

ENVELOPE AND BALLOT ACCOUNTABILITY COVERSHEET

Step 1: Counting Envelopes/Intake

Initials: _____ Date Complete: _____

[# symbol throughout this document = Quantity]

Date: _____

(VC date listed or DB/USPS pickup date)

Security Seal No.: _____

Naked Ballots: _____ Black Bin

Question/Special Needs: _____ Red Bin

TOTAL # Envelopes to Scan* _____ White Bin

Envelopes in this batch*

(do not exceed 100)

*Batch _____ of _____ White Bin

[*If Total # of Envelopes to Scan exceeds 100, split into separate batches.]

Starting Location: (circle one)

Drop Box - Auke Bay

Drop Box - City Hall

Drop Box - Douglas

Drop Box - Lemon Creek

Drop Box - Valley

USPS

Vote Center - City Hall

Vote Center - Valley

Step 2: Scanning Envelopes

Initials: _____ Date Complete: _____

Agilis Tray Number: _____

NOT Scanned: _____ Red Bin

Successfully Scanned _____ Yellow Bin

Step 3: Signature Review - separate process

Step 4: Pulling Envelopes for Cure

Initials: _____ Date Complete: _____

Starting # _____

moved to Cure Process _____ Small Baskets

Good _____ Green Bin

Step 5: Slicing Envelopes

Initials: _____ Date Complete: _____

Step 6: Opening Envelopes

Initials: _____ Date Complete: _____

of Envelopes with issues _____ Red Bin

Ballots ready for scanning _____ Green Bin (put all ICX ballots on the TOP of the pile)

Step 7: Ballot Scanning

Initials _____ Date Complete: _____

ICC 01 Batch No. _____ # of ballots scanned _____

ICC 02 Batch No. _____ # of ballots scanned _____

Ballots sent to facsimile _____