precinct boundary changes between the 2020 General Election and the 2021 California Gubernatorial Recall Election, please provide 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 changed between the 2020 General Election and 2021 California Gubernatorial Recall 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 October 26, 2021

✓ **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 (August 30, 2021) 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 (SOV) / By-Precinct Report of Voting Results in electronic form**. If possible, please provide in **text file (.txt)** or **excel (.xls) format**. The report should include each precinct's results broken down by vote-by-mail and poll ballots cast for each proposition and candidate. Additionally, please include total registration and total votes cast by vote-by-mail and poll precincts. Do not redact any precinct totals. Please note that election officials are required to be capable of reporting the SOV/By-Precinct Report of Voting results in an electronic form - a scanned copy of a hardcopy will not suffice - please provide the actual file.

✓ **Election Day registration file**

✓ **Party total registration broken down by precinct.**

✓ **Voter History for the 2021 California Gubernatorial Recall 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 upload the data to https://swdb.link/s21

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

For USPS deliveries:	For UPS/Fed-Ex:
Statewide Database	Statewide Database
Assembly Committee on Elections	Assembly Committee on Elections
State Capitol	Legislative Office Building
P.O. Box 942849	1020 N Street, Suite 365
Sacramento, CA 94249-0096	Sacramento, CA 95814

You can also email information to the Project Manager:

Cecilia Cano
Email: submissions@statewidedatabase.org
Subject: ATTN: Cecilia