Idaho Association of County Recorders and Clerks
January 5, 2023
Before the Election: Preparing For Your Election With An Audit In Mind

Ballot Styling
--Primary Election ballots with party color band for sorting (just a suggestion).
--Precinct location and size easily visible to the tired sorting eyes.

Absentee Processing alternatives of Absentee Precincts or Absentee Batches
--What is an Absentee Precinct?
--Abstract
--Set up first in Streets & Districts then set up as a District in Election Setup.
--Candidates and statisticians

--What is an Absentee Batch?
--Notify SOS
--Reports
After the Election: Storing Your Ballots With An Audit In Mind

Ballot Storage
---By Precinct
---By Vote Type
---Separate by colored paper
---All boxes clearly marked

Spoiled Ballots
---Clearly marked
---Keep where it is easily accessible for audit

Ballot Inventory
---If audited, will need to see:
- Printer invoice or Air Ballot printed report with number of ballots printed
- Chief Judge Report for precincts audited
- Unopened ballot pads
- Unused ballots
- Additional ballots (such as Touch Writer or Relia-Vote)
- Test ballots
- Spoiled Ballots
- Surrendered Ballots

Preparing For The Audit Draw:

Prior to Draw
--- Emailed copy of approved canvass by deadline, hard copy mailed
--- Have poll worker volunteers lined up
--- Discuss a plan with your Sheriff on impounding ballots if drawn

If Drawn
--- We contact the County Clerk
--- We contact the County Sheriff

Day of Audit
--- SOS Team Lead meets with Sheriff to receive possession of impounded ballots
--- Team Lead will open boxes and remove ballots
Audit Step 1: Vote Tally Audit Overview

Sorters
--SOS Team Lead or SOS employee directs sorting process

Talliers
--Team Lead or SOS employee along with a Democratic & Republican representative tally

Reconciliation
--Tally Sheets vs. Canvass by Precinct and Vote Types

Audit Step 2: Ballot Inventory Audit Overview

Reconciliation
--Beginning ballot inventory vs. total of voted ballots, by Precinct and Vote Type
-Printer invoice or Air Ballot printed report with number of ballots printed
-Chief Judge Report for precincts audited
-Unopened ballot pads
-Unused open ballot pads
-Additional ballots (such as Touch Writer or Relia-Vote)
-Test ballots
-Spoiled ballots
-Surrendered ballots

--Absentees audited in counties with ballot count under 2,100
-will need accounting for how many absentee’s were sent, returned, unreturned, spoiled, and rejected
Step 3: Voter History Audit Overview

1. Gather the total number of ballots cast via Live Results and/or your Abstract

2. Gather the total number of voter history recorded by vote type and precinct

3. Steps to finding missing voter history
   a. Process EDR (Epoll book upload)
   b. EDR Voting History
   c. Absentee Missing History
   d. Pending Review (Address Pending and DMV Review)
   e. Compare Absentee History to Absentee list of Returned/Valid
   f. Pollbook compared to precinct count
   g. Compare poll book to Voting History Log to check for voters missing history
   h. Full Voter Export with vote history for this election (check for duplicates)

4. Add or delete history
In Live Results, or from your Abstract, write down the number of Ballots Cast.

Next, go to Voting History Totals in Voter Central to pull a report of voting history totals attributed broken down by Vote Type and Precincts.
Compare your total of votes listed here under Vote Type Total to your Live Results and/or Abstract. If the numbers are off, compare the vote types and precincts to your abstract to try to pin point where the inconsistency is so we can start checking there first.

AND THE SEARCH BEGINS!!!

Using Fremont as an example. Their totals were:
Live= 4298
A=387 E=226 R=3446 = 4059
Missing History=239
First, if your county used electronic poll books, check Process EDR to see if all the uploaded voters were processed.

Next, go to EDR Voting History and check to see if there are any voters in Vote Type Unknown or in Vote Type Known and process these to add history.

(239-196=43 remaining)
Check Missing Voting History in the Absentee Module by going to Reports and then Missing Voting History.

Check in Pending Review to see if there are any in Voter Pending Addresses and in DMV Mismatches.

(43-2= 41 remaining)
Compare the Absentee history total in Voter Central to Absentee Advanced Search for absentee’s that may be mismarked. Should be marked as Returned/Valid.

The next step would be to break down your voters who received history by vote type and precinct. It is helpful to run an Excel and do an alpha sort. This makes it easier to compare your poll book to this alpha list to find voters that do show on your poll book as having voted but are not listed as having vote history in Tenex.
Lastly, if you are over on your voter history total compared to your abstract, you could run a Full Voter Export File of only voters who voted in this election. You can sort alphabetically by last name, first name and pull the date of birth field over so that you can look for any duplicate voters that may be affecting your voter history totals.
Removing Voter History

<table>
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<tr>
<th>Voter ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Vote Type</th>
<th>Vote Date</th>
<th>Poll Location</th>
<th>County</th>
<th>Source</th>
<th>Page</th>
<th>Operator</th>
<th>Date Recorded</th>
<th>Precinct</th>
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<tr>
<td>EN47542</td>
<td>SHELL</td>
<td>MILLARD</td>
<td>A</td>
<td>10.30.2022</td>
<td>ADA</td>
<td>AGA</td>
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</tr>
</tbody>
</table>

YAY!!! You did it!!!

Now onto the next election!
This Job Aid can be found in the Solutions Library in HelpDesk under the Voter Central folder and the title is:
Auditing Vote Count to Voter History

Feel free to contact me for assistance.

Sheryl Millard