



JENNIFER BRUNNER
OHIO SECRETARY OF STATE

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DIRECTIVE NO. 2007-02

February 27, 2007

TO: All County Boards Of Elections With Diebold Direct Recording Electronic (DRE's)
Voting Machines - Members, Directors & Deputy Directors

RE: Direct Recording Electronic (DRE) Voting Machine Access Card Management

Diebold's DRE voting machines use voting system access cards that contain a special security encryption or "key" to perform management and voter functions. This pertains to all four types of access cards: security, supervisor, administrator, and voter access cards. To ensure the highest level of security for the election process is achieved, security encryptions on access cards shall be changed prior to each primary and general election. However, Boards of Elections may choose to change security encryptions before every election.

Management of security encryptions or "keys" requires the use of special equipment that allows a user who has appropriate security access to change the "key" on security, supervisor and administration access cards. Changing the security encryptions or "keys" on access cards prevents unauthorized use of a DRE voting machine.

This directive addresses only the security encryption process for access cards. Boards of Elections should also continue to observe all other recommended physical security requirements, security instructions, and security processes related to voting systems.

Process

Keys on **security, supervisor, and administrator access cards** are to be changed by Boards of Elections (BOEs) utilizing one of the following three options:

1. If a BOE has the necessary equipment, persons assigned by the Board may change the security encryptions or "keys" on security, supervisor, and administration access cards. Persons assigned by the Board to change security encryptions must be an even number, with equal numbers from each political party.

- It is imperative that "keys" for access cards within a county are 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.
- When the "keys" are changed, at least one BOE employee from each political party shall witness the security encryption process and complete the appropriate form (**Key Card Inventory Control Sheet - Form #KC 001**). The completed form shall be faxed to the SOS office to the attention of:

Tom Sheridan
(614) 995-2201 (fax)

2. A BOE may schedule a day and time for one of the SOS IT Field Staff to come to the BOE office to change the security encryption or key on the Board's security, supervisor, and administration access cards. Please contact one of the IT Field Staff members directly if you wish to schedule a date for your county.

- When the "keys" are changed by SOS IT Field Staff, at least one BOE employee from each political party shall witness the security encryption process and complete the appropriate form (**Key Card Inventory Control Sheet - Form #KC 002**). The form shall be duplicated at the Board for the Board's records and the original shall be delivered to the SOS office by the IT Field Staff person to the attention of Tom Sheridan.

3. A BOE may send its security, supervisor and administration access cards (except those used for training purposes) to the SOS office.

- Cards should be bundled in groups of 20 for ease of counting.
- Each BOE must complete and submit an inventory control sheet (**Key Card Inventory Control Sheet - Form #KC 003**) with the access cards. The inventory sheet and cards should be sent by express mail or delivery to:
Secretary of State's Office or Secretary of State's Office
Attn: Tom Sheridan Attn: Tom Sheridan
180 E. Board St. 15th Floor P.O. Box 2828
Columbus, OH 43215 Columbus, OH 43216
- SOS staff will complete updates/changes to "keys," and access 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 the access cards for logic and accuracy testing as well as to meet training needs.
- New passwords will be communicated separately via email to the SOS email account provided to the BOE on the office's SOS provided workstation.

When the security encryption or "key" is changed on security, supervisor and administration access cards; the authorization code or "PIN" shall also be changed.

"Keys" on **voter access cards** are to be changed by Boards of Elections staff through use of the encoders located in the Board office - after "keys" and "PINs" on security, supervisor, and administrator access cards are changed by utilizing one of the three options listed above.

"Keys" and "PINs" on the **DRE machines** should then be updated by using the updated security cards during a logic and accuracy test on the machines.

ADDITIONAL 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 units used for training and demonstration can be utilized for an actual election, they must undergo logic and accuracy testing.

Supervisor and Administration Access Cards for Training and Demonstration Equipment

Supervisor and administration access cards used for training staff, poll workers and the general public should be clearly labeled and kept separate from those used for elections. The security encryption or "keys" on these cards should **not** be changed from the default setting of 111111 (6 digits) for ease of training.

Voter Access Cards for Training and Demonstration Equipment

Security encryption or "keys" on voter access cards used for training staff, poll workers and the general public should be changed by Boards of Elections through the use of encoders already located in the Board office.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jennifer Brunner", with a stylized flourish at the end.

Jennifer Brunner
Ohio Secretary of State

Key Card Inventory Control Sheet Board of Elections

This form must be completed and transmitted to the Secretary of State's office within two business days after you have completed the updating of your key cards.

County Name: _____

Date: _____

The following cards were changed on the above date:

Diebold DRE Card Type	# Of Cards Updated	New Access Code/PIN	Verified by Board of Elections Staff	
			Democratic staff person	Republican staff person
Security				
Supervisor				
Administrator				

Director or Deputy Director Signature

Fax this completed and signed form to: Tom Sheridan at 614-752-4360

Key Card Inventory Control Sheet IT Field Staff

This form must be completed and signed. The form shall be returned by the IT Field Staff to the Secretary of State's office to the attention of Tom Sheridan.

County Name: _____

IT Field Staff: _____

Date: _____

Diebold DRE Card Type	# Of Cards Updated	New Access Code/PIN	Verified By Board of Elections Staff	
			Democratic staff person	Republican staff person
Security				
Supervisor				
Administrator				

County Acceptance:

Director or Deputy Director Signature

IT Staff Signature

Key Card Inventory Control Sheet For Secretary of State's Office

This form must accompany the key cards you wish to have updated when sending them to the Secretary of State's Office, c/o Tom Sheridan, 180 E. Broad St., Columbus, OH 43215 or P.O. Box 2828, Columbus, OH 43216.

This section to be filled in by County Board of Elections:

County Name: _____

Total Number of Cards Being Sent to SOS _____

This section to be completed by SOS staff:

Diebold DRE Card Type	# Of Cards Updated	New Access Code/PIN	Changed By	Verified By
Security				
Supervisor				
Administrator				

Sent from SOS by: _____ Date Sent Back to County: _____

Upon return of key cards, county board of elections must date and sign, then fax this form to Tom Sheridan at 614-752-4360.

County Acceptance:

Date Received

Signature of Director or Deputy Director