



**Board of
Elections**

List Maintenance

State Board of Elections

January 13, 2017

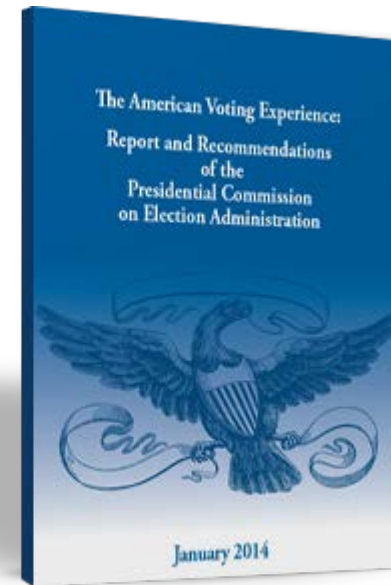
Importance of Accurate Voter Records

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- The **Help America Vote Act (HAVA)** requires that election officials perform computerized list maintenance in order to remove duplicate names and the names of ineligible voters in coordination with State death and felony record databases.
- The **National Voter Registration Act (NVRA)** contains certain requirements regarding the removal of names from official voter rolls. It requires States to conduct a program that removes individuals from voting registration lists who have died or changed residence. These requirements include the notification of individuals prior to their removal from the list.

Importance of Accurate Voter Records

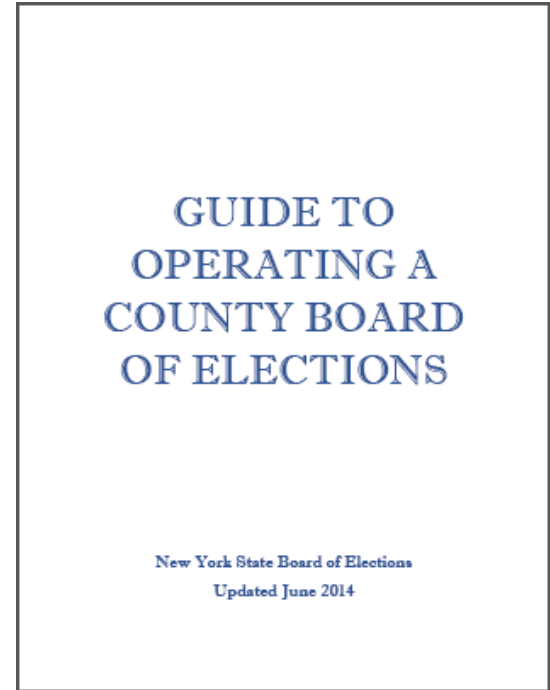
- The **Presidential Commission on Election Administration** report found that errors in voter records:
 - Contribute to congestion and lines on Election Day. Voters whose information is missing from the rolls or incorrectly entered require the time and attention of officials. This delays the movement of other voters through the polling place.
 - Lead to increased numbers of provisional ballots. Such errors include transcription and data entry problems that lead to misspelling of voters' names, addresses and identifying information.



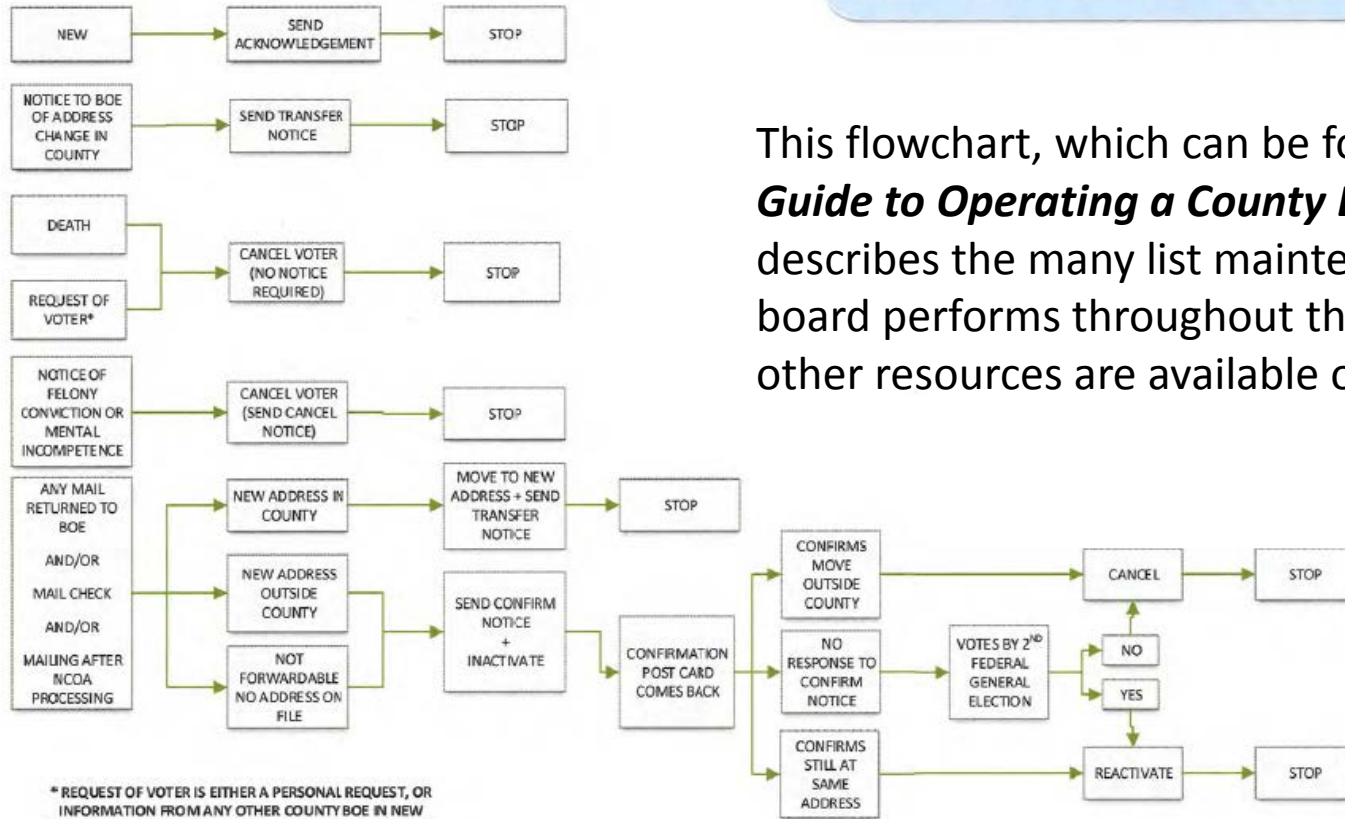
Resources for List Maintenance

Resources for List Maintenance

- Proper list maintenance is a year-round activity that takes many forms. The State Board is committed to providing County Boards with useful information and tools to aid them in this important task.
- The “Guide to Operating a County Board of Elections” is a great place to start to familiarize yourself with, amongst other things, list maintenance activities and sample notices.



LIST MAINTENANCE FLOW CHART



This flowchart, which can be found in the ***Guide to Operating a County Board of Elections*** describes the many list maintenance activities your board performs throughout the year. This and other resources are available on the County Portal.

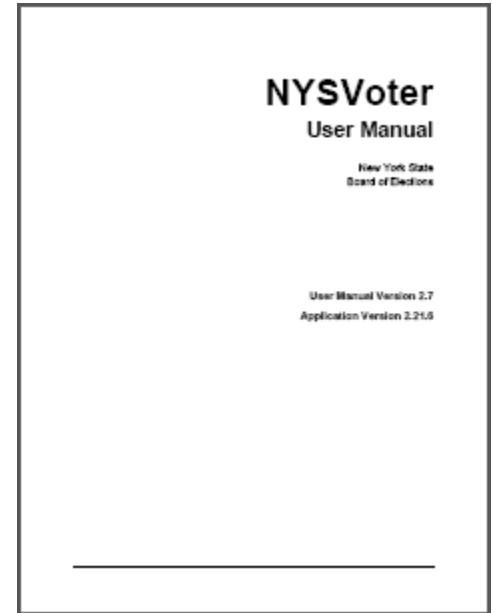
* REQUEST OF VOTER IS EITHER A PERSONAL REQUEST, OR INFORMATION FROM ANY OTHER COUNTY BOE IN NEW YORK OR ANY OTHER STATE, WHICH DEMONSTRATES THAT THE VOTER IS NOW REGISTERED ELSEWHERE.

Using NYSVoter for List Maintenance

Using NYSVoter for List Maintenance

- Each county has access to the statewide NYSVoter system, which helps facilitate:
 - Duplicate Management
 - Felon Management
 - Death Management
 - Miscellaneous data validation reports

- The NYSVoter manual, which provides more detailed information on how to make the most of the various tools available to County Boards through the NYSVoter system can be found under the “Help” section of NYSVoter.



Using NYSVoter for List Maintenance

- When reviewing potential death, duplicate or felon matches, be sure that staff are doing their due diligence by using all available resources and information and not marking voters for purging based solely on a NYSVoter match
- NYSVoter's matching algorithm looks at only some of the information in a voter's record when comparing it to other records
- For potential felon matches, use the Department of Corrections and Community Supervision (DOCCS) inmate lookup tool to gather additional information when determining whether or not a record should be marked for purging

Using NYSVoter for List Maintenance

- The DOCCS Inmate Lookup can be found at <http://nysdoccslookup.doccs.ny.gov/>

Last Name:

First Name:

Middle Init:

Name Suffix: (SR, JR, etc.)

Birth Year: (Optional, see above)

DIN: - - (Department ID Number, format 99-A-9999, example 95-A-9876)

NYSID: - (For Criminal Justice Use Only; New York State ID Number)

Using NYSVoter for List Maintenance

- The Inmate Lookup can provide useful information for determining a voter's status

Identifying and Location Information As of 01/10/17	
DIN (Department Identification Number)	
Inmate Name	SMITH, JOHN
Sex	MALE
Date of Birth	
Race / Ethnicity	WHITE
Custody Status	DISCHARGED
Housing / Releasing Facility	
Date Received (Original)	12/10/2001
Date Received (Current)	12/10/2001
Admission Type	
County of Commitment	
Latest Release Date / Type (Released Inmates Only)	10/22/04 DISCH - MAXIMUM EXPIRATION

State Board NYSVoter Audit Visits

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- Pat Campion and Greg Fiozzo of the State Board visit each County Board at least once every two years to review list maintenance procedures with appropriate staff and to ensure that they are fully trained in using NYSVoter and are performing the required list maintenance activities on a continual basis.
- If you have new staff or require additional training in using NYSVoter or in understanding proper list maintenance procedures, please contact the State Board.

Questions?