

## SVRS ELECTION CHECKLIST

### Pre-Election Tasks

Deadline	Task	Citation
90 days before election	Polling Places designation deadline. Update as needed through "Precincts & Polling Places" menu. (School district combined polling place is separate.)	M.S.204B.16, subd. 3
as received	County auditor enters UOCAVA AB apps (1) as VRA (if applicable) and (2) into AB module	M.S.203B.19
at least 74 days before election	County auditor notifies OSS of city, town, or school district elections. Notification is provided by setting up election in SVRS. NOTE: OSS sets up August primary and November general elections as well as March town elections, and generates UOCAVA records upon activation.	M.S.205.16, subd. 5; M.S.205A.07, subd. 3b
as received	Upon receiving an AB app (paper; online) for state primary or state general, county auditor or municipal clerk enter application into SVRS. Also record in SVRS when sent, received, accepted or rejected. (Including envelopes received late.) (SVRS use optional for other elections.)	M.S.203B.065
at least 60 days before primary <i>or</i> if primary not held, before general election	County auditor or municipal clerk mail blank absentee ballot <u>application forms</u> to those with recurring/permanent absentee status.	M.S.203B.06, subd. 1
47 days before election	Last COA load into SVRS before election. Process records as soon as possible. When complete, run <i>COA Activity Affecting Absentee Voters</i> report and resolve identified issues. Recommended: Complete COA processing prior to mail ballot mailing.	M.S.201.13, subd. 3
before transmitting UOCAVA ballots to voters	Run and review <i>UOCAVA's with Non-Matching Precincts</i> report. Voters on this report have a voter record placing them in one precinct and a UOCAVA record placing them in another. Ballot should not be sent to them until issue resolved.	recommended
no later than 46 days before the election	County auditor must transmit ballots for UOCAVA applications have on hand. If do not have physical ballots, must still transmit an unofficial ballot to UOCAVA voter.	M.S.203B.22 (b)
46 days before election	OSS makes updated master list available for AB voting. Located within "Reports" menu under "Saved Reports." Save report to local computer as backup in case SVRS is unavailable during AB voting.	M.S.201.091, subd. 2

Deadline	Task	Citation
not more than 46 days nor later than 14 days before election	County auditor prepare and mail ballots to registered voters in mail ballot pcts and send notices to challenged voters in MB pcts. Add/Manage MBs in SVRS AB module. (SVRS required for state elections; optional for other elections.)	M.S.204B.45, subd. 2; M.R. 8210.3000, subp. 4
during 45 days before election	AB/MB Ballot Board begins accepting/rejecting ballots using AB module. (Within 5 days after ballot received, ballot must go to Board.) Voters whose ballots were rejected, must be sent a replacement.	M.S.203B.23; M.S.203B.08, subd. 3; M.S.203B.121
at least 25 days before election	If needed, municipalities and school districts send notification of new polling place to all affected households	M.S.204B.16, subd. 1a
5 PM, 21 days before election	At 5PM, pre-registration closes. Voter registration applications and DVS registrations received after cut-off are pended as late registrations. (To process application received prior to cut-off, must "override.")	M.S.201.061
during 20 days before election	County auditor mail Notice of Late Registration to voters whose applications were pended as late reg after pre-reg cut-off. See Voter Reports "Registered Too Late" for a list. Print Notices through Voter Reports "County-wide Notices of Late Registration."	M.R. 8200.3110
during 20 days before election	<p>In preparation for roster printing, process or complete the following:</p> <ul style="list-style-type: none"> <li>• VRAs (paper &amp; online) received before cut-off date</li> <li>• DVS voter reg with an app date of cut-off or earlier</li> <li>• COA Express &amp; Pending Apps: COA Queued for Proc. with app date of cut-off or earlier</li> <li>• Court records in Court Events/Court Express; Paper court records delivered to county</li> <li>• MDL/SSN verifications</li> <li>• Returned PVCs (not including Household) that do not list new permanent forwarding address should be processed as Challenged Postal Returns</li> <li>• DOC felons list sent by OSS (if applicable)</li> <li>• DOH/SSA Express and DOH Queued &amp; other recent death records</li> <li>• Run Potential Duplicate Voter Records Report and merge duplicate records</li> </ul>	recommended
20 days before election	Deadline for operator of residential facility to provide list of employees currently working at facility to county auditor. Add new facility as needed through "Profiles" menu, "Residential Facility."	M.S.201.061

<b>Deadline</b>	<b>Task</b>	<b>Citation</b>
no later than 14 days before election	County auditor make subsequent MB mailing to voters who registered after initial MB mailing but before the registration cutoff	M.S.204B.45, subd. 2; M.R. 8210.3000, subp. 4
during 14 days before election	Auditor/Clerk delivers ABs/MBs to Ballot Board within 3 days of being received.	M.S.203B.08, subd. 3
10 days before election	<u>If OSS to Print Rosters</u> : Must mark them ready to build (5 business day turn-around time.) Prior to requesting rosters, ensure all bullet points on "In Preparation for Roster Printing" checklist above are complete.	recommended
7 days before election	OSS makes available final master list. Located within "Reports" menu under "Saved Reports."	M.S.201.091
within 5 days before election	If ballot board rejects AB/MB within 5 days of election day, no replacement sent. Board must attempt to contact voter and notify them that their ballot has been rejected	M.S.203B.121
4 days before election	<u>If County to Print Rosters</u> : Must complete printing. Under "Elections" menu, select correct election. Click "Election Checklist", then "View Print Status for Rosters" link. Expand "Created Rosters..." menu, select roster and "View Report."	M.S.204B.28
3-1 days before election	Run Roster Supplement Reports under AB Board Report Category.	recommended

### Post-Election Tasks

<b>Deadline</b>	<b>Task</b>	<b>Citation</b>
10 days after election	Complete PVC mailings to 3% random sample of EDRs	M.S.201.121
42 days after election	All Roster Voter History MUST be posted. (Before applying Accepted AB/MB to roster, ensure ABs/MBs are in 'Accepted' status in AB module.)	M.S.201.171
42 days after election	All EDRs must be entered, unless notification has been provided to OSS that deadline will not be met. When notification received by OSS, have another 28 days.	M.S.201.121
between 42 and 70 days after election (6 to 10 weeks)	Mail Rejected AB Post-Election Notices to regular AB voters whose ballots were rejected and a subsequent ballot was not accepted. Voters whose ballots were rejected because they arrived after election day also sent Notice – provide 6-10 weeks after receipt of late ballot. Located under AB report category, "Rejected AB Post-Election Notices."	M.S.203B.121

<b>Deadline</b>	<b>Task</b>	<b>Citation</b>
no later than 60 days after state general election	County auditor must report to OSS the combined number of ABs transmitted to & the combined number of ABs returned and cast by UOCAVA voters. (Ensure that 0 UOCAVA ballots remain in "Received" status then generate SVRS report UOCAVA Statistics Certification.)	M.S.203B.19
by January 7 <sup>th</sup> (of odd year)	Complete regular AB post-election cleanup: Process ballots remaining in Received status; research and remove ballots remaining in Initialized status.	M.S.203B.28
5PM, January 31 <sup>st</sup>	Complete posting history for rejected and late AB and MBs	M.S.201.171
approximately February 1 <sup>st</sup>	OSS to conduct Annual List Maintenance (to take into account beginning of March Twp Election AB period).	M.S.201.171
February 15 <sup>th</sup>	OSS must prepare master list for each auditor.	M.S.201.091
February 15 <sup>th</sup>	Report to OSS on EDR returned PVCs	M.S.201.121, subd. 3