



ELECTIONS BULLETIN

To: All Town and City Clerks
From: Kathy DeWolfe, Director of Elections
Re: STATEWIDE CHECKLIST – Instructions & Reminders
Date: January 10, 2008

THANK YOU to the many clerks who have gone back through records or asked voters when visiting your office or at the polling place for Dates of Birth (DOB's). It is AMAZING how many Dates of Birth have been entered into the statewide checklist in the past 2 years. As of January 2008, 77% of the voters have a Date of Birth entered in the record. This will help clerks to find and purge duplicate voter records. Please continue to add DOB's whenever possible.

As we continue to monitor the data being entered in the statewide checklist, we continue to find some data entry inconsistencies and/or errors. **We need to have all town clerks use the fields that are in the Add and Edit Voter Screens consistently so that reports will print correctly.**

We are going to globally correct the past errors listed below, but we want clerks to be mindful when you do data entry to try to eliminate these issues:

1. PO BOX for Mailing Address. DO NOT ENTER PO BOX on the first line of the mailing address! The first field on the first line is for the NUMBER (i.e., "304") and the next field is for the ACTUAL STREET MAILING ADDRESS (i.e., "Foster Hill Road").
The SECOND address line under MAILING is where you enter a PO BOX #.
2. There are some fields (first name, last name, zip code) where in some voter records the clerk inadvertently typed a space BEFORE the first letter of the name or the first number of the zip code. If you use the tab key to move through the fields, you will start in the beginning of the field. However, sometimes if you use the mouse to get to a new field you may not start at the beginning of the field. Please make sure you are in the beginning of the field. The space creates issues with reports, so please try to use the tab to go from field to field.
3. There are some town clerks who are continuing to put asterisks ("*") in either the first or last name field. DO NOT PUT ANY ASTERISKS IN THE NAME FIELD. While some of you used this methodology when using NEMRC, we are removing all asterisks from these fields in the statewide checklist. The statewide checklist has status sorting that will put all the voters who have not taken the oath into the "No Oath" status.
4. Our IT staff is going to change the Manage Voter screen so that there will be separate statuses for DL# not verified and SSN# not verified. The application is also going to be changed so that a new voter CANNOT be saved UNLESS THERE IS a DL# or a SSN# entered. PLEASE DO NOT ENTER BOTH---ONLY ENTER the last 4 digits if the SSN# IF THERE IS NO DRIVER'S LICENSE.

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