

Advisory 2008-30

October 22, 2008

To: All County Boards of Elections

Re: Processing Duplicate Voter Registrations

Pursuant to R.C. 3503.21(B), the Secretary of State is required to prescribe the procedures for identifying and canceling duplicate voter registrations. These procedures are outlined in the "Statewide Voter Registration Database (SWVRD) System Manual."

To ensure that the Statewide Voter Registration Database (SWVRD) is in compliance with state and federal law, the Secretary of State directs all 88 county boards of elections not to suspend the duplicate resolution process for any reason.

As stated in the SWVRD System Manual, *16.2 Resolving Audit Issues*, boards of elections must make every effort to reconcile errors within five (5) business days or before BOE poll books are printed during an election cycle, whichever is sooner. All audit errors will be considered the result of BOE VRSs not sending the appropriate transaction, or BOE staff performing a process out of sequence or not performing a required process at all.

Any board of elections that has questions or needs additional information concerning this advisory may contact Gus Maragos at gmaragos@sos.state.oh.us or (614) 466-2729, or Robin Fields at rfields@sos.state.oh.us or (614) 644-0770.

Sincerely,

Jennifer Brunner

Directive/Advisory Routing/Review Acknowledgment Form

(Please initial and date)

<i>Draft</i>	Routing	Initials	Date	Comments
<i>Initial Draft</i>	Primary Attorney	BLS	10/21/08	
Primary Attorney Sends to Director of Elections				
<i>Initial Draft</i>	Director of Elections Reviews/Makes Comment			
Director of Elections Sends Back To Primary Attorney				
<i>Initial Draft</i>	Primary Attorney Incorporates/Rejects Changes			
Primary Attorney Sends To Copy Editor				
<i>Interim Draft</i>	Copy Editor Reviews/Makes Comments			
Copy Editor Returns To Primary Attorney				
<i>Interim Draft</i>	Primary Attorney Incorporates/Rejects Changes			
Primary Attorney Sends Copy-edited draft to Taylor (copies Dir of Elections)				
<i>Formatted Draft</i>	Taylor Jacklin Formats Document			
Taylor Sends Chandra Formatted Draft/Chandra Forwards to Secretary				
<i>Formatted Draft</i>	Secretary Reviews/Makes Comments			
Secretary Sends Her Draft Back To Primary Attorney (copies Dir of Elections and Copy Editor)				
<i>Secretary's Draft</i>	Final Review made by Primary Attorney			
- If no legal concerns, Primary Attorney sends to Taylor (copies Dir of Elections) for publishing - If there are legal concerns, Primary Attorney sends back to Secretary or discusses at L&L, then sends to Taylor (copies Dir of Elections) for publishing				
<i>Final Draft</i>	Taylor obtains Secretary's signature or confirms permission to autopen			
Once document has the Secretary's signature, Taylor issues document				