



REGISTRAR OF VOTERS

Sorting and Filing VBM Envelopes

PROCEDURE DOCUMENT – Version 2.0

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Sorting and Filing VBM Envelopes

Purpose

This procedure outlines the steps for **Filing Challenged and Overturned VBM Envelopes**. It is the process of accurately filing ballots into the appropriate designated trays. Once the VBM envelopes have been processed, it ensures a smooth and accurate audit during the Challenge Audit process.

Scope

This procedure is only to be used in the Ballot Department and is not applicable to any other departments. It has been designed for the Challenged Ballot Audit Team and any other team members appointed to the auditing process. This procedure does not cover all possible scenarios but will outline the most common occurrences.

Supplies

- Mail Trays with challenged VBM envelopes
- Empty Mail Trays
- AVID Separator Cards
- Black Cart

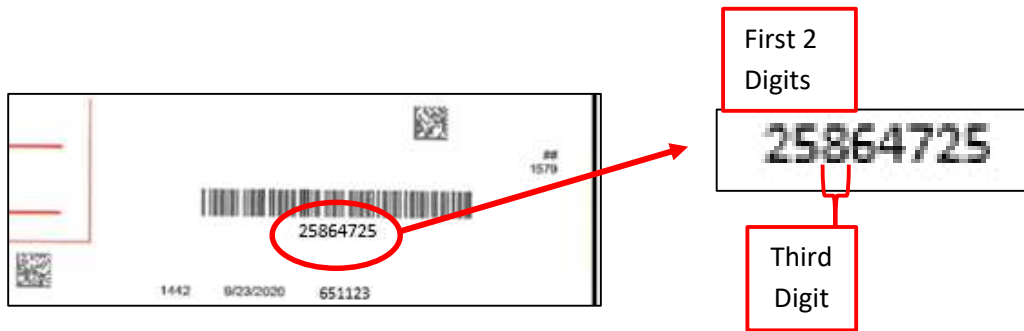
Sorting VBM Envelopes in Numerical Order

After completing a VBM Batch Audit or the VBM ballots have been overturned to a challenge code; the ballots need to be filed in numerical order before being placed in the assigned challenged trays in the *Sorted Challenges* area.

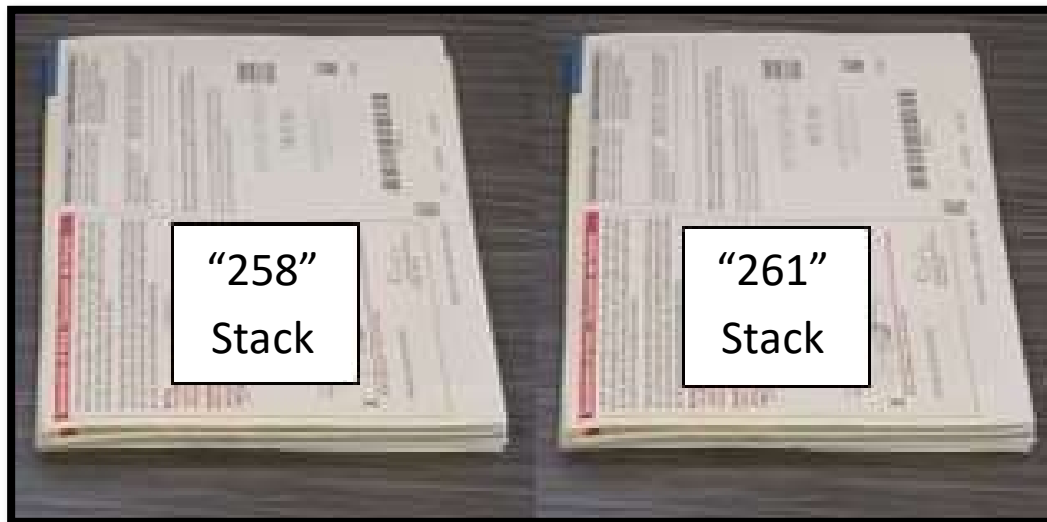
1. Select a mail tray of unsorted challenged VBM envelopes. i.e., NMS, NVS, BME, etc.

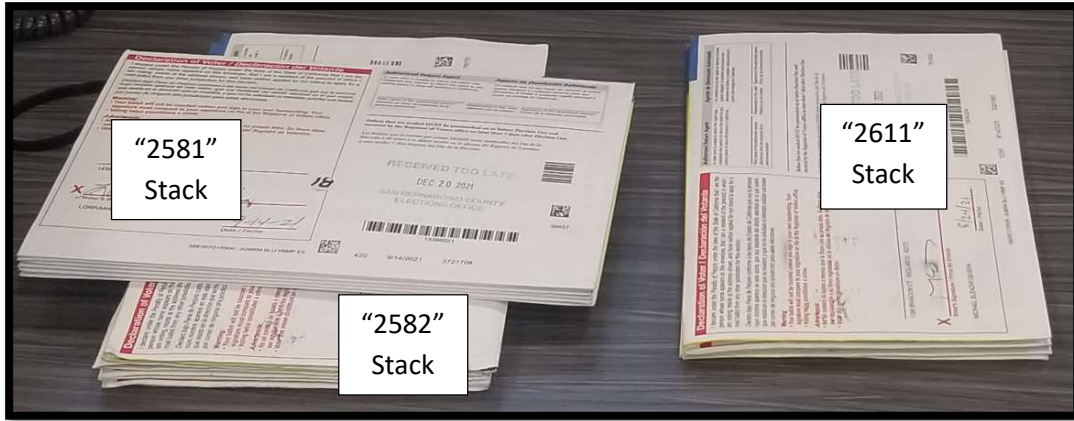
Example: If one AVID read as “25XXXXXX” and another reads as “26XXXXXX”, place them into separate stacks.

2. Separate these stacks into new stacks by the third digit.



Example: If one AVID read as “258”, another AVID reads as “261”, and another AVID reads as “261”, place the two AVIDs with “261” into one stack and the AVID with “258” into another stack.





3. Continue this process until all the envelopes are sorted in numeric order by all 8 digits.
4. Once completed, file these VBM envelopes into their designated mail trays and place them in the *Sorted Challenges Area*.

Filing VBM Envelopes into the Mail Trays

Once the VBM Envelopes have been sorted, by their own challenged type for example NMS, NVS, BSF, etc.

1. The VBM Envelopes must be placed into the correct mail tray by challenge type and, the correct AVID separator card in front of the VBM envelope in numerical order as in the image below.
2. Transfer the mail trays to the Sorted Challenges Area.



Note: There should be a set of AVID separator Cards for every challenge type. NMS, NVS and NID should have 2 sets.



Authorization

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