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Elections Division

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December 21, 2023

County Clerk/Registrar of Voters (CC/ROV) Memorandum #23153

TO: All County Clerks/Registrars of Voters

FROM: /s/ William Endicott
Associate Governmental Program Analyst

RE: Primary 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.

In order to streamline this process, the Secretary of State office will be obtaining the following required information from the statewide voter registration system, VoteCal.

- 1. Election Day registration file**
- 2. Voter History for the 2024 Primary Election**
- 3. Final list of precincts within districts and cities in electronic form**
- 4. List of all polling places and their addresses**

Attached is a checklist of the data the Statewide Database would like to receive from the counties by **January 12, 2024**, and a list of data it would like to receive by **April 4, 2024**, 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:

Dhrti Molukutla and Ultraviolet Schneider Dwyer
Phone: (510) 642-9086
Email: submissions@statewidedatabase.org

Attachment

For County Submission in Compliance with Elections Code section 21000

Checklist of data to submit to Statewide Database by January 12, 2024

- ✓ **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 2024 Primary Election and the 2022 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.
- ✓ **Consolidation list (voting precinct to registration precinct) in electronic form. Please include any zero voter registration precincts and their associated voting precincts.**

Checklist of data to submit to Statewide Database by April 4, 2024

- ✓ **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 total registration and total votes cast by vote-by-mail and poll precincts;
 - ✓ Include each precinct's results broken down by vote-by-mail and poll ballots cast for each proposition and candidate;
 - ✓ Include all precinct totals. Please generate this report with the privacy option turned off.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.
- ✓ **Party total registration broken down by precinct.**
- ✓ **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.

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/g22>

- 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
Legislative Office Building
1020 N Street, Suite 365
Sacramento, CA 95814

For UPS/Fed-Ex:

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

- You can also email information to the Project Manager:

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