



THE REGISTRAR OF VOTERS

Ballot Redaction

PROCEDURE DOCUMENT - Version 2.0

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Ballot Type Redaction

Scope

Provisional Ballot Envelopes are processed, and a determination is made of the voter's eligibility. Included in this determination is not only if a voter was eligible to vote in the election, but the contests the voter was eligible to vote on. Eligible contests are indicated by the "Eligible Ballot Type". During the redaction process, the eligible ballot type is compared to the ballot type of the ballot cast by the voter, and the contests on the ballot cast that the voter was not eligible for are highlighted for redaction.

Definitions

Provisional Ballot – Is a regular ballot sealed in a Provisional Ballot Envelope. Voters who were asked to vote a provisional ballot could not have their eligibility immediately determined on Election Day.

Provisional Ballot Envelope – Also referred to as "envelope" in this procedure, is the envelope containing the Provisional Ballot.

Voted Ballot Type – The ballot type of the ballot the voter cast at the polling place

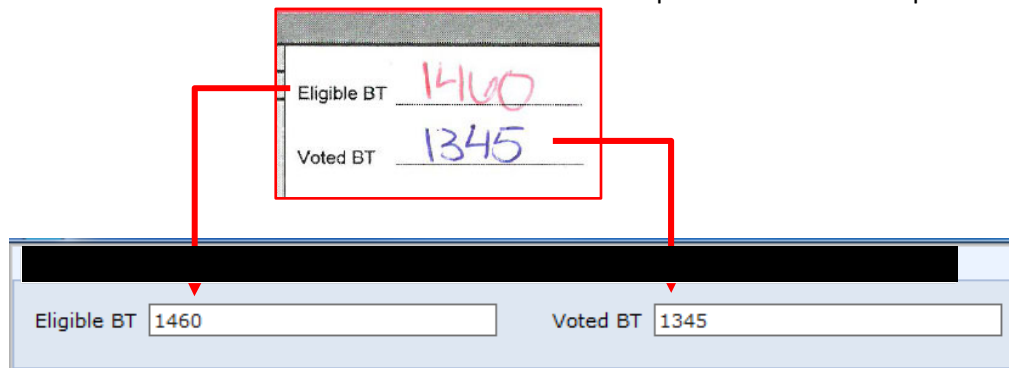
Eligible Ballot Type – The ballot type the voter is eligible to vote on.

Logging in - Ballot Redaction Report

1. Click on the Internet icon on the bottom of your home page.
2. Navigate to the SSRS Reports page.
3. Click on IT > Reports
4. Select the *Technology_Support* folder
5. Select the *Ballot Duplication Coordination* folder
6. Select the *Ballot Type Redaction* report.

Locating contests to be redacted

1. Locate the "Eligible BT" on the provisional ballot envelope.
2. Type the "Eligible BT" number in the "Eligible BT" box at the top left corner of the report screen.
3. Locate the "Voted BT" on the provisional ballot envelope.
4. Type the "Voted BT" number in the "Voted BT" box at the top left corner of the report screen.



5. Hit “Enter”, or select “View Report”. The report will populate with the contests that need to be redacted.
6. Remove the voted ballot from the Provisional ballot envelope and Verify the following:
 - ☑ **Eligible Ballot Type** on report = **Eligible BT** on Provisional Ballot Envelope (highlight when verified)
 - ☑ **Voted Ballot Type** on report = **Voted BT** on Provisional Ballot Envelope (highlight when verified)
 - ☑ **Voted Ballot Type** on report = **Ballot Type** on Card 1 of 2 of the voted ballot
 - ☑ **Voted Ballot Type** on report = **Ballot Type** on Card 2 of 2 of the voted ballot

Note: If any of the following verifications do not match, or if a “Voted” or “Eligible” BT is blank or illegible, contact your Team Lead.

Marking contests to be redacted

1. Locate the ballot card labelled “Card: Card 1 of 2” at the top of the voted ballot.

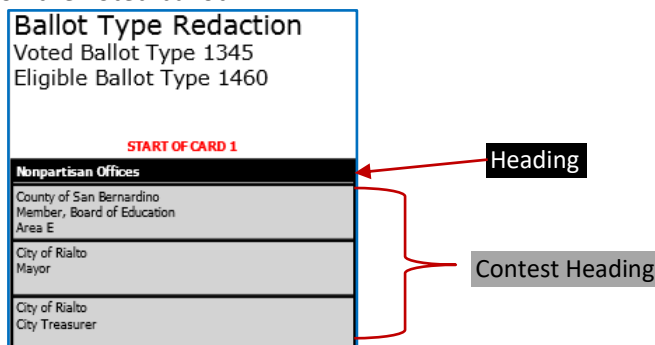
Ballot Type: 1345 Card: 1 of 3

- Does the report show, “**START OF CARD 1**”?

If No, Place the card (Card 1 of 2) in the white “To Extraction” mail tray and proceed to number 2.

If Yes, follow the steps below:

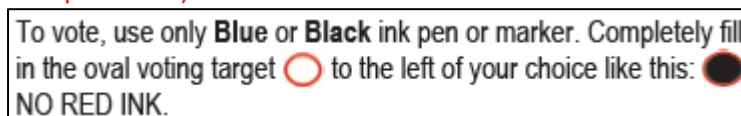
- **Step 1** – Locate the **Heading** shown in the report on the voted ballot.
- **Step 2** – Under the **Heading** identified, locate the first **Contest Heading** shown in the report on the voted ballot.



- **Step 3** – Verify the **Contest Heading** on the voted ballot matches the **Contest Heading** in the report.
- **Step 4** – With your pink highlighter, carefully draw a line diagonally through the **Contest Heading** on the ballot.
- **Step 5** – Repeat until all contests in report prior to “**END OF CARD 1**” have been marked.
- **Step 6** – Review the ballot card. Do any highlighted contests have a vote marked?

Note: Do not write on any other portion of the ballot.



Note: A vote is indicated by the voter making a mark within the white space of the contest. (See sample below).



If Yes, Place the highlighted card (Card 1) in the red “To Duplication” tray.

If No, Place the highlighted card (Card 1) in the white “To Extraction” mail tray.

2. Locate the ballot card labelled “Card: Card 2 of 2” at the top of the voted ballot.
 - Does the report show “**START OF CARD 2**”?
 - If No**, Place the card (Card 2 of 2) in the white “To Extraction” mail tray and proceed to number 3.
 - If Yes**, follow the steps below:
 - **Step 1** – Locate the **Heading** shown in the report on the voted ballot.
 - **Step 2** – Under the **Heading** identified, locate the first **Contest Heading** shown in the report on the voted ballot.
 - **Step 3** – Verify the **Contest Heading** on the voted ballot matches the **Contest Heading** in the report.
 - **Step 4** – With your pink highlighter, carefully draw a line diagonally through the **Contest Heading** on the ballot.
Note: Do not write on any other portion of the ballot.
 - **Step 5** – Repeat until all contests in report prior to “**END OF CARD 2**” have been marked.
 - **Step 6** – Review the ballot card. Do any highlighted contests have a vote marked?
Note: A vote marked is indicated by the voter making any mark within the white space of the contest area. (See sample below).

To vote, use only **Blue** or **Black** ink pen or marker. Completely fill in the oval voting target  to the left of your choice like this: 
NO RED INK.

 - If Yes**, Place the highlighted card (Card 2) in the **red “To Duplication”** tray.
 - If No**, Place the highlighted card (Card 2) in the white “To Extraction” mail tray.
 - **Step 7** – Once all contests have been marked, proceed to number 3.

3. Place the Provisional Ballot Envelope in the white mail tray at the bottom of your cart.
4. If more Provisional Ballot Envelopes are available, pull the next Provisional Ballot Envelope and return to the “Locating contests to be redacted” section of this procedure to begin again.

Document Owner: Ballot Duplication	Initiation Date: 11/22/2016
Version Number: 1.0, Original Document	Date: 07/03/2023
Version Written By: Erman de Guzman	