REGISTRAR OF VOTERS

Storing 59k- and 60k-Series Ballot Boxes in Ballot Storage

PROCEDURE DOCUMENT – Version 1.0

Valencia, Salvador
9/25/2024

Storing 59k- and 60k-Series Ballot Boxes in Ballot Storage

Purpose

The purpose for this procedure is to determine the location of boxes that contain duplicated ballots. This procedure will ensure easy identification and efficient inventory. Each ballot box is labeled correctly.

The 59k (59000) series comes from the Ballot extraction area, and the 60k (60000) series comes from the IT Counting Room.

- 59k series are the Original Ballots
- 60k series are Duplicates.

Scope

This procedure is used in the Ballot Storage Department and is not applicable in any other departments. It has been designed to determine box series numbers and shelve boxes in its proper location. All of ballot storage will be assigned to allocate boxes to its designated spot.
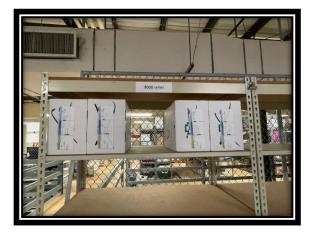
Supplies Needed

- Computer
- Storing shelves

Process

1. Place the 59k series boxes on the left shelves

2. Place the 60k 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.

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

Authorization

Document Owner: Ballot Storage	Initiation Date: 08/14/2023
Version Number: 1.0, Original Document	Date: 09/25/2024
Version Written By: Salvador Valencia	