BALLOTPEDIA

Local Election Audit Guide

Voter registration
- How does the jurisdiction verify the citizenship of voter registration applicants?
- How does the jurisdiction verify a voter registration applicant's address?
- How does the jurisdiction identify voters who might have moved from their registered address?
- How does the jurisdiction identify and remove deceased individuals as registered voters?
- How does the jurisdiction identify and remove inactive voters from voter rolls?
- How does the jurisdiction identify voters disqualified due to felony convictions?

Chain of custody
- How does the jurisdiction document the chain of custody for election equipment, documents, and materials?
- How does the jurisdiction address any irregularities in the chain of custody?
- How does the jurisdiction handle provisional ballots before determining a voter's eligibility?

Voting in person
- How do polling places ensure only eligible voters are able to cast a ballot?
- How do election officials determine whether the number of ballots cast at a polling place matches the number of voters who voted at the polling place?
- How does the jurisdiction document why it accepts or rejects a provisional ballot?
- Is the state involved in the provisional ballot process?

Record and equipment management
- Does the jurisdiction maintain an inventory of all voting equipment?
- If so, how does the jurisdiction store and update the inventory?
- Are inventory records publicly available?

Voting by mail
- What happens if an absentee/mail-in ballot is returned as undeliverable to the voter?
- Does the jurisdiction verify voter signatures on absentee/mail-in ballots? How?
- How does the jurisdiction verify the identity of someone voting by mail?
- What is the jurisdiction's process for maintaining a chain of custody of absentee/mail-in ballot materials?

Security
- Does the jurisdiction use a password management system?
- How does the jurisdiction monitor access to sensitive areas (like tabulation rooms)?
- How does the jurisdiction allocate tasks between full-time and temporary staff?
- What contingency plans are in place for natural disasters?
- How does the jurisdiction control and document access to sensitive materials such as voting equipment and voted ballots?

Voting equipment
- Is the jurisdiction using certified voting equipment and software?
- Does the jurisdiction perform Logic & Accuracy (L&A) testing?
- How does the jurisdiction comply with any requirements to publicly share test information?
- What happens to voting equipment after an election?
- Is hash validation done for any software?

Data reporting
- How does the jurisdiction document how votes were cast (in-person, absentee/mail-in, etc.)?
- Does the jurisdiction record data on votes cast and tabulated by polling location? Is this publicly available?
- Does the jurisdiction maintain a log of flash drive audits?

Training
- How are poll workers trained?
- What poll worker training does the state offer?
- What poll worker training does the county offer?
- Is poll worker training pass/fail?
- What happens if someone fails?

Tabulating
- What are the rules for poll workers during tabulation?
- Are there rules governing the times of day or number of hours that votes must be counted?
- How does the jurisdiction respond to irregularities during tabulation?
- Under what circumstances, if any, are ballots duplicated?
- Does the jurisdiction keep records of duplicated ballots?
- What is the process for adjudication of ballots?

Documentation
- How does the jurisdiction document its policies and procedures?
- How frequently is documentation updated and what triggers an update?