

## **Election Policies and Procedures**

### **3.4 – Voter Database**

CBJ holds elections using a by-mail system, meaning that “Election Day” is the last day a voter can validly return their ballot or the last day a ballot can be postmarked and still be considered valid.

The last day to register to vote or update your mailing address is 30 days before Election Day.

The State of Alaska Division of Elections sends a final voter list of all registered CBJ voters to CBJ Election Officials no later than 23 days before Election Day.

CBJ Election Officials use this voter list to create a voter database for the election. The voter database includes name, residential address, mailing address, voter ID, last four digits of the social security number or full social security number, date of birth, driver’s license or state ID, precinct, voter condition, and ballot style. It also creates a unique ballot ID for the election.

The voter database is manually loaded onto laptops not connected to the internet to allow election workers to look up voters. It is manually loaded onto the AgilisDuo system, an air-gapped system, that scans each unique ballot ID to make sure that voters only return one ballot. The voter database is uploaded to Omniballot, a secure system that allows people to fix issues electronically after they return their ballot or to vote by electronic transmission.

Approximately 23 days before Election Day, the Election Official exports a modified voter list from the voter database to the ballot printers. This list consists of all registered voters who are in A/RG (Active Registered) or A/ID (Awaiting ID) status, who have not already requested to receive a ballot to a different address or by electronic transmission. The ballot printers then print and mail ballots to these voters 18 days before Election Day.

Anyone who has access to the voter database must sign a confidentiality agreement (see Election Policies and Procedures 3.2a).

The data in the voter database is overwritten in preparation for the next election.