



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

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September 4, 2024

County Clerk/Registrar of Voters (CC/ROV) Memorandum # 24182

TO: All County Clerks/Registrars of Voters

FROM: /s/ Mike Darling  
Elections Cybersecurity Analyst

RE: General Election: 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 – October 6, 2024.

Please submit your county's drop box collection and chain of custody procedures for the November 5, 2024, General Election. Please provide all responses by, **Friday, October 4, 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/vote-mail-ballot-drop-boxes-and-drop-locations>

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