April 8, 2016

County Clerk/Registrar of Voters (CC/ROV) Memorandum #16117

TO: All County Clerks/Registrars of Voters

FROM: /s/ Lisa Alvis
                  Associate Elections Analyst

RE: Presidential Primary: 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 by May 4, 2016, and a list of data it would like to receive by July 19, 2016.

Please send the information directly to the project manager listed below. The Statewide Database also has an FTP site available. If you would like to use that option or if you have any additional questions, please contact Ms. Cano directly at the number or email address below.

Thank you, in advance, for your cooperation.

<u>Project Manager</u>
Cecilia Cano   Phone: (213) 620-2082
300 South Spring Street, Suite 16505   Fax: (213) 620-2050
Los Angeles, CA 90013   Email: mccue@caltech.edu

Attachment

Checklist of data to submit to Statewide Database by May 4, 2016

- ✓ **If you have had precinct boundary changes since the 2014 General Election, please send registration precinct maps (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.
- ✓ **List of precincts that were changed between the 2014 General Election and 2016 Presidential Primary 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 July 19, 2016

- ✓ **Master Voter File as of the 15-Day Close.** Please consider making it a standardized practice to take a snapshot of the Voter File as of this date (May 23, 2016) for archival purposes accompanied by a format sheet to define data fields. Please submit all data fields including voter ID, affidavit, name, address, registration precinct, party, date of birth, etc. If possible, please provide the master voter file in a **text file (.txt)** format.
- ✓ **Statement of Vote in electronic form.** If possible, please provide the electronic Statement of Vote in a **text file (.txt)** format. This report should have precinct results – not a summary – and include both total registration and total votes cast by vote-by-mail and poll precincts. Please do not redact precinct totals. *Please note elections officials are required to be capable of reporting the Statement of the Vote in an electronic form.* A scanned copy of a hardcopy is not sufficient; please provide the actual file.
- ✓ **Party total registration broken down by precinct.**
- ✓ **Voter History for the 2016 Presidential Primary Election.** This is a record of voters who voted and the method by which they voted (e.g. polling place, vote-by-mail, fail safe, etc.).
- ✓ **Consolidation list (voting precinct to registration precinct) in both electronic form AND hardcopy.**
- ✓ **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.
- ✓ **List of all polling places and their addresses.**
- ✓ **Please provide documentation for all files sent in electronic form, including format sheets with a list of fields and their contents where applicable.**

Please save electronic data to a CD or DVD and mail to:

Project Manager
Cecilia Cano
300 South Spring Street, Suite 16505
Los Angeles, CA 90013

Phone: (213) 620-2082
Fax: (213) 620-2050
Email: mccue@caltech.edu

You can also transfer the data by following the directions at dropbox@caltech.edu and using mccue@caltech.edu as the recipient email address.