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April 20, 2022

County Clerk/Registrar of Voters (CC/ROV) Memorandum # 22076

TO: All County Clerks/Registrars of Voters

FROM: /s/ Mike Somers
Election Cybersecurity Manager

RE: Primary Election: Vote-by-Mail Drop Box Ballot Collection and Chain of Custody Procedures

As you may be aware, Section 20137(a) of the California Code of Regulations, requires counties utilizing vote-by-mail drop boxes to develop procedures for ballot collection and chain of custody.

Section 20137(c) of the California Code of Regulations further requires county elections officials to provide a copy of those ballot collection and chain of custody procedures to the Secretary of State's office by the 30th day before an election. 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>

In addition, the federal Election Assistance Commission has released a guide to election administration chain of custody best practices. Counties can find it here at https://www.eac.gov/sites/default/files/bestpractices/Chain_of_Custody_Best_Practices.pdf

Please submit your county's chain of custody procedures for the June 7, 2022, Primary Election by, Sunday, May 8, 2022, to survey@sos.ca.gov.

If you have any questions, please feel free to contact me at msomers@sos.ca.gov.