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January 5, 2024

County Clerk/Registrar of Voters (CC/ROV) Memorandum #24013

TO: All County Clerks/Registrars of Voters

FROM: /s/ Mike Somers
Election Security Manager

RE: Presidential Primary: Drop-Box Ballot Collection and Chain of Custody
Procedures - ACTION REQUIRED

As you may be aware, Elections Code section 3025.5 requires all counties to provide at least one drop box for vote-by-mail ballots. In addition, Section 20137(c) of the California Code of Regulations requires counties using vote-by-mail drop boxes to develop 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.

Please submit your county's drop box collection and 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.

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>

If you have any questions, please feel free to contact me at msomers@sos.ca.gov.