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California Secretary of State

Elections Division

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August 25, 2026

County Clerk/Registrar of Voters (CC/ROV) Memorandum # 26224

TO: All County Clerks/Registrars of Voters

FROM: /s/ Mike Darling
Elections Cybersecurity Analyst

RE: Statewide 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.

Please submit your county's drop box collection and chain of custody procedures for the November 3, 2026, Statewide General Election. Please provide all responses by Friday, **October 2, 2026**, 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.