

Election Bulletin via Blast Email
June 29, 2009

Hello town and city clerks,

There has been a change made to the Statewide Checklist that you will notice in the next few weeks. When you are finished with your data entry for a session and choose the "Exit the HAVA Program" button, a Session Statistics screen appears.

We have amended this Session Statistics screen to help town and city clerks collect the information that you are required by federal law to report every 2 years following the General Election to the Election Assistance Commission in its EAC Election Administration Survey (the 32-page survey every town completed last November). This survey is a continuing obligation under federal law.

If you data enter the numbers for the Session Statistics items listed before you log off of each session, the HAVA statewide checklist will collect the data for these categories for you. We will send you a summary report of this data when we send you the next EAC Election Administration Survey in November 2010. If you forget or do not have time to enter the statistics one day, you can add the data the next time you log off. We intend for this to reduce the amount of research and work that you need to do to collect data for the survey in November 2010.

IF YOU DO NOT ENTER the data for these categories on the Session Statistics screen, then you must keep track of the information needed for the EAC survey in your office either on paper or in an Excel spreadsheet. Federal law requires that you track this information so we are trying to make it as easy as possible to gather.

You will also notice that some of the voter applications you receive have an ink stamp with the word "Assistance" or "Services" on them. This indicates that the voter application is coming to you from an agency that provides assistance or services, two categories that you must track for the EAC survey. Please track the number of voter apps you receive with these ink stamps in the new Session Statistics screen.

Our staff member who will make the new Session Statistics screen available is out of the office for a short while, so you will see the updates in a few days or weeks. This email is to let you know of the changes in advance.

Thanks,
Elections Division