

## **Municipal Clerk Records Request**

### **Background Information**

1. Please provide your name.
2. Please provide your email address.
3. Please identify the municipality (local government) of the interview.
4. Please identify the municipal clerk or chief election official.
5. If the chief election official is not the municipal clerk, please identify the chief election official's title.
6. Please provide the municipal clerk's office phone.
7. Please provide the municipal clerk's cell phone.
8. Please provide the municipal clerk's email.

### **Applications for Absentee and Vote by Mail Ballots**

9. Any record or policy guidance about the process for curing rejected absentee ballot applications.
10. Any record or policy guidance about the processing of absentee ballot applications.
11. Any record or policy guidance regarding the eligibility to review and process absentee ballot applications (full-time county employees, part time county employees, temporary workers, volunteers).
12. Any record or policy guidance about the timeline to process an application once it is received, including but not limited to the statutory maximum time to process an application once received.
13. Any record or policy guidance about the methods by which absentee ballot applications are logged and preserved, including but not limited to the storage process and the length of time that the applications are statutorily required to be stored.

### **Voting Process**

14. Any record or policy guidance about the methods by which a voter can return an absentee ballot.
15. Any record or policy guidance regarding the process by which a voter can return an absentee ballot in-person.
16. Any record or policy guidance regarding absentee ballot drop boxes, including but not limited to a description of the drop box, the drop box pick up process, security measures in place to protect the drop box, and video monitoring of the drop box.
17. Any record or policy guidance regarding the steps taken to make certain that a voter who votes absentee is unable to also vote in-person.

## **Ballot Processing & Reporting**

18. Any record or policy guidance regarding the testing of any equipment that will be used for the November election, including but not limited to the dates, times, and locations of any testing.
19. Any record or policy guidance regarding the storage and security process when ballots are received prior to processing.
20. Any record or policy guidance regarding the dates, times, and locations of ballot processing and counting.
21. Any record or policy guidance regarding the processing of ballots, including but not limited to types of equipment and specific procedures.
22. Any record or policy guidance regarding the storage and security process after the envelopes and ballots are processed.
23. Any record or policy guidance regarding the reporting process after an envelope and ballot is processed.
24. Any record or policy guidance regarding the counting of absentee ballots in the event of a recount.
25. Any record or policy guidance regarding additional security processes that are in place to protect absentee ballots in the event of a recount.
26. Any record or policy guidance regarding the process by which ballots are reported to the county clerk.
27. Any record or policy guidance regarding the upcoming election, including but not limited to election day procedures and any documents provided to staff and all interested parties.