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Directive 2006-36
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ALL COUNTY BOARDS OF ELECTIONS IMPLEMENTING DIEBOLD DRE'S

TO: Members, Directors & Deputy Directors

Direct Recording Electronic (DRE) Voting Machine Key Card Management

Diebold's DRE's use special security encryption, or keys, on voting system access cards to perform management and voter functions. These cards include supervisor, administration and voter access cards. To ensure that the highest level of security for the election process is achieved, keys will be changed prior to the primary election. The Office of the Secretary of State (SOS) of Ohio will be responsible for managing and completing the change process.

Management of security keys requires the use of special equipment that allows a user who has appropriate security access to change the key(s) on security, supervisor and administration cards. By changing the keys on these cards, passwords used to prevent unauthorized access into a DRE are changed.

Keys on voter access cards are changed by Boards of Elections through use of the encoders.

PROCESS

To accomplish this task:

- o All security, supervisor and administration cards (except those used for training purposes) must be sent to SOS by February 28, 2006. It is imperative that keys for all cards within a county be kept in sync (contain the same keys and thereby passwords for DRE's). Failure to do so will result in confusion and unusable cards at polling locations.
- o Cards should be bundled in groups of 20 for ease of counting.
- o Each county must complete and submit an inventory control sheet (Exhibit A) with the cards.
- o SOS staff will complete updates/changes to keys and cards will be returned to the county of origin on or before the write-in candidate filing deadline in order to allow counties time to use cards for logic and accuracy testing as well as meet training needs.
- o New passwords will be communicated separately via email to the SOS email account provided to your county on your SOS provided workstation.

DRE's will be updated with the new keys/passwords when the newly updated administration cards are used during logic and accuracy testing.

IMPORTANT POINTS TO REMEMBER

Training and Demonstration Voting Systems

Some DRE's may be used for training and demonstration purposes. This equipment should be clearly labeled and kept separate from DRE's used for elections. Before training and demonstration units can be utilized for an actual election, they must undergo logic and accuracy testing.

Cards for Training and Demonstration Equipment

Supervisor and administration cards that are used for training staff, poll workers and the general public should be clearly labeled and kept separate from those used for elections. Keys on these cards should **not** be changed from the default setting of 111111 for ease of training.

Sincerely,

A handwritten signature in black ink, reading "J. Kenneth Blackwell". The signature is written in a cursive style with a large, stylized "J" and "K".

J. Kenneth Blackwell

Exhibit A

Key Card Inventory Control Sheet

County Name: _____

Card Type	# Of Cards Sent For Updates	Date Sent	Sent By	Confirmed By
Supervisor				
Administration				

For SOS Use:

Card Type	# Of Cards Updated	Date Returned to County	Sent By	Confirmed By
Supervisor				
Administration				