

2016

Electronic Roster Guide



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1.0 INTRODUCTION

1.1 Introduction

In 2013 an electronic roster pilot project was established to examine and test the use of epollbooks in Minnesota polling locations. In 2014, an expanded pilot project was established to test epollbooks in a high turnout election.

In the 2014 omnibus elections bill (chapter 288) the legislature authorized counties, cities and municipalities to use electronic rosters for any election.

1.2 Description

Electronic rosters, also known as electronic poll books or epollbooks, are an electronic version of the paper polling place roster. This guide will give an overview of the statutes authorizing and governing the use of electronic rosters, provide guidelines for working with a vendor to ensure all needs are met, and explain the process of setting up electronic rosters with SVRS, using electronic rosters in the polling place, and transferring data from electronic rosters to state systems.

Electronic Rosters can be used for:

- Election day registration
- Processing preregistered voters
- Both election day registration and processing preregistered voters.

This guide is designed to aid jurisdictions that are considering using electronic rosters for the first time. As equipment and processes may vary between jurisdictions, jurisdictions will need to develop their own procedures and materials to address jurisdiction specific issues.

1.2.1 Pros and Cons

Pros:

- Electronic rosters are designed to make the process of checking in voters at the polls fast and easy.
- Easier to post rosters after an election.
- More accurate voting history.
- Queue up EDR files electronically, for faster SVRS input.

Cons:

- There is a significant cost to purchasing the equipment.
- Specialized training is required, and may have to be developed by the county.
- May be minimal economic benefit for smaller counties.

1.3 Timeline

The following calendar highlights dates specific to the use of electronic rosters for the 2016 election cycle. Complete election calendars are available at <http://www.sos.state.mn.us>.

Date	
Wed, May 11, 2016	90-day notice (Primary, or both Primary and General)
Fri, Jul 8 (Sun Jul 10)	30-day certification (Primary, or both Primary and General)
Fri, Jul 8 (Sun Jul 10)	Fri, Jul 8 (Sun Jul 10)
	Select Primary print preferences and exclude districts in SVRS
	Run Rosters in Election report/provide roster IDs to epollbook programmer/vendor
	Provide report and precinct finder files to epollbook programmer/vendor
Wed, Jul 20	Roster/Greeter generation for Primary may begin--ePollbook roster file extracts available
	Run ePollbook Real-time Roster File Extract and provide to vendor
Wed, Jul 20-Aug 9	Only If SVRS rosters for primary are regenerated, run Roster ID Changes report and provide any new roster IDs to vendor; must rerun (replace existing) relevant roster file extract(s)
	Print Greeters List materials for paper backup process
Tue, Aug 9	Primary Day
	Back up process must be available (paper-greeter)
Wed, Aug 10	90-day notice (General only)
Wed, Aug 10	May begin EDR upload processing and voter history upload processing in SVRS. <ul style="list-style-type: none"> •Run EDR/PVH Statistics for Election report to verify the posted voter history (PVH) counts. •Run ePollbook Files for Election report to verify queued and processed EDR counts.
Fri, Oct 7 (Sun Oct 9)	30-day certification (General only)
	Select election print preferences in SVRS
	Run Rosters in Election report and provide roster IDs to epollbook programmer/vendor (can be run any time after election is active)
	Provide report and precinct finder files to epollbook programmer/vendor
Wed, Oct 19	Roster/Greeter generation may begin--ePollbook File Extracts available
	Run ePollbook Real-time Roster File Extract and provide to vendor
Wed, Oct 19-Nov 7	Only If SVRS rosters are regenerated, run Roster ID Changes report and provide any new roster IDs to vendor; must rerun (replace existing) relevant roster file extract(s)
	Print Greeters List materials for paper backup process
Tue, Nov 1	AB Supplements Files or paper reports available--run as needed
Tue, Nov 8	General Election
	Back up process must be available (paper-greeter, other)
Wed, Nov 9	May begin EDR upload processing and voter history upload processing in SVRS. <ul style="list-style-type: none"> •Run EDR/PVH Statistics for Election report to verify the posted voter history (PVH) counts. •Run ePollbook Files for Election report to verify queued and processed EDR counts.

2.0 STATUTORY REQUIREMENTS OVERVIEW

2.1 Authorization

M.S. 201.225 Subdivision 1

A county, municipality, or school district may use electronic rosters for any election. In a county, municipality, or school district that uses electronic rosters, the head elections official may designate that some or all of the precincts use electronic rosters. An electronic roster must comply with all of the requirements of this section. An electronic roster must include information required in section 201.221, subdivision 3, and any rules adopted pursuant to that section.

2.2 Notification

M.S. 201.225 Subdivision 6

A county, municipality, or school district that intends to use electronic rosters in an upcoming election must notify the Office of the Secretary of State at least 90 days before the first election in which the county, municipality, or school district intends to use electronic rosters. The notification must specify whether all precincts will use electronic rosters, and if not, specify which precincts will be using electronic rosters. The notification is valid for all subsequent elections, unless revoked by the county, municipality, or school district. If precincts within a county, municipality, or school district that were not included in the initial notification intend to use electronic rosters, a new notification must be submitted.

Note that notifying the Office of the Secretary of State that a jurisdiction plans on using electronic rosters is not the same as certification that electronic rosters meet all security and technical requirements. Please refer to **2.5 Certification** on page 7 for additional information on certification.

2.3 Technology Requirements

Minnesota statutes establishes technology requirements for electronic rosters to be used in Minnesota elections. The Office of the Secretary of State has developed additional security requirements. A county using electronic rosters should also develop their own technology requirements, catered to the equipment used and county specific processes.

2.3.1 Statutory Requirements

Electronic rosters must meet technology requirements as set by Minnesota Statutes 201.225 Subd. 2.

Before election:

Unless an electronic roster is used only for election day registration, the device must have the capability of accepting voter registration data in the format prescribed by the office of the secretary of state (page 14). This data must only contain information on preregistered voters within the precinct. It cannot contain preregistered voter data on voters registered outside of the precinct. (MS 201.225 Subd. 2 (1), (10))

The electronic roster may only be networked within the polling location on election day, except for the purpose of updating absentee ballot records. (MS 201.225 Subd. 2 (11))

Additionally, The Office of the Secretary of State in consultation with MN.IT has established minimum security, reliability, and networking standards. Counties certify that these standards are met as part of the certification process laid out in 2.5.1 (page 8). (MS 201.225 Subd. 2 (12))

During election:

The device must have the capability to locate a registered voter's record or create a printed voter registration application for unregistered voters. Voter record search and voter registration application creation may be through manual entry, or by scanning a Minnesota DL or ID card. (MS 201.225 Subd. 2 (3))

If the electronic roster is being used for election day registrations, the electronic roster must allow an election judge to update data populated by scanning a Minnesota driver's license or ID card and cue election judge to ask for required information not on DL. (MS 201.225 Subd. 2 (4), (5))

For the purpose of creating a printed voter registration application, the electronic roster may create a completed voter registration application, label(s) that may be affixed to a voter registration application, or some combination of the two (page 19). (MS 201.225 Subd. 2 (3))

If the voter has provided information that indicates that the voter is not eligible to vote, has already voted in that precinct, has a challenged status, or resides in a different precinct, the electronic roster must alert the election judge. (MS 201.225 Subd. 2 (6),(7))

The electronic roster must be capable of providing to the election judge a voter's correct polling place; and, unless the electronic roster is only being used for election day registrations, provide instructions for resolving any challenges. (MS 201.225 Subd. 2 (13), (8))

The electronic roster must provide for a printed voter signature certificate, containing the voter's name, address of residence, date of birth, voter identification number, the oath required by section 204C.10, and a space for the voter's original signature. (MS 201.225 Subd. 2 (9))

The printed voter signature certificate can be either a printed form or a label printed with the voter's information to be affixed to the oath. (MS 201.225 Subd. 2 (9))

After election:

The Electronic Roster must have the capability of exporting data in the format prescribed by the office of the secretary of state (page 14). (MS 201.225 Subd. 2 (2))

2.3.2 Security Requirements

As required by MS 201.225 Subd. 2 (12), the Office of the Secretary of State in consultation with MN.IT has created a list of minimal security standards for electronic rosters. These standards have been set to ensure the safety of voter data. These are minimum security requirements. The county may wish to enact stricter requirements. Remember to add any county-specific security requirement to the county's request for proposal (RFP).

Management Controls

Provide training materials to election judges at each polling location regarding ensuring security of computer and data. This could consist of:

- User training on what to do in case of lost or stolen electronic roster
- User training on not attaching storage devices, such as thumb drives, to the computer other than those needed for the operation of the electronic roster
- User training to lock computer screen when not in use or always have user in location of electronic roster

Technical Controls

Data transmission minimum controls:

- Communications between the polling location computer and the remote computer systems storing the electronic roster information must be encrypted and provide for authentication
- AES 256 bit or higher strength NIST complaint encryption
- A site to site, IPSec, or SSL VPN type solution should be implemented for connection and communication to ePolling servers. No other internet or local type network access should be configured. All communications from the polling location computer should be limited and controlled to only being able to access the remote computer systems that store the electronic roster information
- All files transferred should be integrity checked by usage of a hash checksum

Polling location workstation minimum controls:

- Require authentication via VPN before granting access to the destination server
- Harden workstation to CIS Benchmark Level-2 for the identified OS
- Configure workstation for single purpose functionality and remove polling user's ability to access and use administrative capabilities (e.g. remove IE, start menu, etc. and only allow access to electronic roster application and secure file transfer capability)
- Disable Infra-Red and Bluetooth capabilities if not needed for electronic roster use
- If Bluetooth is used for electronic roster functionality, NSA standards must be followed as appropriate
- Block the USB drive capability while still allowing for the use of USB mice, keyboards, AB updates, and printers
- Implement full disk encryption, AES 256 Bit or higher NIST certified to meet FIPS 140-2 standard level 2
- Configure workstation to enforce strong complex passwords
- Configure screen lockout after predetermined amount of inactivity
- Ensure security patches and updates are current
- Implement personal firewall to only allow outbound access to the remote computer systems that store the electronic roster information. Block all inbound access to the computer
- Implement host based intrusion prevention to block and log events that are unusual; identified events need to be reported and investigated
- Implement anti-malware software and ensure it is updated
- Securely wipe workstation after completion of use in polling location

Vendor location minimum controls:

- electronic roster data must be encrypted while stored within dedicated infrastructure
- Vendor infrastructure and operations meet standards that align with NIST

2.3.3 Additional County-Specific Requirements

Note that the requirements above are minimum requirements. Counties should consult their IT departments to develop their own requirements that are above and beyond those required by Minnesota statutes and the Office of the Secretary of State. It is suggested that these requirements be included in any contracts made with the electronic roster vendor.

The jurisdiction should devise its own policies on how to keep data secure when loading and exporting information and how to protect private data. The jurisdiction should also develop a testing checklist to ensure equipment meets their requirements.

Remember to add any county specific requirement to the county's RFP.

2.5 Certification

Thirty days before each election in which the county, municipality, or school district intends to use electronic rosters, counties are required to submit a certification that the equipment being used meets all security and technical requirements set out in M.S. 201.225. If electronic rosters are to be used for both the general and primary elections, and the electronic roster software is not updated between elections, one certification, 30 days before the primary, is sufficient.

2.5.1 Certification Testing

The following checklist is designed to ensure an electronic roster meets all requirements as laid out in M.S. 201.225 Subd.2

The jurisdiction should be able to check off all items before submitting certification. Either the county IT staff can assist in reviewing the requirements, or the vender can certify to the county that all requirements are met.

Electronic Roster for Pre-Registered Voters – Certification Checklist

County: _____

Vendor/Product: _____

Date: _____

- Able to be loaded with pre-registered voter data from electronic file in format prescribed by OSS
- Contains only pre-registered voters from precinct
- Only networked within the polling place on election day
 - (possible exception for purposes of updating AB records)
- Meets minimum security reliability and networking standards established by OSS/MNIT
 - (TBD –Insert when available)
- Any Voter, verify Name, Address, Voter ID number, DOB, School District matches roster
- Challenge Postal Return, Voter _____
- Challenge Voted Out of Precinct, Voter _____
- Challenge AB Address, Voter _____
- Challenge Felony, Voter _____ AB on signature line, Voter _____
- See ID on signature line, Voter _____
- Total Pre-Registered Voters for precinct is correct
- Voter record can be searched and retrieved by scanning or swiping a MN Driver’s License or MN ID card
 - Alerts election judge if address on DL/ID is different than address on voter record but allows election judge to override the alert (i.e. DL may use AV instead of AVE)
- Voter record can be searched and retrieved by manually entering data
- Provides a printed voter’s signature certificate (or label), containing the voter’s name, address of residence, date of birth, voter identification number, M.S. 204C.10 oath, and space for the voter’s original signature
 - Material will remain legible through the retention period
- Immediately alerts election judge if pre-registered voter has already voted by AB
- Immediately alerts election judge if pre-registered voter has already voted in the polling place
- Immediately alerts election judge if pre-registered voter has already voted as an election day registrant in the precinct
- Provides immediate instructions for resolving each of the types of challenges listed above
- Allows for election judge to manually (or from electronic file) add AB for a pre-registered voter (AB process for ABs accepted after rosters printed)
- Capable of providing voters correct polling place (precinct finder)
- Allow for voting history data to be exported in a file format prescribed by the secretary of state
 - Allow for the data to be exported in a file format prescribed by the secretary of state
 - File name consists of **file type code**, **election date** and **roster ID**.
 - (e.g. **220141104123456.txt**) **** Where the rosterID for the file is 123456***

Electronic Roster for Election Day Registration – Certification Checklist

County: _____

Vendor/Product: _____

Date: _____

- Only networked within the polling place on election day
 - (possible exception for purposes of updating AB records)
- Meets minimum security reliability and networking standards established by OSS/MNIT
 - (TBD –Insert when available)
- Allow for Election day registrant data to be entered manually
- Allow for Election day registrant data to be entered by scanning a MN Driver's License or identification card to populate the data in a MN voter registration application. Cues election judge to ask for and input non-populated data from voter.
- Allows for election judge to edit data that was populated by a scanned DL (i.e input an address different from what is on the DL/ID card).
- Allows for each of the valid proofs of residence to be selected
 - MN Driver's License or MN ID or Receipt
 - Prior Registration in Precinct
 - Notice of Late Registration
 - Tribal ID
 - Student ID; Name on Housing List
 - Witness/Voucher
 - Bill with Driver's License or State ID
 - Bill with Passport
 - Bill with Military ID
 - Bill with Student ID
 - Bill with Tribal ID
- Provides for the MN voter registration application (or labels) to be printed and signed and dated by voter.
 - Printed application data matches data input and is in proper field on the form.
 - Prints back side or county provides paper with back side pre-printed
 - Material will remain legible through the retention period
- Provides a printed voter's signature certificate (or label), containing the voter's name, address of residence, date of birth, voter identification number, M.S. 204C.10 oath, and space for the voter's original signature
 - Material will remain legible through the retention period
- Immediately alerts election judge if the election day registrant has already completed an EDR in the polling place and voted
- Immediately alerts election judge if the election day registrant has already voted as a pre-registered voter in the precinct either as an AB or in the polling place
- Immediately alerts election judge if the election day registrant's registration status is challenged
- Immediately alerts election judge if the residence address provided is not within the precinct, but allows election judge to override the alert (i.e. precinct finder range needs to be expanded)
- Immediately alerts election judge cannot proceed if U.S. Citizen or the at least 18 questions marked as No
- Immediately alerts election judge if DOB provided is less than 18
- Capable of providing voters correct polling place (precinct finder)
- Allow for the data to be exported in a file format prescribed by the secretary of state
 - File name consists of **file type code**, **election date** and **roster ID**.

(e.g. 120141104123456.txt) **** Where the rosterID for the file is 123456****

- Exported data matches data input & printed application
- Exported data contains the correct proof of residence as noted above



Office of the Minnesota Secretary of State

CERTIFICATION THAT ELECTRONIC ROSTERS TO BE USED MEET M.S. 201.225 REQUIREMENTS

Instructions

This form is designed for counties, municipalities, or school districts to give the required certification that electronic rosters meet all requirements in Minnesota Statutes 201.225. This must be certified to the Office of the Secretary of State at least 30 days before the election that electronic rosters are to be used. The completed form should be returned to the Office of the Secretary of State via email (elections.dept@state.mn.us), fax (651-296-9073) or mail (180 State Office Building, 100 Rev. Dr. Martin Luther King, Jr. Blvd., Saint Paul, MN 55155). (Minnesota Statutes 201.225)

Jurisdiction Information

Jurisdiction Name [text box]

Jurisdiction Type [radio] County [radio] Municipality [radio] School District

Certification

The above-named jurisdiction hereby certifies to the Office of the Secretary of State that the electronic rosters to be used at the upcoming election to be held on [text box] meet all of the requirements in Minnesota Statutes 201.225.

The following electronic rosters will be used:

Vendor Name/Model [text box]
Used in these precincts [text box]

Vendor Name/Model [text box]
Used in these precincts [text box]

Vendor Name/Model [text box]
Used in these precincts [text box]

Signature

Name [text box] Title [text box]
Signature [text box] Date [text box]

Revised 7/2014

3.0 WORKING WITH THE VENDOR

This section will provide a list of items to present to a vendor to ensure that data is exported in a file format that is compatible with the Statewide Voter Registration System, and that security requirements regarding the safeguarding voter data are met.

3.1 Confidentiality Agreement

Election data is a mix of public and private data with specific rules about how that information can be shared and used. Before providing any data to the electronic roster vendor ensure that the vendor agrees to limit the use of any voter registration information to the programming and operation of electronic rosters. Additionally, the vendor must agree to destroy all voter registration data it receives upon completion of their involvement in a specific election cycle.

The following is an example only. The jurisdiction should review language with their own legal advisor.

Example Confidentiality Agreement

1. Voter Registration Information.

The county of _____ (“County”) proposes to disclose voter registration information to _____ (Recipient). Minnesota Statute 201.091 classifies some voter registration information as public only for uses related to elections, political activities, or in response to a law enforcement inquiry from a public official. All other voter registration data is classified as private.

2. Recipient's Obligations.

Recipient agrees that the voter registration information is only to be used for the purposes of programing and operating electronic rosters, and shall disclose it only to its officers, directors, or employees with a specific need to know. Recipient will not disclose, publish or otherwise reveal any of the voter registration information received from the County to any other party whatsoever except with the specific prior written authorization of the County. Recipient also agrees to securely destroy the information once the vendor’s involvement in the current election cycle is complete.

3. Government Data Practices

The Recipient and County must comply with the Minnesota Government Data Practices Act, Minn. Stat. ch. 13, as it applies to all data provided by the County under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Recipient under this agreement. The civil remedies of Minn. Stat. 13.08 apply to the release of the data governed by the Minnesota Government Data Practices Act, Minn. Stat. ch. 13, by either the Recipient or the County.

If the Recipient receives a request to release the data referred to in this clause, the Recipient must immediately notify and consult with the County as to how the Recipient should respond to the request. The Recipient’s response to the request shall comply with applicable law.

Recipient

County of _____

Signature Date

Signature Date

Printed Name

County Auditor Printed Name

Title

3.2 Items to provide to vendor

The Statewide Voter Registration System (SVRS) uses specific file formats when importing and exporting voter registration data. Electronic rosters must be programmed to accept data as produced by SVRS and must export files in the prescribed format.

3.2.1 SVRS-Electronic File Specifications Document

The SVRS-Electronic File Specifications Document prescribes file formats to be exported from and uploaded to the Statewide Voter Registration System. If the format given is not used, files will not be recognized by the system and will result in partial or non-existent records.

This is a list of file formats prescribed by the SVRS-Electronic File Specifications Document. The full SVRS-Electronic File Specifications Document and example files can be found in the appendix.

Voting History File:

Gives voting history to voter records in SVRS. To be accepted by SVRS, each voter record must contain all fields, even if no voter history data is provided.

EDR File:

Queues Election Day Registration information into SVRS for counties to process. Electronic rosters must supply all data captured. SVRS will accept files with incomplete data.

Upload File Format Errors and Reject Conditions

Outlines reasons for errors in or rejections of uploaded files.

ePollbook Real Time Roster File Export

Outputs a txt file of election roster records. Counties provide the file to the vendor/ePollbook programmer for use in creating ePollbook election rosters.

Counties may generate the ePollbook Real Time Roster File Export report on demand any time after the voter registration cut-off date for the election has passed and the county has generated rosters in SVRS.

ePollbook Roster Supplement: Accepted Ballots for Registered Voters

Outputs txt files that may be used to update accepted ballot notations (A.B. / M.B.) for voter records already included in ePollbook Rosters. Counties provide the file to the vendor/ePollbook programmer for use in adding accepted ballot notations to records in an already created ePollbook election roster.

Counties may generate the ePollbook Roster Supplement report on demand any time after the voter registration cut-off date for the election has passed and the county has generated rosters in SVRS.

ePollbook Roster Supplement: Accepted Ballots for Election Day Registrants

Outputs a txt file that includes voters who registered to vote via the absentee ballot process, are not on the roster for the precinct, and have accepted ballots in the precinct.

Election judges in the precinct use this information to identify election-day registrants who have already voted by absentee ballot.

Precinct Finder

Displays street ranges in a selected jurisdiction for the purpose of identifying the precinct, school district, and other districts associated with a specific address in the jurisdiction. Counties provide the file to the vendor for use in ePollbook set up.

The report can be used in conjunction with the Polling Place List for Election report to identify the correct polling place for a specific address.

Precinct Finder with Polling Place

Displays polling places specifically designated as a school district polling place. The report displays polling places based on polling place status and polling place assignment.

Includes all the address ranges for the selected jurisdiction at the address range level.

Precinct Finder and Upcoming Elections

Shows address ranges and the corresponding upcoming elections involving the address range.

Address ranges with multiple upcoming elections will appear on the report multiple times.

Polling Place List for Election

Displays polling places that are associated with a specific upcoming election or multiple elections occurring on a specific upcoming date. Counties provide the file to the vendor for use in ePollbook set up.

The report can be used in conjunction with Precinct Finder Report to identify the correct polling place for a specific address.

Rosters in Election for Excel

Displays all rosters for all elections in the county occurring on the specified election date and displays the rosters to which precinct(s) are assigned based on SVRS roster logic.

Rosters Needing Reprint or New File

Used to inform county users and ePollbook vendors or programmers of changes that affect rosters and Roster IDs. Counties may generate the report any time after the election has been activated.

For elections that require districts in the election to be confirmed in SVRS (odd year elections and certain special elections), counties should run the report only after the county has already confirmed districts and checked the "Ready to Assign Voters" checkbox on the election.

The report should be run again as needed if roster changes have been made in SVRS.

3.2.2 Challenge voter instructions (and similar judge process flows)

Electronic roster must supply the election judge with language for challenged voters. The county is responsible for providing the vendor with the language to be displayed on the device.

4.0 Overview of the Electronic Roster County-Vendor Process Steps Using SVRS

4.1 Pre-Election

1. County runs the Rosters in Election report and provides it to vendor or programmer for use setting up electronic rosters. This report is available as soon as the election is activated in SVRS and contains Roster IDs needed for naming electronic rosters upload files. (See ePollbook-SVRS File Specifications for file naming format (page 14).)

The vendor or programmer uses the Rosters in Election report for EDR electronic rosters file setup, and to identify precinct and roster IDs to be included in the election. (Note that Roster IDs are subject to change--see # 4, below.)

If the jurisdiction is using electronic rosters for pre-registered voters, the jurisdiction can alternatively use the electronic rosters Real Time Roster File Extract (see # 3, below) to get information for EDR set up.

If a county uses electronic rosters for any part of the county, the county must print their own rosters for any portion of the county not using electronic rosters.

2. After SVRS has generated the rosters (following the pre-registration cutoff), and voters are assigned to rosters in SVRS, the county runs the epollbook Real Time Roster File Extract and provides to vendor/programmer.

- a. Report can be used for both pre-registered and EDR electronic rosters setup (see # 1 above). This report can be run county-wide or by individual precinct. Note that rosters with 0 voters will be included in the county-wide electronic rosters Real Time Roster File Extract.

3. Vendor/Programmer uses extract files for setup of pre-registered voters.

4. County runs Rosters Needing Reprint or New File report to identify roster changes and County reruns Rosters in Election excel report as needed to get corrected RosterIDs. For any affected rosters:

- a. County reruns electronic rosters Real Time Roster File Extract report
- b. (If changes are accepted ABs only, then county user may alternatively run electronic rosters Roster Supplement: Accepted Absentee Ballots for Registered Voters export report for use in updating voters on existing electronic rosters.)

5. County runs electronic rosters Roster Supplement: Accepted Ballots for Election Day Registrants export report which can be used by vendor/programmer to identify accepted ballots in electronic rosters for voters that are not on roster.

4.2 Election Occurs

1. Modified greeter's list must be available as paper backup in polling place

2. If electronic rosters are not working, use greeter's list information in conjunction with paper sheets containing the roster oath. Transfer voter identification information onto the sheet and allow the voter to sign

4.3 Election Day Registrations

1. Vendor/County produces a separate EDR file for each roster that has at least one EDR. (See file format specification.)
2. County uploads EDR files using SVRS and verifies the queued count is as expected. (Queued = EDR Count)
3. County processes EDR records in SVRS. (See SVRS user documentation, Processing Uploaded EDRs.)
4. County runs ePollbook Files Uploaded report to verify that processed count is as expected. (EDR Processed + EDR Removed = EDR Count)
5. County runs EDR/PVH Statistics report to verify counts of EDR input for each precinct

4.4 Voting History

1. Vendor/County produces a separate voting history file for each roster that has at least 1 pre-registered voter. (See file format specification.)
2. County uploads voting history files using SVRS. (See SVRS user documentation, Uploading Electronic Rosters Voter History.)
3. County reviews and processes voting history records in SVRS. (See SVRS user documentation, Uploading electronic rosters Voter History and Posting Voter History.)

5.0 Using Electronic Rosters in Polling Place

The electronic roster must provide for a printed voter signature certificate, containing the voter's name, address of residence, date of birth, voter identification number, the oath required by section 204C.10, and a space for the voter's original signature. The printed voter signature certificate can be either a printed form or a label printed with the voter's information to be affixed to the oath.

5.1 EDR applications requirement

For the purpose of creating a printed voter registration application, the electronic roster may create a completed voter registration application, label(s) that may be affixed to a voter registration application, or some combination of the two.

I will be at least 18 on or before the next election and I am a US citizen.
AANESTAD, ANN MARIE
4918 BAKER RD MINNETONKA 55343
ID Number:
Other Address::
DOB:MM-DD-YYYY, SD: Hopkins, COUNTY: Hennepin
Phone: (xxx)555-5555 email:
Proof of Residence: I have a MN-issued driver's license or MN ID card
DL or ID Number:
SS #:

Previous Name: Last Name, First Name, Middle Name
Previous Address:
RECORD NO: **ABC123**

5.2 EDR Voter sign-in label sheets

[11/06/2012 STATE GENERAL ELECTION – November 6, 2012

MINNETONKA W-1 P-D

I certify that I am at least 18 years of age and a citizen of the United States; that I reside at the address shown and have resided in Minnesota for 20 days immediately preceding this election; that I am not under guardianship of the person in which the court order revokes my right to vote; have not been found by a court to be legally incompetent to vote, and that I have the right to vote because, if convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and that I am registered and will be voting only in this precinct. I understand that giving false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.

			
Voter Signature: 	Voter Signature: 	Voter Signature: 	Voter Signature: 
			
Voter Signature: 	Voter Signature: 	Voter Signature: 	Voter Signature: 
			
Voter Signature: 	Voter Signature: 	Voter Signature: 	Voter Signature: 

11/06/2012 STATE GENERAL ELECTION – November 6, 2012

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I certify that I am at least 18 years of age and a citizen of the United States; that I reside at the address shown and have resided in Minnesota for 20 days immediately preceding this election; that I am not under guardianship of the person in which the court order revokes my right to vote; have not been found by a court to be legally incompetent to vote, and that I have the right to vote because, if convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and that I am registered and will be voting only in this precinct. I understand that giving false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.

AANESTAD, ANN MARIE
4255 OAK DRIVE LN
270 HOPKINS
2105 MINNETONKA W-1 P-D
0000874232
03/24/1965



Voter Signature:
John Doe

AANESTAD, ANN MARIE
4255 OAK DRIVE LN
270 HOPKINS
2105 MINNETONKA W-1 P-D
0000874232
03/24/1965



Voter Signature:
Ann Aaenestad

AANESTAD, ANN MARIE
4255 OAK DRIVE LN
270 HOPKINS
2105 MINNETONKA W-1 P-D
0000874232
03/24/1965



Voter Signature:
Tom Smith



Voter Signature:



Voter Signature:



Voter Signature:



Voter Signature:



Voter Signature:



Voter Signature:



Voter Signature:



Voter Signature:



Voter Signature:

5.3 Election Day Electronic Roster Back-up Requirement

A precinct using ePollbook must have a paper roster back up for use in a process approved by the OSS if the ePollbook is not operable. Precincts may use either a back-up printed PDF roster or Greeter's List for the back-up paper roster. If no printed PDF roster back up has been provided, the Greeter's List must be printed as the paper back up.

Supplies

Preregistered Roster Back-Up Materials—Supply box:

- Printed PDF *Roster* or *Greeter's List*
- Additional binder(s) or other clip if *Greeter's List* will be divided
- Roster pages for signing in—numbered consecutively per sheet with oath at top
 - If ePollbook process uses label system, may continue to use same signature pages.
 - If using certificate system, may use copies of blank EDR pages printed from a PDF roster or blank generic EDR pages to which Election Date and Precinct Name have been added.
(Keep a clean copy from which to make additional copies as needed if back up procedures must be used.)
- Blank voter receipts
- Roster Supplement: Accepted Absentee Ballots for Registered Voters*
 - Must cover *at least* the period of time between roster generation and close of business on the seventh day before the election

EDR Back-Up Materials—Supply box:

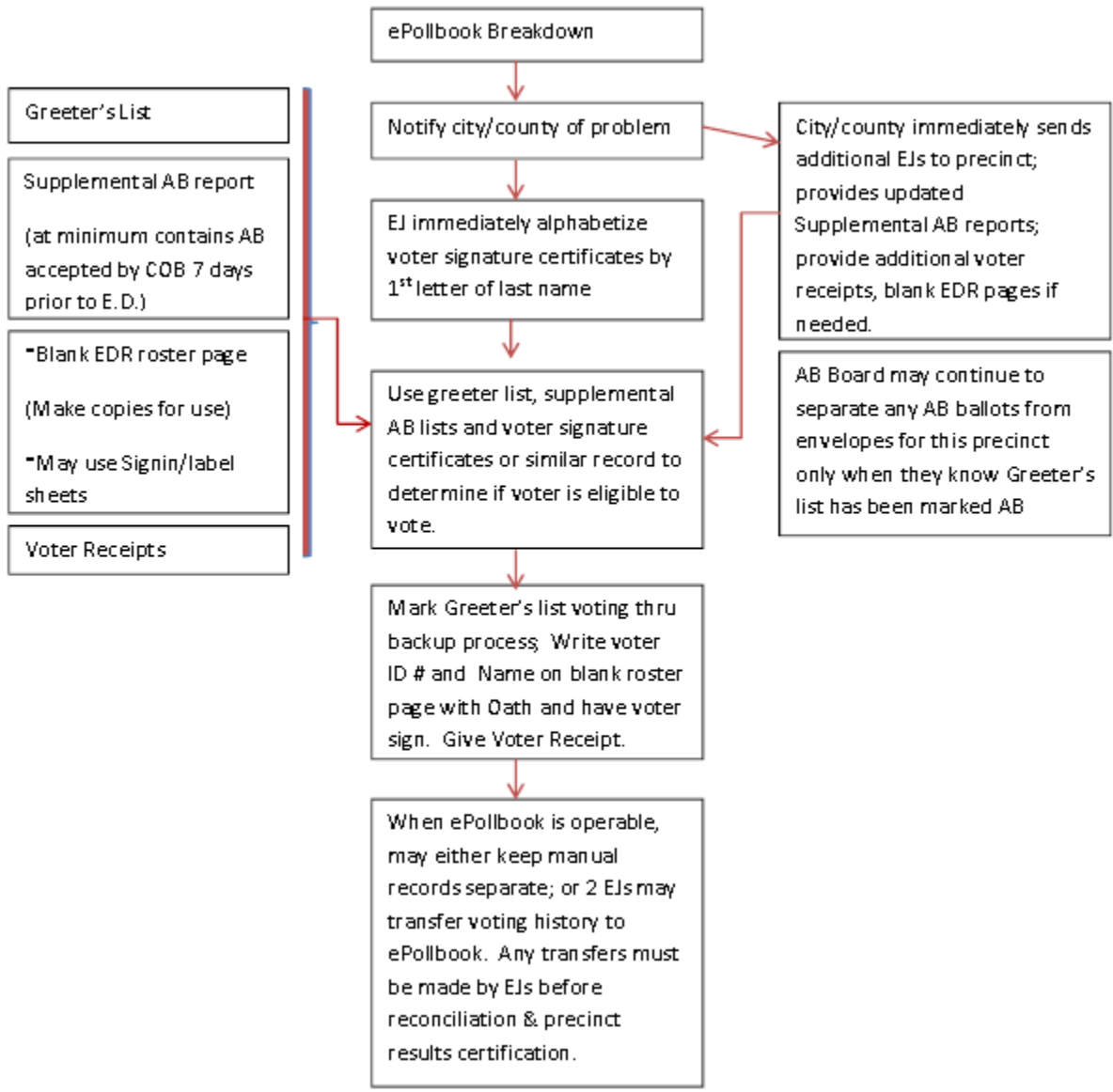
- VRAs
- Blank roster pages—numbered consecutively per sheet—oath at top.
 - If ePollbook process uses label system, may continue to use blank label blocks on signature pages.
 - If using certificate system, may use copies of blank EDR pages printed from a PDF roster or blank generic EDR pages to which Election Date and Precinct Name have been added.
(Keep a clean copy from which to make copies as needed if back up procedures must be used.)
- Paper *Absentee Election Day Registrants for Polling Place* (already voted by AB list)

Preregistered ePollbook Back-Up Procedures Using Greeter's List

If the pre-registered ePollbook becomes inoperable, the following procedures must be followed.

1. Judges immediately access ePollbook back-up roster/greeter's list and supplies and implement back up procedures so that voting may continue. Judges use printed SVRS precinct roster if supplied. If printed roster has not been provided, judges use the Greeter's List as the back-up roster for pre-registered voters.
2. Election judges
 - a. alphabetize signed ePollbook voter signature certificates by first initial of last name for use in back-up voter check-in process (if certificates are used in precinct).
 - b. Divide Greeters List into more than one book if needed to keep voters moving.
3. Head Judge immediately notifies clerk or county as directed that judges are following ePollbook back-up procedures.
4. Clerk or County Immediately:
 - a. runs comprehensive *Roster Supplement: Accepted Absentee Ballots for Registered Voters* (all dates through the election day) and arranges immediate delivery to precinct.
 - b. sends additional election judges as appropriate to assist with back-up duties
 - c. for precincts using the Greeter's List as back-up roster, may print and provide regular roster from SVRS to be used instead of Greeter's List roster; and may also print and provide a new Greeter's List for use as Greeter's List in the precinct.
 - d. delivers additional roster pages, voter receipts, roster pages, and other supplies to precinct as required.
5. Roster Judge:
 - a. Uses Greeter's List to locate pre-registered voter's name, address, and registration status.
 - b. Confirms voter has not already voted by absentee ballot by consulting the *Roster Supplement: Accepted Absentee Ballots for Registered Voters*
 - c. Checks that voter has not already voter in person in that precinct by reviewing voter certificates or labeled sign-in sheets, or other similar method from ePollbook-generated voting history record.
 - d. If voter has not already voted, administers appropriate process if roster notations indicate. (Note that "Show ID," challenge status, and accepted AB/MB roster notations now appear in the furthest right columns on the Greeter's List.)
 - e. Initials to left of voter's name on the Greeter's List and writes/transfers the voter's Name and ID number to a next blank label block or blank line on the roster sign-in sheet.
6. Voter signs in block or on line of roster sheet.
7. Roster judge records voter's page number/block or page and line number on Greeter's List to the right of the VID.
8. If precinct is split, roster judge consults Greeter's List to ascertain the school district and writes on a voter receipt.
9. Roster Judge issues paper receipt to the voter.
10. Voter obtains ballot and completes voting process.
11. If requested by county or clerk to add notations for ABs accepted on Election Day to roster records, election judge adds AB to the right column on Greeter's List.
12. If printed SVRS precinct roster is delivered, judges may begin to use paper roster.
 - a. Judges must preserve Greeter's List that has been used for back-up roster as part of the precinct roster record. (Greeter's List must not be returned to use as a Greeter's List.)
 - b. Note that Clerk or County may deliver a reprinted Greeter's List for use as a Greeter's List
13. If ePollbook becomes operable again, judges may return to ePollbook process

- a. Judges may mark voting history from manual back-up process into ePollbook, as time permits. Or post directly from backup to SVRS. Two Judges mark each roster record "VH/" followed by both judges' initials in each voter signature block or on roster line to indicate voter history has been recorded in the ePollbook.
14. Summary Statements:
 - a. Judges count signatures or receipts for number voting in the polling place for total voting.
 - b. Number at 7:00 a.m. can be found at bottom of Greeter's List or on last page of printed roster
 15. Any history not posted to ePollbook at the polling place must be entered manually into SVRS by the county after the rosters have been returned.
 - a. ePollbook voting records must not be modified by election administrators after the judges have closed the rosters and certified summary statements for the polling place.
 - b. The number of manually entered VH plus ePollbook VH should equal number of preregistered voters who voted in person.
 16. AB reconciliation: Before separating/counting absentee ballots on election day for a precinct using the backup process, clerk or county must confirm the voter has not voted in person at the polling place or that the backup roster/greeter's list has been marked AB.



6.0 Appendix

Uploading EDR Files

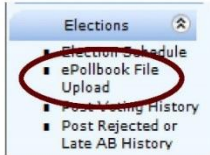


Uploading EDR Files

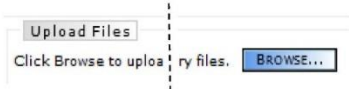
After an election, counties can upload ePollbook data to SVRS. This data includes all of the same data as a physical EDR and is processed in Pending applications.

UPLOADING EPOLLBOOK DATA

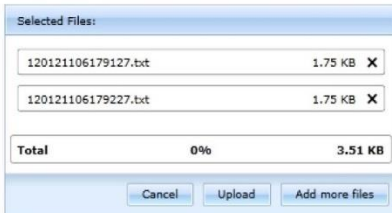
1. Select ePollbook File Upload under the Elections menu.



2. Click Browse.



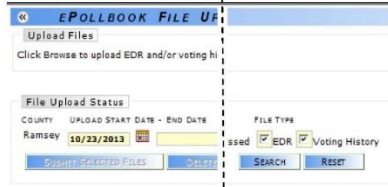
3. Browse to select files for upload. Multiple files can be uploaded at once by holding Shift or Ctrl to select multiple files. Click Open to use selected files.
4. The selected files will appear as a list in SVRS. To remove selected items, click the X next to them. To add additional files, select Add More Files.



5. Once all files have been selected, click Upload. This will upload the files to SVRS. SVRS will

display an Upload Done message after files are done uploading.

6. After all files are uploaded, click Close.
7. To find uploaded files, click Search on the ePollbook File Upload screen. Use the check boxes to restrict results as desired.



8. Verify the number in the Record Count for each precinct.
9. The rejection reason for any rejected file is listed in the File Status column. Click Delete Rejected Files to remove all files that have been rejected by SVRS. Or select the box next to the rejected file and click Delete Selected File. Corrected files with the same file name can then be uploaded.



File Type	Record Count	Roster Name	File	File Status
<input checked="" type="checkbox"/>	9	SAINT FRANCIS P-1	120121106179125.txt	Uploaded
<input checked="" type="checkbox"/>	9	RAMSEY W-4 P-2	120121106179124.txt	Uploaded
<input checked="" type="checkbox"/>	9	SAINT FRANCIS P-2	120121106179126.txt	Uploaded

10. Select the desired files and click Submit to submit files to SVRS for processing. A message will appear on the homepage when submitted files have been processed and queued.

VIEW REPORT

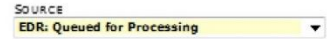
1. Click on Standard Reports under the Reports menu.
2. Under the dropdown, select Election.
3. Select ePollbook Files for Election.
4. Input the election date or select Specific Election

and select the desired election.

5. Click Run Report.
6. Verify that the submitted count and queued count match as expected.

PROCESS UPLOADED EDR FILES

1. Uploaded EDR records are processed as pending applications under the source dropdown EDR: Queued for Processing.



2. Select the desired precinct roster and click search.



3. Names in the application dropdown are listed in alphabetical order. They can be searched by EDR record number if desired.



4. Process EDRs as any other pending application.

VIEW REPORT

1. Return to the ePollbook Files for Election report under the Election dropdown in Standard Reports. Input the election date or select Specific Election, select the desired election, and click Run Report.
2. Verify that the queued count and processed count match as expected.

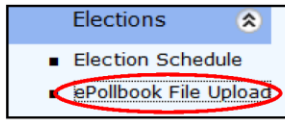
ACTIVITY REPORTS

1. Processed EDR records are included with any manually input EDR records on the Election Day Voter Registration Activity reports found under the Activity category.

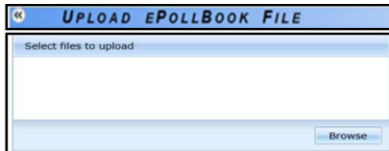
Upload ePollbook Voter History Files



1. Under the Elections menu, click on ePollbook File Upload.



2. In the Upload Files section, click BROWSE. The Upload ePollbook File window opens.



3. Click BROWSE.

4. Browse to ePollbook files in your computer's directory.

- Click on a file to select it for upload. (To select multiple files, hold down the shift or ctrl key while selecting files.)

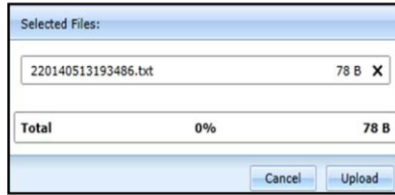


5. After selecting file(s), click OPEN.



6. The Upload ePollbook File window displays the list of selected files.

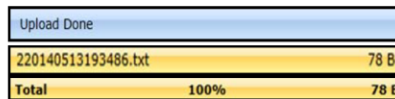
- To remove a selected file, click the X for that file.
- To bring in additional files, click ADD MORE FILES.



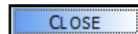
7. When selection is complete, click UPLOAD.

- Do not upload blank files for precincts with zero pre-registered voters.
- Do upload a file where none of the pre-registered voters voted.
- EDR and Voting History files may be uploaded at the same time.

8. When upload is complete, an Upload Done message displays:

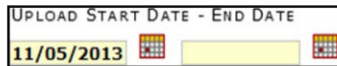


9. Click CLOSE.

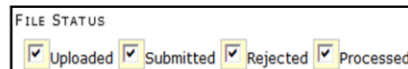


10. Use the search feature in the File Upload Status section to confirm your uploaded files:

- Enter upload start date (required).
- Enter end date, if desired (optional).

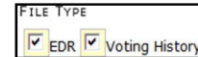


11. Check the status checkboxes for the file(s) you wish to find.

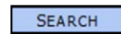


Note that all statuses are checked by default. To confirm newly uploaded files, ensure Uploaded and Rejected status checkboxes are checked.

12. Check the appropriate checkbox(es) for the file type(s) you wish to find.



13. Click SEARCH.



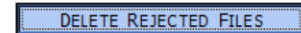
14. The number of files returned displays above the results grid. Verify the file count is as expected for the upload(s) you have completed.

15. Confirm record counts. Voter history file counts should match the number of pre-registered voters on the roster (7 AM registration). Voted Count should be the number of pre-registered voters who voted at the polling place.

File Count: 81

File Type	Record Count	Voted Count	Roster Name	File	File Status
VH	525	400	LAKE PARK P-3	220140513193486.txt	Uploaded
VH	487	324	LAKE PARK P-3	220140513193486.txt	Uploaded

16. Click on DELETE REJECTED FILES to remove files in rejected status. (Separately review and correct rejected files for later uploading.)



17. Check the checkbox next to any uploaded files you wish to delete. Click the DELETE SELECTED FILES button.

18. To process, check the checkbox next to the uploaded files. Click SUBMIT SELECTED FILES.



- Note: Once a file is submitted and processed, it cannot be resubmitted or overwritten.
 - After each ePollbook file is processed, a message appears on the SVRS homepage.
 - Once processed, ePollbook voter history files are available to post history to in SVRS.
13. After submitted files are processed, a listing of the rosters processed displays on the homepage.

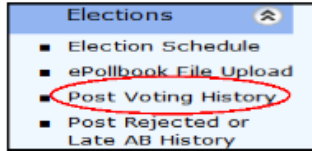
Posting ePollbook Voter History



Posting ePollbook Voter History

POST VOTING HISTORY

1. After history files have been uploaded and processed in SVRS, a message appears on the home page to let you know that history for the roster is ready for posting.
2. To review and post history for the uploaded rosters, select Post Voting History from the Elections menu in SVRS.



3. On the Post Voting History screen, select the election and the roster from the roster dropdown list.

Select Election and Roster

County: **Aitkin**

Election: **05/24/2014 - STATE GENERAL**

Roster: **AITKIN**

4. Click APPLY ACCEPTED AB/MB HISTORY to apply history for preregistered voters with accepted absentee ballots in SVRS.

APPLY ACCEPTED AB/MB HISTORY

5. Click NORMAL MODE.

NORMAL MODE - START WITH NO HISTORY

(Note: Reverse mode is never used for posting ePollbook history.)

6. On Post Voting History Express Entry screen, click CONTINUE to view roster pages with history marked.
7. When review is complete, click CONTINUE.

CONTINUE

8. On Final Roster Summary screen, verify counts of in-person (polling place), absentee ballot, and mail ballot history to be posted.

Voting History Marked:
46 In-person on Election Day
8 Absentee Ballot

BACK CANCEL SAVE CHANGES

9. Click SAVE CHANGES.
10. Mark roster complete when finished and ready to apply the post history.
11. SVRS displays a warning — you will no longer be able to make changes to the roster after marking the roster complete. Only if done, click OK to continue.

For complete documentation on Posting History in SVRS, see SVRS User Documentation, *Post Voting History*.

VIEW REPORT

1. Under Reports, select Standard Reports, Voter Registration category.
2. Open EDR/PVH Statistics for the appropriate election.
3. Verify the posted voter history (PVH) counts for each posted precinct

MINNESOTA OFFICE OF THE SECRETARY OF STATE
STATEWIDE VOTER REGISTRATION SYSTEM



EPollbook – SVRS File Specifications

ePollbook File Uploads
SVRS Exports for ePollbook
SVRS Excel Reports

Voting History File Specifications

Overview

Voting history submitted electronically must follow the Office of the Secretary of State (OSS) file specifications.

File Name Format

File name must consist of ePollbook **file type code**, **election date** and **roster ID**.

EPollbook file type code should be set to '2' for voting history files.

Election date format: YYYYMMDD

Roster ID is a unique number assigned to each roster that will be supplied by OSS.

Note, a roster may get re-assigned a new roster ID prior to an election.

E.g. **220141104123456.txt**

File Format

Text file (.txt) with pipe delimited values.

Field Requirements

Each record must include all specified fields, even if no value is provided.

Each record must be separated by a line feed and/or carriage return.

Do not include a row identifying field names.

Field	Field Requirements
CountyID	Required ; integer Refer to Valid Values List 6. Counties.
VoterID	Required ; integer Unique number assigned to each voter record.
Full Election Description	Optional; varchar(150)
Election Date	Optional; date, no time. Date format: MM/DD/YYYY
Roster Name	Optional; varchar(50)
County Name	Optional; varchar(50)
Last Name	Optional; varchar(50) Name fields only allow letters of alphabet, apostrophe, hyphen, or space.
Voted Flag	Required ; char(1) For voters that voted in-person on Election Day, set to '1'. For voters that did not vote in-person on Election Day, set to '0'.

Valid Values List

1. Counties			
CountyID	County Name	CountyID	County Name
1	Aitkin	49	Morrison
2	Anoka	50	Mower
3	Becker	51	Murray
4	Beltrami	52	Nicollet
5	Benton	53	Nobles
6	Big Stone	54	Norman
7	Blue Earth	55	Olmsted
8	Brown	56	Otter Tail
9	Carlton	57	Pennington
10	Carver	58	Pine
11	Cass	59	Pipestone
12	Chippewa	60	Polk
13	Chisago	61	Pope
14	Clay	62	Ramsey
15	Clearwater	63	Red Lake
16	Cook	64	Redwood
17	Cottonwood	65	Renville
18	Crow Wing	66	Rice
19	Dakota	67	Rock
20	Dodge	68	Roseau
21	Douglas	69	St. Louis
22	Faribault	70	Scott
23	Fillmore	71	Sherburne
24	Freeborn	72	Sibley
25	Goodhue	73	Stearns
26	Grant	74	Steele
27	Hennepin	75	Stevens
28	Houston	76	Swift
29	Hubbard	77	Todd
30	Isanti	78	Traverse
31	Itasca	79	Wabasha
32	Jackson	80	Wadena
33	Kanabec	81	Waseca
34	Kandiyohi	82	Washington
35	Kittson	83	Watonwan
36	Koochiching	84	Wilkin
37	Lac Qui Parle	85	Winona
38	Lake	86	Wright
39	Lake Of The Woods	87	Yellow Medicine
40	Le Sueur		
41	Lincoln		
42	Lyon		
43	Mcleod		
44	Mahnomen		
45	Marshall		
46	Martin		
47	Meeker		
48	Mille Lacs		

EDR File Specifications

Overview

Election Day Registrations (EDRs) submitted electronically must follow the Office of the Secretary of State file specifications.

File Name Format

File name must consist of **file type code**, **election date** and **roster ID**.

File type code should be set to '1' for EDR files.

Election date format: YYYYMMDD

Roster ID is a unique number assigned to each roster that will be supplied by OSS (SVRS report). Note: a roster may get assigned a new roster ID prior to an election.

E.g. **120121106123456.txt**

File Format

Text file (.txt) with pipe delimited values.

Field Requirements

Each record must include all specified fields, even if no value is provided.

Vendors are required to supply any data captured for the fields below, however SVRS system only requires minimal data to be populated in each record to queue for processing.

Each record must be separated by a line feed and/or carriage return.

Field	Field Requirements
CountyID	Required ; integer Refer to Valid Values List 6. Counties.
Application Date	Optional; date, no time. Date format: MM/DD/YYYY Set to election date.
Is US Citizen	Optional; Boolean valid values: 0, 1 (0 = no, 1 = yes)
Is over 18	Optional; Boolean valid values: 0, 1 (0 = no, 1 = yes)
EDR Type	Required ; varchar(100). Refer to Valid Values List 5. EDR Types of Proof of Residence.
Last Name	Optional; varchar(50) Name fields only allow letters of alphabet, apostrophe, hyphen, or space.
Name Suffix	Optional; varchar(6) Refer to Valid Values List 1. Name Suffix.
First Name	Optional; varchar(50) Name fields only allow letters of alphabet, apostrophe, hyphen, or space.
Middle Name	Optional; varchar(50) Name fields only allow letters of alphabet, apostrophe, hyphen, or space.
Date of Birth	Optional; date, no time. Date format: MM/DD/YYYY Must be a valid date.
Driver License Number	Optional; varchar(20)
Last 4 SSN	Optional; varchar(4)
Has no ID number	Optional; Boolean valid values: 0, 1 (0 = no, 1 = yes)
Phone Number	Optional; varchar(10)
Email	Optional; varchar(150)
Residential House Number	Optional; integer
Residential House Number Suffix	Optional; varchar(4)
Residential Pre-directional	Optional; varchar(2) Refer to Valid Values List 2. Pre-directional and Post-directional.

Residential Street Name	Optional; varchar(50) If street address cannot be parsed into separate fields, enter entire street address into Residential Street Name field.
Residential Street Type	Optional; varchar(10) Refer to Valid Values List 4. Street Type.
Residential Post-directional	Optional; varchar(2) Refer to Valid Values List 2. Pre-directional and Post-directional.
Residential Unit Type	Optional; varchar(5) Refer to Valid Values List 3. Unit Type.
Residential Unit Number	Optional; varchar(15)
Residential City	Optional; varchar(35)
Residential State	Optional; char(2)
Residential ZIP Code	Optional; varchar(5)
Residential ZIP Plus 4	Optional; varchar(4)
Residential Building Name	Optional; varchar(30)
Residential Address Description	Optional; varchar(500)
Mailing PO Box	Optional; varchar(40)
Mailing City	Optional; varchar(35)
Mailing State	Optional; char(2)
Mailing ZIP Code	Optional; varchar(5)
Mailing ZIP Plus 4	Optional; varchar(4)
Previous Last Name	Optional; varchar(50) Name fields only allow letters of alphabet, apostrophe, hyphen, or space.
Previous First Name	Optional; varchar(50) Name fields only allow letters of alphabet, apostrophe, hyphen, or space.
Previous Middle Name	Optional; varchar(50) Name fields only allow letters of alphabet, apostrophe, hyphen, or space.
Previous Address House Number	Optional; varchar(20)
Previous Address House Number Suffix	Optional; varchar(4)
Previous Address Pre-directional	Optional; varchar(2) Refer to Valid Values List 2. Pre-directional and Post-directional.
Previous Address Street Name	Optional; varchar(50)
Previous Address Street Type	Optional; varchar(10) Refer to Valid Values List 4. Street Type.
Previous Address Post-directional	Optional; varchar(2) Refer to Valid Values List 2. Pre-directional and Post-directional.
Previous Address Unit Type	Optional; varchar(5) Refer to Valid Values List 3. Unit Type.
Previous Address Unit Number	Optional; varchar(15)
Previous Address City	Optional; varchar(35)
Previous Address State	Optional; char(2) Refer to USPS list of valid values.
Previous Address ZIP Code	Optional; varchar(5)
Previous Address ZIP Plus 4	Optional; varchar(4)
Roster Name	Optional; varchar(50)
EDRRecordNumber	Optional; integer. For each roster, number EDR records consecutively (1, 2, 3, etc).

Valid Values List

2. Name Suffix	3. Pre-directional & Post-directional	4. Unit Type
I	E	#
II	N	APT
III	NE	BLDG
IV	NW	BSMT
JR	S	CPO
SR	SE	DEPT
V	SW	FL
VI	W	FRNT
VII		HNGR
VIII		LBBY
		LOT
		LOWR
		OFC
		PH
		PIER
		REAR
		RM
		SIDE
		SLIP
		SPC
		STE
		STOP
		TRLR
		UNIT
		UPPR

5. Street Type				
ALY	EST	LAND	RADL	TER
ANX	ESTS	LCK	RAMP	TPKE
ARC	EXPY	LCKS	RD	TRAK
AVE	EXT	LDG	RDG	TRCE
BCH	EXTS	LF	RDGS	TRFY
BG	FALL	LGT	RDS	TRL
BGS	FLD	LGTS	RIV	TRWY
BLF	FLDS	LK	RNCH	TUNL
BLFS	FLS	LKS	ROW	UN
BLVD	FLT	LN	RPD	UNS
BND	FLTS	LNDG	RPDS	UPAS
BR	FRD	LNDGS	RST	VIA
BRG	FRDS	LOOP	RTE	VIS
BRK	FRG	MALL	RUE	VL
BRKS	FRGS	MDW	RUN	VLG
BTM	FRK	MDWS	SHL	VLGS
BYP	FRKS	MEWS	SHLS	VLY
BYU	FRST	ML	SHR	VLYS
CIR	FRY	MLS	SHRS	VW
CIRS	FT	MNR	SKWY	VWS

CLB	FWY	MNRS	SMT	WALK
CLF	GDN	MSN	SPG	WALL
CLFS	GDNS	MT	SPGS	WAY
CMN	GLN	MTN	SPUR	WAYS
COR	GLNS	MTNS	SQ	WL
CORS	GRN	MTWY	SQS	WLS
CP	GRNS	NCK	ST	XING
CPE	GRV	OPAS	STA	XRD
CRES	GRVS	ORCH	STRA	
CRK	GTWY	OVAL	STRM	
CRSE	HBR	PARK	STS	
CRST	HBR	PASS		
CSWY	HL	PATH		
CT	HLS	PIKE		
CTR	HOLW	PKWY		
CTRS	HTS	PL		
CTS	HVN	PLN		
CURV	HWY	PLNS		
CV	INLT	PLZ		
CVS	IS	PNE		
CYN	ISLE	PNES		
DL	ISS	PR		
DM	JCT	PRT		
DR	JCTS	PRTS		
DRS	KNL	PSGE		
DV	KNLS	PT		
	KY	PTS		
	KYS			

6. EDR Types of Proof of Residence
MN Driver's License or MN ID or Receipt
Prior Registration in Precinct
Notice of Late Registration
Tribal ID
Student ID; Name on Housing List
Witness/Voucher
Bill with Driver's License or State ID
Bill with Passport
Bill with Military ID
Bill with Student ID
Bill with Tribal ID

7. Counties			
CountyID	County Name	CountyID	County Name
1	Aitkin	49	Morrison
2	Anoka	50	Mower
3	Becker	51	Murray
4	Beltrami	52	Nicollet
5	Benton	53	Nobles
6	Big Stone	54	Norman
7	Blue Earth	55	Olmsted
8	Brown	56	Otter Tail
9	Carlton	57	Pennington
10	Carver	58	Pine
11	Cass	59	Pipestone
12	Chippewa	60	Polk
13	Chisago	61	Pope
14	Clay	62	Ramsey
15	Clearwater	63	Red Lake
16	Cook	64	Redwood
17	Cottonwood	65	Renville
18	Crow Wing	66	Rice
19	Dakota	67	Rock
20	Dodge	68	Roseau
21	Douglas	69	St. Louis
22	Faribault	70	Scott
23	Fillmore	71	Sherburne
24	Freeborn	72	Sibley
25	Goodhue	73	Stearns
26	Grant	74	Steele
27	Hennepin	75	Stevens
28	Houston	76	Swift
29	Hubbard	77	Todd
30	Isanti	78	Traverse
31	Itasca	79	Wabasha
32	Jackson	80	Wadena
33	Kanabec	81	Waseca
34	Kandiyohi	82	Washington
35	Kittson	83	Watonwan
36	Koochiching	84	Wilkin
37	Lac Qui Parle	85	Winona
38	Lake	86	Wright
39	Lake Of The Woods	87	Yellow Medicine
40	Le Sueur		
41	Lincoln		
42	Lyon		
43	Mcleod		
44	Mahnomen		
45	Marshall		
46	Martin		
47	Meeker		
48	Mille Lacs		

Revised 10/15/2013 – “Bill with Photo ID” removed from EDR Types of Proof of Residence.

Revised 7/9/2014 – Revised “Bill with MN Driver's License or MN ID” to “Bill with Driver's License or State ID”

Upload File Format Errors and Reject Conditions

Overview

County uses the ePollbook File Upload process in SVRS to select and submit *EDR* and *Voter History* files for processing. Before the file can be uploaded, SVRS validates that each file selected and submitted is in the format specified by the Office of Secretary of State (OSS).

- SVRS displays a warning icon for each file error found. (User hovers over the icon to see error information.)

For each uploaded file, SVRS performs additional validations on the records contained in the file.

- If any reject condition is met, the file is rejected and the reason is displayed.
- Only one reject reason, for first error condition met, is displayed.

File Format Validations

FORMAT SPECIFICATION	ERROR
File type extension is .txt	file type error
File size is less than 20 MB	file size error
First character of file name must be 1 or 2 (1=EDR, 2 =Voting History)	file format error
Characters 2 - 9 of file name must define a valid date in format: YYYYMMDD	file format error
File name must be more than 9 characters and less than 20 characters, excluding the file type extension “.txt”	file format error
File name must be all numbers	file format error
File must have at least one record, i.e. cannot be blank	

File Upload Reject Conditions and Reject Reasons

REJECT CONDITION	REJECT REASON
Invalid RosterID for election date	RosterID
Record(s) in file has invalid file format	Format
Valid RosterID, but logged in user’s county not same as roster’s county and user is not an OSS user.	County
Valid RosterID, but the roster’s county is not the same as county identified in any/all records in the file.	Mismatch
File with same File Type and RosterID already Submitted/Processed.	Duplicate
EDR record(s) in the EDR file are missing required data: CountyID, EDR Type.	Req Data
Voting history file is for a roster that has already been marked completed and history posted (RosterStatusCode = ‘C’).	Already Completed
Voting history file’s record count does not match the roster’s voter count. i.e. Record Count = Tb_Roster.RosterVoterCount	Voter Count
Voting history file has a voterID that is not actually on the roster identified. i.e. For specific RosterID, validate voterID exists in tb_Roster_Voter.	VoterID
Voting history record(s) in the voting history file are missing required data: CountyID, VoterID, VotedFlag	Req Data
Error encountered	Upload Error

ePollbook Real Time Roster File Export

Report Purpose and Access

The ePollbook Real Time Roster File Export outputs a txt file of election roster records.

Counties generate the ePollbook Real Time Roster File Export in SVRS and run as a report. Counties may generate the ePollbook Real Time Roster File Export report on-demand any time after the voter registration cut-off date for the election is in the past and the county has generated rosters in SVRS.

Counties save the report locally and provide the file to the vendor/ePollbook programmer for use in creating ePollbook election rosters.

Outputs in pipe-delimited values as a txt file. Note that if the output file is larger than 5MB, then the output file will be compressed.

SVRS names ePollbook roster files using the following format. Default File Name Format consists of:

- [RosterFileTypeCode_] –1
(1 = Complete ePollbook roster file with current accepted ballots)
- [Election Date] – YYYYMMDD format
- [ROSTER_] – text
- Date and 24 h time when report created YYYYMMDDHHMM
- .txt file extension

Example:

120141104ROSTER_201410011656.txt

Records Included

Counties may run the report countywide or by selected district, city, or ward, for all rosters or for a selected individual roster.

SVRS generates the ePollbook Real Time Roster File Export report based on selected jurisdiction, election, and individual roster if selected. The report contains the same roster and voter data as are contained in the SVRS PDF Roster report and the SVRS Greeter's List report generated for the same roster ID.

Does not return rosters that are entirely replaced by other governing elections.

Returns rosters with 0 voters, but no voter data would be included.

Includes display of accepted ballot text (A.B. / M.B.) if the accepted ballot has been entered into SVRS at any time before the ePollbook Real Time Roster File Export report is run.

Any time the ePollbook Real Time Roster File Export report is run, accepted ballot text is current at run time.

Outputs in pipe-delimited values as a txt file. Note that if the output file is larger than 5MB, then the output file will be compressed.

Record Fields

The first line of the text file displays field names.

The record data is sorted by countyID, roster name, last name, first name, middle name, name suffix, DOB

Field	Field Description	
RosterId	Unique number assigned to each roster.	
CountyId		
VoterId	Unique number assigned to each voter record.	

FullElectionDescription		
ElectionDate	Date, no time. Date format: MM/DD/YYYY	
RosterName		
CountyName		
LastName	Voter's last name	
NameSufix		
FirstName		
MiddleName		
DOB	Date of Birth MM/DD/YYYY	
ResHouseNumber		
ResHouseNumberSuffix		
ResStreetPreDirectional		
ResStreetName		
ResStreetType		
ResStreetPostDirectional		
ResUnitType		
ResUnitNumber		
AddressDescription	ResNonStdAddrDesc	
PrecinctCode		
PrecinctName		
SchoolDistrictCode		
SchoolDistrictName		
ChallengedText		
MustShowIDText		
AcceptedBallotText		

ePollbook Roster Supplement: Accepted Ballots for Registered Voters

Report Purpose and Access

The ePollbook Roster Supplement: Accepted Ballots for Registered Voters export report outputs txt files that may be used to update accepted ballot notations (A.B. / M.B.) for voter records already included in ePollbook Rosters.

Counties generate the ePollbook Roster Supplement file export in SVRS and run as a report. Counties may generate the ePollbook Roster Supplement report on demand any time after the voter registration cut-off date for the election has passed and the county has generated rosters in SVRS.

Counties save the report locally and provide the file to the vendor/ePollbook programmer for use in adding accepted ballot notations to records in an already created ePollbook election roster.

Outputs in pipe-delimited values as a txt file. Note that if the output file is larger than 5MB, then the output file will be compressed.

Default File Name Format

SVRS names ePollbook roster files using the following format. Default file name format consists of:

- [RosterFileTypeCode] – 2
(2 = Roster supplement for voters with ballots accepted after initial base roster created)
- [Election Date] – YYYYMMDD format
- [RosterSupplABRegd_] – text
- Date and 24 h time when report created YYYYMMDDHHMM
- .txt file extension

Example:

220141104REGDAB_201410011656.txt

Records Included

SVRS generates the ePollbook Roster Supplement Export report based on selected jurisdiction, election, and individual roster if selected.

Report returns only voters whose ballots were accepted after rosters have been generated in SVRS.

The report can be run by All Dates or Date Range; however, no voters whose ballots were accepted before rosters were generated appear on the report, regardless of date range selected.

Record Fields

The first line of the text file displays field names.

The record data is sorted by countyID, roster name, last name, first name, middle name, name suffix, DOB

Field	Field Requirements
RosterFileTypeCode	2 = Roster supplement for voters with ballots accepted after the initial base roster created.
RosterID	
CountyID	
VoterID	
FullElectionDescription	
ElectionDate	MM/DD/YYYY
RosterName	
CountyName	
LastName	Same as on roster.
NameSuffix	Same as on roster.
FirstName	Same as on roster..
MiddleName	Same as on roster..
DOB	Same as on roster.. Date of Birth MM/DD/YYYY
ResHouseNumber	Same as on roster.
ResHouseNumberSuffix	Same as on roster.
ResStreetPreDirectional	Same as on roster.
ResStreetName	Same as on roster.
ResStreetType	Same as on roster.
ResStreetPostDirectional	Same as on roster.
ResUnitType	Same as on roster.
ResUnitNumber	Same as on roster.
Address Description	Same as on roster. Residential non-standard address.
PrecinctCode	Same as on roster.
PrecinctName	Same as on roster.
SchoolDistrictCode	Same as on roster.
SchoolDistrictName	Same as on roster.
ChallengedText	Same as on roster.
MustShowIDText	Same as on roster.
AcceptedBallotText	Displays "A.B." if voter has accepted absentee ballot. Displays "M.B." if voter has accepted mail ballot. Ballot is for the same precinct/school district as is included on the roster.

ePollbook Roster Supplement: Accepted Ballots for Election Day Registrants

Report Purpose and Access

The ePollbook Roster Supplement: Accepted Ballots for Election Day Registrants export report outputs a txt file that includes voters:

- who registered to vote via the absentee ballot process, and
- are not on the roster for the precinct, and
- have accepted ballots in the precinct.

Election judges in the precinct use this information to identify election-day registrants who have already voted by absentee ballot.

Counties generate the ePollbook Roster Supplement: Accepted Ballots for Election Day Registrants file export in SVRS and run as a report. Counties may generate the ePollbook Roster Supplement: AB EDRs report on demand after the county has generated rosters in SVRS.

Counties save the report locally and provide the file to the vendor/ePollbook programmer for use in ePollbook set up.

Outputs in pipe-delimited values as a txt file. Note that if the output file is larger than 5MB, then the output file will be compressed.

Default File Name Format

SVRS names ePollbook roster files using the following format. Default file name format consists of:

- [RosterFileTypeCode] - 3
(3 = Election Day Registrations with accepted ballots)
- [Election Date] – YYYYMMDD format
- [RosterSupplABEDR_] – text
- Date and 24 h time when report created YYYYMMDDHHMM
- .txt file extension

Example:

320141104EDRAB_201410011656.txt

Records Included

SVRS generates the ePollbook Roster Supplement Export report based on selected jurisdiction, election, and individual roster if selected.

Report returns only voters who have an accepted ballot in the precinct who are not registered in the precinct (not included on the roster or on the roster at under a different name or address).

The report can be run by All Dates or Date Range.

Record Fields

The first line of the text file displays field names.

The record data is sorted by countyID, roster name, last name, first name, middle name, name suffix, DOB

<u>Field</u>	<u>Field Requirements</u>
RosterFileTypeCode	3 = Election Day Registrations with accepted ballots (ballot was sent with non-registered materials)
RosterID	
CountyID	
VoterID	Supplied, if exists. Unique number assigned to each voter record.
FullElectionDescription	
ElectionDate	MM/DD/YYYY

RosterName	
CountyName	
LastName	
NameSufix	
FirstName	
MiddleName	
DOB	Date of Birth MM/DD/YYYY
ResHouseNumber	
ResHouseNumberSuffix	
ResStreetPreDirectional	
ResStreetName	
ResStreetType	
ResStreetPostDirectional	
ResUnitType	
ResUnitNumber	
AddressDescription	Residential non-standard address.
PrecinctCode	
PrecinctName	
SchoolDistrictCode	
SchoolDistrictName	
ChallengedText	(blank; N/A)
MustShowIDText	(blank; N/A)
AcceptedBallotText	Displays "A.B." if voter has accepted absentee ballot. Displays "M.B." if voter has accepted mail ballot. Ballot is for the same precinct/school district as is included on the roster.

Reference: SVRS Exports for ePollbook: Type Codes

The Export Type Code appears as the first digit in an SVRS ePollbook export name.

Code	Export
1	Complete roster file with current accepted ballots
2	Roster supplement for voters with ballots accepted after the initial base roster has been created
3	Election Day Registrations with accepted ballots in the precinct

Roster Challenge Notations

Challenges are noted in the roster. A challenged voter record may display up to three challenge reasons. Challenge reasons display in the sort order shown in the table below.

The challenge notation on a roster is formatted as follows:

- Challenged: [(first Challenge Reason) (;second Challenge Reason, if exists) (;third challenge reason, if exists)]

Example:

Challenged: Felony ;Postal Return

Challenge Reason	Sort Order
Citizenship	1
Felony	2
Guardianship	3
Postal Return	4
AB Address	5
Name/Address	6
Unverifiable	7
Name Change	8
Voted Out of Precinct	9
Other	10

Precinct Finder

Report Purpose and Access

The Precinct Finder for Excel report displays street ranges in a selected jurisdiction for the purpose of identifying the precinct, school district, and other districts associated with a specific address in the jurisdiction.

County runs the report in SVRS and provides to vendor for optional use in ePollbook set up.

Report can be used in conjunction with the Polling Place List for Election report to identify the correct polling place for a specific address.

Excel format.

Records Included

Includes all the address ranges in the selected county, jurisdiction, or precinct.

Report Fields

The first line of the text file displays field names.

REPORT FIELD	DEFINITION/NOTE
Pre-dir	pre-directional
Street	[street name] [street type]
Post-dir	post-directional
House Range	Within Street Address grouping, display House # Ranges. [House # Lo] to [House # Hi] [House# Suffix]
Unit Range	Displays Unit # Range associated to the House # Range, if any. [Unit # Lo] to [Unit # Hi] [Unit Type]
OEB	Range includes address that are: Odd, Even, or Both
Precinct	[Precinct code] [precinct name]
City	
ZIP Code	
State	State two-letter abbreviation
County	County code
MCD	Municipal code within county
WD	Ward name (if applicable)
SD	[School district code], and [sub-district code] if exists..
Combined Precinct	Based on school district and precinct, system displays the name of the combined precinct, if any.
JD	Judicial District
LG	Legislative District
SN	State Senate District
CG	Congressional District
CM	Commissioner District
PK	Park District
HD	Hospital District
Range ID	Address Range ID.
Total Voters	Number of voter records in the address range.

Precinct Finder with Polling Place

Report Purpose and Access

The Precinct Finder with Polling Places for Excel This report displays polling places specifically designated as a school district polling place. The report displays polling places based on polling place status and polling place assignment.

Excel format.

Records Included

Includes all the address ranges for the selected jurisdiction at the address range level.

Report Fields

The first line of the text file displays field names.

REPORT FIELD	DEFINITION
Pre-dir	
Street	[Street Name] [Street Type]
Post-dir	
House Range	[House # Lo] to [House # Hi]
House # Suffix	
Unit Type	
Unit Range	[Unit # Lo] to [Unit # Hi]. Only displays if exists.
Odd/Even	Odd, Even or Both
City	
ZIP	5 digit zip code.
CO	County code
MCD	MCD code
MCD Name	MCD name
WD	Ward name (if applicable)
PCT	Display precinct code.
Precinct Name	
SD	School district code.
Sub SD	School sub-district code.
SD Name	School district name
CG	Congressional District
Sen	State Senate District
Leg	Legislative District
CM	Commissioner District
JD	Judicial District
PK	Park District
HD	Hospital District
Range ID	
Polling Place Type	E.g. "Normal", "Mail Ballot", etc (PollingPlaceTypeDescription)
Polling Place Name	Display polling place that the voter should go to if they live in the precinct and SD identified. Bold font.
Polling Place Street Address	Display polling place that the voter should go to if they live at the precinct/SD identified. [HouseNumber] [HouseNumberSuffix] [PreDirectional] [StreetName] [StreetType] [PostDirectional] [UnitType] [Unit#]
Polling Place City St ZIP	[CityName] [StateCode] [ZipCode]
Polling Place ID	
Election Date	

Precinct Finder and Upcoming Elections

Report Purpose and Access

This report shows address ranges and the corresponding upcoming elections involving the address range. Report does not wait for county users to “mark districts complete”; thus when districts are excluded/included from an election, the output will change.

File export.

Records Included

System includes address ranges involved in active, upcoming elections. Address ranges with multiple upcoming elections will appear on the report multiple times.

Report Fields

System outputs text file (.txt) with the below pipe separated values.

REPORT FIELD	DEFINITION
ProdAddressRangeld	From tb_PROD_ADDRESS_RANGE
OddEvenInd	From tb_PROD_ADDRESS_RANGE
HouseNumberLow	From tb_PROD_ADDRESS_RANGE
HouseNumberHigh	From tb_PROD_ADDRESS_RANGE
HouseNumberSuffix	From tb_PROD_ADDRESS_RANGE
StreetPreDirectional	From tb_PROD_ADDRESS_RANGE
StreetName	From tb_PROD_ADDRESS_RANGE
StreetType	From tb_PROD_ADDRESS_RANGE
StreetPostDirectional	From tb_PROD_ADDRESS_RANGE
UnitType	From tb_PROD_ADDRESS_RANGE
UnitPrefixLow	From tb_PROD_ADDRESS_RANGE
UnitNumberLow	From tb_PROD_ADDRESS_RANGE
UnitPostfixLow	From tb_PROD_ADDRESS_RANGE
UnitPrefixHigh	From tb_PROD_ADDRESS_RANGE
UnitNumberHigh	From tb_PROD_ADDRESS_RANGE
UnitPostfixHigh	From tb_PROD_ADDRESS_RANGE
CityName	From tb_PROD_ADDRESS_RANGE
StateCode	From tb_PROD_ADDRESS_RANGE
ZipCode	From tb_PROD_ADDRESS_RANGE
PrecinctSummaryId	From tb_PROD_ADDRESS_RANGE
CountyId	From tb_PROD_ADDRESS_RANGE
CountyName	County name associated to CountyID
MCDName	MCDName based on precinctsummaryID
PrecinctCode	Precinct code based on precinctsummaryID
PrecinctName	Precinct name based on precinctsummaryID
SDCode	School district code based on precinctsummaryID
SDName	School district name based on precinctsummaryID
SSDCode	School sub-district code based on precinctsummaryID, if any
WD	Ward Name based on precinctsummaryID, if any
CG	Congressional District Code based on precinctsummaryID
SN	Senate District Code based on precinctsummaryID

LG	Legislative District Code based on precinctsummaryID
CM	Commissioner District Code based on precinctsummaryID
JD	Judicial District Code based on precinctsummaryID
PK	Park District Name based on precinctsummaryID, if any
SW	Soil and Water Conservation District Name based on precinctsummaryID, if any
HD	Hospital District Name based on precinctsummaryID, if any
ElectionId	SVRS ElectionID for governing election for the address range/precinctsummaryID on election date identified.
ElectionDate	Election date.
FullElectionDescription	Full election description for governing election for the address range/precinctsummaryID on election date identified.
ElectionType	Election Type
RosterName	Roster name
IsMailBallot	bit; 0 = no, 1 = yes is mail ballot for the election identified

Polling Place List for Election

Report Purpose and Access

The Polling Place List for Election Excel report displays polling places that are associated with a specific upcoming election or multiple elections occurring on a specific upcoming date.

County runs the report in SVRS and provides to vendor for optional use in ePollbook set up.

Report can be used in conjunction with Precinct Finder Report to identify the correct polling place for a specific address.

Excel format.

Records Included

For election selected, or date selected, includes all precincts involved in the election(s) in the jurisdiction selected.

Displays polling places associated to each precinct or combined precinct. If a precinct is also involved in another governing election occurring on the same date, then system will show the precinct under both elections, but will show only the polling place where voters vote on that election day.

If voting will be by mail, then displays the following text instead of a polling place: "For this election, the ballot will be mailed to all registered voters."

Report Fields

The first line of the text file displays field names.

REPORT FIELD	DEFINITION/NOTE
Election	Election description.
Precinct	[precinct code]-[precinct name]
Combined Precinct	If SD election using multiple combined precincts, then displays the Combined Precinct that includes the precinct.
Polling Place ID	
Polling Place Name	Displays polling place that the voter should go to if they live in the precinct and SD.
Address	Displays polling place street address. [HouseNumber HouseNumberSuffix StreetPreDirectional StreetName StreetType StreetPostDirectional, UnitType UnitNumber]
City State ZIP	Displays polling place city, state, zip. [CityName], [StateCode] [ZipCode]
Directions	Polling place instructions or directions, if exists.
Type	Description of the type of polling place. (PollingPlaceTypeDescription)
Status	Description of the current status of the polling place to the precinct or combined precinct—permanent or temporary. (PollingPlaceStatusDescription)
CO	County code associated with the precinct.
MCD	Municipal code associated with the precinct in that county [state MCD code].
WD	Ward name, if any.
SD	School district number(s). May append dash and sub-district number.
COM	Commissioner district associated with the precinct.
LEG	Legislative district associated with the precinct.

CG	Congressional district associated with the precinct.
PK	Park district, if any
Mail Ballot Text	If mail ballot precinct or mail election, displays "For this election, the ballot will be mailed to all registered voters."

Rosters in Election for Excel

Report Purpose and Access

The Rosters in Election for Excel report is generated by counties and is intended to be used by ePollbook vendors or ePollbook programmers to identify Roster IDs for a specific election date.

(This report is also used by ballot and voting equipment programming vendors and counties to identify ERS reporting precinct codes and combined-precinct codes.)

Records Included

The report displays all rosters for all elections in the county occurring on the specified election date and displays the rosters to which precinct(s) are assigned based on SVRS roster logic.

Report Fields

The first line of the text file displays field names.

Report Field	Definition/Note
Election Date	YYYYMMDD format
RosterID	
Co	County ID
County Name	
Roster Name	
Verified	Displays "No" if the county has not yet marked districts complete on the SVRS election checklist when district verification is required to finalize rosters. Displays blank if districts have been verified (marked complete) or when verification is not required.
ERS Type	ERS reporting precinct type.
ERS Code	ERS reporting precinct code.
SD	School district code that the roster is <u>limited</u> to, if applicable.
Precinct Codes	Comma separated list of the precinct codes for all precincts included the roster. Excludes precincts that have been removed from the roster because they are being used in another roster for a different election on the same day.
Super Combined Name	If combined precincts are combined across counties, displays the Cross-County Combined Precinct Name.

Rosters Needing Reprint or New File

Report Purpose and Access

The Rosters Needing Reprint or New File excel report is used to inform county users and ePollbook vendors or programmers of changes that affect rosters and Roster IDs.

Counties may generate the report any time after the election has been activated.

For elections that require districts in the election to be confirmed in SVRS (odd year elections and certain special elections), counties should run the report only after the county has already confirmed districts and checked the "Ready to Assign Voters" checkbox on the election.

The report should be run again as needed if roster changes have been made in SVRS.

Records Included

The report displays all Roster ID records in rosters where the Roster ID has changed.

The report displays all Roster ID records where the voter records assigned to the roster have changed.

Report Fields

The first line of the text file displays field names.

REPORT FIELD	DEFINITION/Note
Election Description	E.g. 06/11/2013 - SPEC ELECT CITYWIDE RED WING
Log Entry Date	Date and time of the change.
Description	Description of the change.
County ID	County ID associated to the roster, if known. Only displays when voters are assigned to roster.
County Name	County Name associated to the roster, if known. Only displays when voters are assigned to roster.
Roster ID	Roster ID. Only displays when voters are assigned to roster.
Roster Name	Roster name. Only displays when voters are assigned to roster.