



# Shirley N. Weber, Ph.D. California Secretary of State Elections Division

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July 26, 2024

County Clerk/Registrar of Voters (CC/ROV) Memorandum #24155

TO: All County Clerks/Registrars of Voters

FROM: /s/ William Endicott  
Associate Governmental Program Analyst

RE: General 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 from the counties by **August 2, 2024**, and a list of data it would like to receive by **December 6, 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](mailto:submissions@statewidedatabase.org)

Attachment

## For County Submission in Compliance with Elections Code section 21000

### **Checklist of data to submit to Statewide Database by August 2, 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. Please include the same precinct names as are used to report voter registration.
- **List of Precincts changed between the 2024 Primary Election and the 2024 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.

### **Checklist of data to submit to Statewide Database by December 6, 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.

- **Consolidation list (voting precinct to registration precinct) in electronic form.** Please include any zero voter registration precincts and their associated voting precincts.
- **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/g24>

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

**For UPS/Fed-Ex:**

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

**You can also email information to the Project Manager:**

Cecilia Cano  
Email: [submissions@statewidedatabase.org](mailto:submissions@statewidedatabase.org)  
Subject: ATTN: Cecilia