



# SHIRLEY N. WEBER, Ph.D.

## CALIFORNIA SECRETARY OF STATE

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May 6, 2022

### County Clerk/Registrar of Voters (CC/ROV) Memorandum #22098

TO: All County Clerks/Registrars of Voters

FROM: Debra Ledsinger  
Associate Elections Analyst

RE: Primary Election: Statewide Database Requirements

Elections Code section 21000 requires that for every 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 May 10, 2022, and a list of data it would like to receive by July 7, 2022, along with instructions for how to send 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.

Fatima Khan and Agapito Flores  
Phone: (510) 642-9086  
Email: [submissions@statewidedb.org](mailto:submissions@statewidedb.org)

Attachment

**Checklist of data to submit to Statewide Database by May 10, 2022**

- ✓ **Registration Precinct and Sub-Precinct Maps:** 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 2021 California Gubernatorial Recall Election and 2022 Primary 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 July 7, 2022**

- ✓ **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 (May 25, 2022) 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** This is the same file as the Master Voter File as of 15-Day Close, but it is a snapshot of the actual election day (June 7) as opposed to May 25. We only require that you send either this file or the 15-Day close file.
- ✓ **Party total registration broken down by precinct.**
- ✓ **Voter History for the 2022 Primary Election.** This is a record of voters who voted (including their voter ID) and the method by which they voted (e.g., polling place, vote-by-mail, provisional, etc.).
- ✓ **Consolidation list (voting precinct to registration precinct) in electronic form.** Please include any zero voter registration precincts and their associated voting precincts.
- ✓ **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/p22>

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  
Elections State Capitol  
P.O. Box 942849.  
Sacramento, CA 94249-0096

For UPS/Fed-Ex:

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

You can also email information to the Project Manager:

Cecilia Cano

Email: [submissions@statewidedb.org](mailto:submissions@statewidedb.org)

Subject: ATTN: Cecilia