



ALEX PADILLA | SECRETARY OF STATE | STATE OF CALIFORNIA
ELECTIONS DIVISION

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October 16, 2017

County Clerk/Registrar of Voters (CC/ROV) Memorandum #17092

TO: All County Clerks/Registrars of Voters

FROM: /s/ Catherine Ingram-Kelly
Elections Specialist

RE: VoteCal: County Test Environment – December 2017 Release

As you may be aware, the Secretary of State (SOS) has developed a dedicated County Test Environment (CTE) for counties to conduct testing between VoteCal and their Election Management System (EMS). The CTE contains a copy of the full VoteCal production database and a copy of each county database that chooses to opt-in to use the test environment. The CTE provides counties the ability to test and confirm fixes, enhancements, or changes as well as conduct training.

VoteCal releases are scheduled quarterly. For VoteCal's September release, six counties participated and each reported the ability to conduct end-to-end testing or training in the CTE. Counties can choose to opt-in to participate by November 13, 2017, in order to be included in the December 2017 CTE. Counties that have already opted-in do not need to opt-in again.

Attached you will find the CTE schedule for the December 2017 release. The schedule itemizes the responsible party, description of each CTE task, and the task start and end dates.

New counties that opt-in for the December 2017 release and the existing six counties will work with the SOS to create a "backup copy" of their EMS production database(s) on November 21, 2017, at 11:00 PM, the same date and time that VoteCal takes a production backup, in order to create a synchronized test environment.

Counties opting-in will have the following responsibilities in order to participate:

1. Possess and maintain appropriate and necessary hardware and software licenses to set up and support a local EMS test environment.
2. Provide and maintain a secure local EMS test environment containing a full copy of county production data.

3. Complete local production database backups and copies to the county test environment at mutually-agreed times, anticipated to occur quarterly.
4. Ensure security of voter data by following the county security steps as outlined in the Memorandum of Understanding (MOU).
5. Set up networks, ports, firewalls, and other appropriate infrastructure necessary to establish connectivity to the CTE and troubleshoot connectivity issues as required.
6. Maintain the connection from the county EMS test environment to the CTE.
7. Update the county EMS test environment with the new EMS releases according to a pre-defined schedule. Identify, and/or create within the test environment, the required data for any tests that the county intends to execute and conduct the desired testing.
8. Request file-based interface execution from the SOS as needed to support county tests.

If your county would like to opt-in and participate in the CTE this December, complete and sign the attached MOU describing the roles and responsibilities between the SOS and counties and complete the attached form by close of business on **Monday, November 13, 2017**. If you are a county that is already opted-in and are already participating in the CTE then you do not need to complete and return this form or the MOU.

If you have any questions, please contact the VoteCal Help Desk at (888) 868-3225 or votecalhelp@sos.ca.gov.

Attachments

1. Schedule for the County Test Environment – December 2017 Release
2. Memorandum of Understanding
3. VoteCal County Test Environment Opt-In Form

**VoteCal County Test Environment Opt-In Form
December 2017 Release**

County of: _____ Mailing Address: _____

Contact Person: _____

Telephone Number: _____

Fax Number: _____ Email: _____

_____ Yes, we would like to opt-in (**also complete and sign MOU**)

_____ No, we would like to opt-out

**Please return this form to the attention of VoteCal Help Desk via email to
votecalhelp@sos.ca.gov or by fax to (916) 653-3214.**

**SCHEDULE FOR THE COUNTY TEST ENVIRONMENT
December 2017 Release**

The schedule below represents estimated start and end dates for the counties, CGI and the SOS for the County Test Environment (CTE):

#	Responsible Entity	Task	Start	End
1	Counties	Respond to Memorandum of Understanding indicating Opt-In status	N/A	11/13/2017
2	SOS/ITD	Work with Counties to assign the new MPLS IP address for the CTE and to grant access to the DMV HAVA end point	N/A	11/27/2017
3	SOS/Elections	Provide NEW Counties with access credentials and end points to Opted-In Counties.	11/17/2017	11/27/2017
4	SOS/Elections	Contact Counties as needed (with ITD/CGI support) to verify correct setup of county networks, ports, firewalls, and connectivity	11/21/2017	11/21/2017
5	Counties	Take a backup copy of the county production database (11:00pm) and place this into their EMS CTE	11/21/2017 11:00 p.m.	11/21/2017 11:00 p.m.
6	SOS/CGI	Copy VoteCal production data (11:00pm) and place this into the VoteCal CTE	11/21/2017 11:00 p.m.	11/21/2017 11:00 p.m.
7	NEW Counties	Receive and install the current EMS release into the county EMS CTE.	11/28/2017	11/28/2017
8	SOS/Elections	Contact counties (with ITD/CGI support) to verify that the EMS backup was successful and was saved to the EMS CTE	11/28/2017	11/28/2017
9	SOS/CGI	Install the updated VoteCal release into the VoteCal CTE	12/01/2017	12/01/2017
10	SOS/Elections	Conduct a connectivity/Smoke test as needed with Opted-In Counties to verify that VoteCal search works from the County EMS CTE	11/27/2017	12/01/2017
11	Counties	Receive and install an updated version of the EMS release into the county EMS CTE (and/or confer with EMS to determine what updates are needed)	11/29/2017	12/04/2017
12	Counties	Opted-in Counties test as needed within the CTE and report any issues to the VoteCal Help Desk	12/04/2017	N/A

Note: Counties are expected to install any new EMS version provided for production to the CTE.

**Memorandum of Understanding for
California Statewide Voter Registration Database (VoteCal) Test Environment
Version 2.0**

Between

California Secretary of State, Elections Division, VoteCal

and

Participating County

Purpose and Scope

The purpose of this Memorandum of Understanding (MOU) is to establish responsibilities and resources required between the Secretary of State (SOS) and County for establishing and utilizing a connected VoteCal County Test Environment (CTE).

Term

The term of this MOU is for the entire period(s) in which a County chooses to opt-in. The parties may extend the term of (or amend) this MOU by written agreement signed by the parties hereto. Any party may terminate this MOU upon 30 days' written notice to the other party.

County Responsibilities:

The County shall be responsible for the following activities:

1. Possess and maintain appropriate and necessary hardware and software licenses to set up and support a local Election Management System (EMS) test environment.
2. Provide and maintain a secure local EMS test environment containing a full copy of county production data.
3. Complete local production database backups and copies to the CTE at mutually-agreed times, anticipated to occur quarterly.
4. County Security
 - (a) Each county shall protect the confidentiality, integrity, and availability of the data and the information systems authorized to process, store, and transmit voter registration data. County voter registration and election information systems shall conform to recognized United States Federal and California State government security standards and practices including system hardening and utilize diversity of design.
 - (b) It is recommended that each county provide annual privacy and security awareness training to all staff utilizing their county voter registration and election information in accordance with State Administrative Manual (SAM) Sections 5320 – 5320.2 and the Information Practices Act of 1977 (California Civil Code §§1798 et seq).
 - (c) The following security measures shall be maintained by each county and their EMS to provide security for county voter registration and election information systems and environments that interface with the statewide voter registration system and/or contain statewide voter registration system data.
 - (1) Physically secure servers hosting county voter registration and election information systems including the county's EMS and county EMS databases as well as any SOS property, such as routers, away from public access.
 - (2) Only staff authorized by the county shall have physical access to servers hosting the county's voter registration and election information systems including

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servers containing the county's EMS and county EMS database as well as any SOS property, such as routers.

- (3) No peripheral devices (e.g., disk, USB/Flash drives, PDA/Smartphone, etc.) shall be attached to the SOS property, such as routers, installed at the county.
 - (4) SOS property installed at the county, such as routers, is exclusively for interaction with the SOS, and shall not to be used for other county purposes.
 - (5) The servers hosting the county voter registration and election information systems including the servers hosting the county's EMS shall be running an operating system under mainstream support with critical and high security updates applied at least monthly. All servers shall otherwise be hardened to industry best practices and government standards.
 - (6) The county voter registration and election information systems shall be installed and operated on a service account separate from any other services.
 - (7) All county voter registration and election information systems shall have anti-malware software installed, configured, and updates applied.
 - (8) Counties shall encrypt all voter registration and election information system data whenever stored in non-volatile memory and whenever in transit between system components or through facilities not contracted directly to the county or the SOS.
 - (9) All backup copies of county voter registration and election information system data, including images, shall be encrypted. Counties shall avoid the use of removable, portable media such as tape cartridges or DVD-ROM for data backup.
 - (10) Data encryption shall be compliant with National Institute of Standards and Technology (NIST) Special Publication (SP) 800-175B, Guideline for Using Cryptographic Standards in the Federal Government, with preferred utilization of Advanced Encryption Standard (AES).
 - (11) Direct user access to the county voter registration and election information systems shall require, at a minimum, single sign on authentication.
 - (12) County voter registration and election information systems shall only be accessible by staff authorized by the county.
 - (13) Confidential voter registration data shall only be accessible by staff authorized by the county.
 - (14) Counties shall report detected unauthorized use, suspected breach, denial of service, or intrusion attempts on county voter registration and election systems to the SOS Elections Division statewide voter registration system Help Desk within twenty four (24) hours of discovery.
5. Set up networks, ports, firewalls, and other appropriate infrastructure necessary to establish connectivity to the CTE and troubleshoot connectivity issues as required.
 6. Maintain the connection from the county EMS test environment to the CTE.

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7. Update the county EMS test environment with new EMS releases according to a pre-defined schedule. Identify, and/or create within the test environment, the required data for any tests that the County intends to execute and conduct the desired testing.
8. Request file-based interface execution from the SOS as needed to support county tests.

The parties hereto have executed this MOU through their duly authorized representatives.

COUNTY

CALIFORNIA SECRETARY OF STATE

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

County: _____

Date: _____

Date: _____