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September 10, 2025

County Clerk/Registrar of Voters (CC/ROV) Memorandum # 25096

TO: All County Clerks/Registrars of Voters

FROM: /s/ Mike Darling
Elections Cybersecurity Analyst

RE: Statewide Special Election: Drop Box Ballot Collection and Chain of Custody
Procedures – ACTION REQUIRED

For the November 4, 2025, Statewide Special Election, county elections officials are to provide ballot drop boxes in accordance with Senate Bill 280 (SB 280, Chapter 97 of the Statutes of 2025). (See also, CCROV #25074.)

Section 20137(c) of the California Code of Regulations requires counties using vote-by-mail ballot 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 by October 5, 2025 (E-30).

Please submit your county's drop box collection and chain of custody procedures for the November 4, 2025, Statewide Special Election. Please provide all responses by **Friday, October 3, 2025**, 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 mdarling@sos.ca.gov.