#### Lifecycle of a Mail Ballot



# **Step 1 – Receiving**



- Ballots are received from USPS and secure ballot drop boxes
- Staff verify security measures (locks, seals, chain of custody, etc.)
- Piece counts are recorded
- Voter record updated as having voted



## **Step 2 – Sorting**

- Individual ballots sorted into uniform batch size or by precinct
- Performed manually or using sorting equipment, which may also capture signature or affidavit information
- Ballot accounting and chain of custody logs completed



### Step 3 – Signature Review



- Review signature at two levels:
  - A quick analysis of the general characteristics of the signature
  - A sharp focus on individual details
- Performed by bipartisan teams in an area where voter data can be protected
- Ballot accounting and chain of custody logs completed



## **Step 4 – Opening and Extracting**

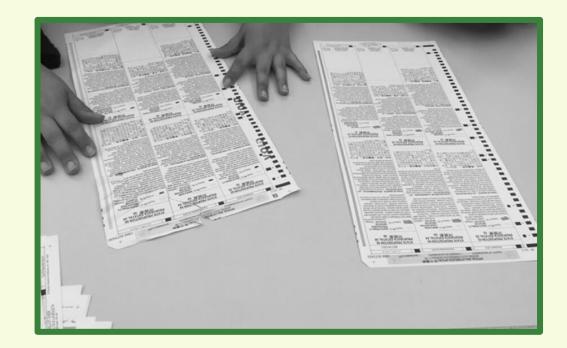
- Verify starting piece count
- Extract ballots from envelopes with voters' name facing down
- Tables or trays arranged for staging ready for extraction, emptied envelopes, extracted ballots ready to scan
- Ballot accounting and chain of custody logs completed



# **Step 5 – Replication**



- Damaged ballots or ballots marked in such a way that they cannot be read by the voting system
- Bipartisan teams assign a control number to the original and replicated ballot (O-001 and D-001)
- Duplication log serves as chain of custody documentation



### Step 6 – Scanning



- Verify starting piece count
- Inspect ballots for any that may need to be replicated
- Teams scan ballots, verifying piece count
- Ballot accounting and chain of custody logs completed
- Ballots sealed in logged and labeled storage box



# **Step 7 – Adjudication**



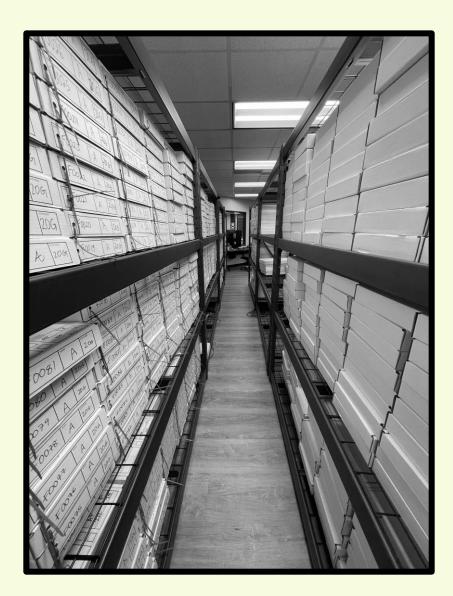
- Ballots that have stray marks, are overvoted, or have write-ins are manually reviewed
- Clear voter intent guidelines are vital
- Post a large chart with examples of a "valid vote" to increase transparency and reinforce procedure

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## **Step 8 – Storing**



- Prepare a secure area for the storage of all scanned ballots
- Verify batch control sheet/batch label is attached to the correct storage box
- Enter batch control sheet/batch label information into a ballot manifest





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