



# SHIRLEY N. WEBER, Ph.D.

CALIFORNIA SECRETARY OF STATE

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April 20, 2022

County Clerk/Registrar of Voters (CC/ROV) Memorandum # 22076

TO: All County Clerks/Registrars of Voters

FROM: /s/ Mike Somers  
Election Cybersecurity Manager

RE: Primary Election: Vote-by-Mail Drop Box Ballot Collection and Chain of Custody Procedures

As you may be aware, Section 20137(a) of the California Code of Regulations, requires counties utilizing vote-by-mail drop boxes to develop procedures for ballot collection and chain of custody.

Section 20137(c) of the California Code of Regulations further requires county elections officials to provide a copy of those ballot collection and chain of custody procedures to the Secretary of State's office by the 30<sup>th</sup> day before an election. 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 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)

Please submit your county's chain of custody procedures for the June 7, 2022, Primary Election by, Sunday, May 8, 2022, 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).