



# Secretary of State

*Kim Wyman*

## Presidential Primary Advisory #10 Completing the Presidential Primary May 4, 2016

This final advisory in our Presidential Primary series explains aspects of completing the election. Please review each topic for important **deadlines**.

Completing the Election	Deadlines
Final Reconciliation and Certification	June 7
WEI Settings	Completion of the election
Statistical Report	July 10
Election Cost Reimbursement	August 9
Records Retention	See reference chart

### Reconciliation and Certification

When certifying an election, the County Canvassing Board reviews the election reconciliation report presented by the County Auditor per [RCW 29A.60.235](#). The County Canvassing Board must certify the Presidential Primary on **June 7, 2016**.

Unique to this election, voters must select a party preference and vote “their side” of the ballot. Meaning, there will be a difference between credited voters and tabulated ballots for the following reasons.

- Ballots/envelopes rejected because of unmarked declarations.
- Ballots/envelopes rejected because both declarations are marked.
- Consolidated ballots rejected because of **cross-party** or **both-party** votes.

When certifying the Presidential Primary, please use the [Reconciliation Form](#) on our website and email the Excel format to [ctsupport@sos.wa.gov](mailto:ctsupport@sos.wa.gov).

## WEI Settings

Ballot Status lets a voter check on the status of his or her ballot. When **completing** the election, counties are responsible for turning off Ballot Status (controlled from the same area as MyBallot in WEI Admin). Remember to turn on Ballot Status in time for the next election.

## Statistical Report | 30-day Data Collection

To plan future Presidential Primaries and policy proposals, the Secretary of State has requested the following information. Please use the Excel [template](#) provided to track these data points and email no later than **July 10, 2016**.

### Declarations Rejected by the Canvassing Board

1. The total number of ballots rejected because both party declarations were marked **and** signed.
2. The total number of ballots rejected because **no** party declaration was marked. This number includes signed and unsigned declarations.

### Declaration Cures

3. The total number of Presidential Primary “Missing Signature / Party Choice” cure forms sent by your county to voters.
4. The total number of Presidential Primary declarations cured using the “Missing Signature / Party Choice” cure form. Do not include signature update cures.

### Consolidated Ballots Rejected by the Canvassing Board

5. The total number of consolidated ballots rejected for a **cross-party** vote. Cross-party voting is when the party ballot voted does not match the party declaration.
6. The total number of consolidated ballots rejected for a **both-party** vote. Both-party voting is when the voter voted for candidates on both party ballots.

## Election Cost Reimbursement

The deadline to submit reimbursement requests is **August 9, 2016**.

[WAC 434-219-340](#) explains that claims for reimbursement and supporting documents must be submitted no later than **60 days** following certification of the Presidential Primary by the Secretary of State. Please see our forms and templates for [Election Cost Allocation and Reimbursement](#).

## Records Retention

Counties will find Presidential Primary retention information in the [County Auditor Records Retention Schedule](#) or in [WAC 434-219-330](#).

Sixty days following certification by the Secretary of State, the County Auditor must remove from the voter registration files any record of party designation in the Presidential Primary (see reference chart).

For retention of any record not addressed in the County Auditor’s Retention Schedule, refer to the [Local Government Common Records Retention Schedule \(CORE\)](#). A retention period defines the minimum time that the county must retain that record in the office.

The Secretary of State’s Archives Division recommends using a [Public Records Destruction Log](#) to document disposition information. In the event of legal challenges, retention periods do not begin until the challenge is resolved.

The Presidential Primary is a federal election as it concerns a federal office. The Secretary of State’s Archives Division will permanently retain the official result documents pertaining to certification (e.g. Canvassing Board minutes, certification records, or sample ballots).

Retain until		Disposition Authority Number (DAN)	Description of Records
2016	Jun 20	AU52-03C-80	Destroy security envelopes.
2016	Jun 20	AU52-03C-70	Destroy unissued ballots. Destroy undeliverable balloting packets <i>unless</i> they were used to update voter registration information (AU52-03C-65).
2016	Aug 10	AU52-03C-78	Destroy all party affiliation (designation) data within the voter registration record. This applies to the electronic record in your county voter registration system.
2018	Mar 24	AU52-03C-74	Transfer official results records ( <a href="#">County Auditor Records Retention Schedule</a> , Item 1.3.4) after this date to Washington State Archives.
2018	Mar 24	AU52-03C-72	Destroy Presidential Primary administration records and materials including voted ballots of any kind, records that document logic and accuracy testing, administration operations, inspections and challenges.  This retention applies to all lists or reports pertaining to the Presidential Primary, even if generated from the voter registration records.
2022	May 24	AU52-03C-79	Send statement of 2016 Presidential Primary election expenses to Washington State Archives for appraisal.

For more information about the proper destruction of public records, visit Washington State Archives [Records Management](#).

## More Resources

Reconciliation and certification [forms](#) are located on our website.

For all other advisories, templates, and training materials related to the Presidential Primary, please see our [Advisory Program](#).

If you have questions pertaining to certification or reporting statistical data, please contact the Certification and Training Program at (360) 902-4180 or email [ctsupport@sos.wa.gov](mailto:ctsupport@sos.wa.gov).