



REGISTRAR OF VOTERS

Storing 49k- and 50k-Series Ballot Boxes in Ballot Storage

PROCEDURE DOCUMENT – Version 1.1

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Scope

The purpose of this procedure is to determine the location of boxes that contain duplicated ballots. This procedure will ensure easy identification and efficient inventory. It has been designed to determine box series numbers and to shelve boxes in its proper location.

This procedure is to be used between E-29 and E+30. It is utilized by the Ballot Department under Ballot Storage function. ~ EC 15101, 14420

Supplies

- Computer
- Storing shelves

Process

1. Place the 49k series boxes on the left shelves.
2. Place the 50k series on the right shelves.
3. Place the boxes sideways with the label forward and upright position.
4. Place 5 boxes per shelf.
5. Place boxes from left to right.



6. Leave an empty spot for the next available box if needed.