June 16, 2020

County Clerk/Registrar of Voters (CC/ROV) Memorandum #20118

TO: All County Clerks/Registrars of Voters

FROM: /s/ Jason Rosales
             Associate Elections Specialist

RE: VoteCal: Synchronization Schedule

The Secretary of State will be initiating regular synchronization (sync) checks beginning in July, with all counties to identify voter registration and district precinct differences in advance of the November 3, 2020, General Election. Sync checks will be performed on a monthly basis for all counties, and additional sync checks for Los Angeles, Orange, and San Diego counties will be performed, if needed. This will assist in the early identification of any differences that need to be resolved by counties in sufficient time for generating the Reports of Registration, Voter Information Guide and Official List.

County sync statistics will be consolidated and sent to all counties on a weekly basis. Individual county sync differences will be sent from VoteCal directly to the county's Election Management System (EMS) as soon as the sync check process completes. Counties are expected to resolve sync differences before the next sync check.

The counties have been divided into three groups for the SOS initiated sync checks:

- Group A will be scheduled for sync checks between 5:00 p.m. to 5:00 a.m. on Friday-Saturday of the first week of the month.
    - Los Angeles County will be scheduled for an additional sync check between 5:00 p.m. to 5:00 a.m. on Friday-Saturday of the third week of the month, if needed.
- Group B will be scheduled for sync checks between 5:00 p.m. to 5:00 a.m. on Wednesday-Thursday of the second week of the month.
    - San Diego County will be scheduled for an additional sync check between 5:00 p.m. to 5:00 a.m. on Wednesday-Thursday of the third week of the month, if needed.
- Group C will be scheduled for a sync check between 5:00 p.m. to 5:00 a.m. on Thursday-Friday of the third week of the month.
    - Orange County will be scheduled for an additional sync check between 5:00 p.m. to 5:00 a.m. on Thursday-Friday of the third week of the month, if needed.

Group A	Group B	Group C
Amador	Colusa	Alameda
Butte	Humboldt	Alpine
Calaveras	Imperial	Contra Costa
Del Norte	Madera	Fresno
El Dorado	Mono	Kern
Glenn	Monterey	Kings
Inyo	Nevada	Marin
Lake	Riverside	Modoc
Lassen	Sacramento	Napa
Los Angeles	San Benito	Orange
Mariposa	San Bernardino	Placer
Mendocino	San Diego	San Luis Obispo
Merced	San Francisco	Santa Barbara
Plumas	San Joaquin	Santa Clara
Shasta	San Mateo	Santa Cruz
Siskiyou	Solano	Sierra
Tehama	Stanislaus	Sonoma
Yuba	Trinity	Sutter
	Tuolumne	Tulare
	Yolo	Ventura

SOS will not initiate sync checks in a county per the schedule outlined above for the following situations:
- If a sync check was initiated by a county the prior month and passed.
- If a sync check was completed within a week prior to the scheduled sync check, regardless of pass or fail.
  - This will provide time to resolve differences identified in the last sync check before the next sync check.
- If a county is actively working with the SOS on sync differences, then an alternate schedule can be agreed upon to maximize progress.

If your county is unable to resolve sync differences or requires support, please contact the SOS VoteCal help desk or your EMS support staff at:
- SOS: VoteCalHelp@sos.ca.gov or (888) 868-3225
- DFM: support@dfmassociates.com
- Runbeck: emshelpdesk@runbeck.net