



Secretary of State

Kim Wyman

Presidential Primary 2020 Advisory #04
Completing the Presidential Primary
December 6, 2019

This advisory explains aspects of completing the election. Please review each topic for important **deadlines**.

Completing the Election	Deadlines
Final County Reconciliation and Certification	March 20
Statistical Report	March 20
Election Cost Reimbursement	May 26
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 **March 20, 2020**.

Unique to this election, voters must select a party preference and vote “their side” of the ballot. In addition to normal causes for a difference between the number of voters credited and the number of ballots counted, rejected **cross-party** and **both-party** votes will also cause a difference.

When certifying the Presidential Primary, please use the Reconciliation Form provided in VoteWA and email the Excel format and all other certification documentation to ctsupport@sos.wa.gov.

Statistical Report

Most ballot rejection statistics will be available through VoteWA, however, some are not. The number of ballots rejected due to cross-party and both-party votes will not be tracked within VoteWA and will need to be tracked separately, outside of the system.

Please include the following with your certification documents sent to the Secretary of State:

Declarations Rejected by the Canvassing Board – Tracked by VoteWA

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 – Tracked by VoteWA

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.

The following items will need to be tracked separately, outside of VoteWA and should be available in your Canvassing Board minutes:

Consolidated Ballots Rejected by the Canvassing Board – Tracked outside of VoteWA

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 **May 26, 2020**.

[WAC 434-219-340](#) requires that claims for reimbursement and supporting documents 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

A retention period defines the minimum time that records must be kept in the office.

The Presidential Primary is a federal election and records are retained according to the [County Auditor Records Retention Schedule](#) and [WAC 434-219-330](#).

For retention of any record not addressed in the County Auditor’s Retention Schedule, refer to the [Local Government Common Records Retention Schedule \(CORE\)](#).

Sixty days following state certification, the Secretary of State will remove party designation from voter records in VoteWA.

Retain until		Disposition Authority Number (DAN)	Description of Records
2020	March 30	AU52-03C-80	Security envelopes.
2020	March 30	AU52-03C-70	Unissued ballots and undeliverable balloting packets <u>not</u> used to update voter registration information. (Retain undeliverable ballot packets used to update voter registration information according to AU52-03C-65).
2022	January 10	AU52-03C-74	Official election results records (County Auditor Records Retention Schedule , Item 1.3.4) Send records after this date to Washington State Archives.
2022	January 10	AU52-03C-72	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, the reports contain voter party selection information.
2026	March 10	AU52-03C-79	Statement of 2020 Presidential Primary election expenses. Send to Washington State Archives for appraisal.

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

More Resources

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.