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January 5, 2024

County Clerk/Registrar of Voters (CC/ROV) Memorandum #24012

TO: All County Clerks/Registrars of Voters

FROM: /s/ Mike Somers  
Election Security Manager

RE: Presidential Primary: Early Ballot Retrieval Ballot Collection and Chain of Custody Procedures - ACTION REQUIRED

Before each election, counties may choose to retrieve ballots prior to the closing of the polls. If ballots are to be retrieved in this manner, the county must develop early ballot retrieval collection and chain of custody procedures. These chain of custody procedures must be submitted to the Secretary of State's office not later than E-30 -- February 4, 2024. (Elections Code section 14422 and California Code of Regulations sections 20143(a) and (b)).

Please send an email to [survey@sos.ca.gov](mailto:survey@sos.ca.gov) to report if your county will or will not be retrieving ballots prior to the closing of the polls. If you are conducting early ballot retrieval, please also submit your county's chain of custody procedures for the March 5, 2024, Presidential Primary Election. Please provide all responses by, **Friday, February 2, 2024**, to [survey@sos.ca.gov](mailto:survey@sos.ca.gov).

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/early-ballot-retrieval>

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