



Texas Secretary of State
ELECTIONS DIVISION

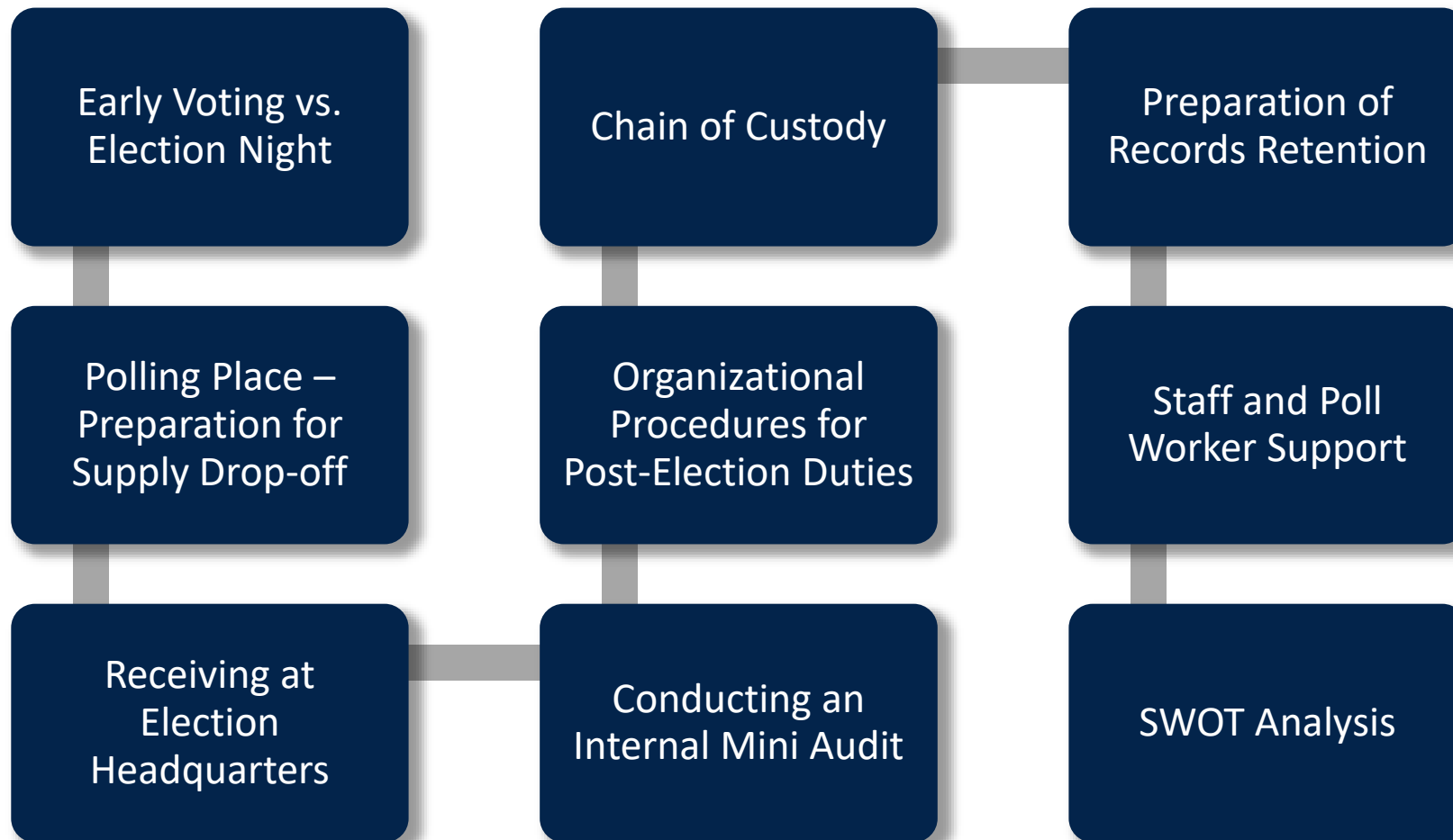


Wrapping up an Election: Completing Paperwork

43rd Annual
Election Law Seminar
for County Election Officials
August 11-13, 2025



Topics of Discussion





WRAPPING UP AN ELECTION BLACKOUT BINGO

Verify voter and Judge/Deputy Early Voting Clerk signatures on Provisional Ballot Envelope	Create a checklist when receiving items at close-out	Have a color-coded or organizational method to store paperwork and envelopes
Statement of Compensation and Oaths or time sheet is completed with required information and signatures	Conduct an internal mini-audit to ensure all required paperwork is completed	Media sticks/V-drives containing cast vote records are accounted for to identify which locations have not arrived
Provide receipt for transfer case when ballots are returned	FREE SPACE Attended the <i>Wrapping Up an Election: Completing Paperwork Breakout Session</i>	Provide a deadline to return to election headquarters
Ensure unused forms have been completed with a ZERØ and signature	Verify returned equipment has all required wires, chargers, and ADA devices	Two-person verification is performed when receiving all required items
Register of Official Ballots/ Ballot and Seal Certificate is completed	Verify the following ballots are accounted for in locked and sealed containers/ballot boxes: • Voted • Blank Stock • Provisional • Spoiled • Limited Ballot • Cancelled BBM	Ensure all chain of custody documentation is complete and seal numbers were verified and intact

Wrapping up an Election Blackout **BINGO**



Early Voting vs. Election Night

Forms

- Register of Official Ballots
- Ballot and Seal Certificate
- Notice of Total Number of Voters Who Have Voted

Procedures

- Periodic check-points
- Two locks vs. one lock
- Second keyholder
- Limited ballots
- Provisional ballots
- Logic and accuracy testing

Volume and Scope

- Number of locations
- Potential bottlenecks
- Workload
- Receiving substations

Results

- Direct impact of results
- Tabulation
- Reconciliation
- Posting requirements



Polling Place–Preparation for Supply Drop-off

Develop resources

- Checklists
- Quick guides and examples
- Detailed instructions

Prefill headers on forms

Train poll workers

- Complete forms and chain of custody
- Organize and prioritize forms
- Use two-person verification

Set a deadline

BINGO

Hint: X Marks the Spot

Provide a **deadline**
to return to election
headquarters

Hint: X Marks the Spot

Two-person verification
is performed when
receiving all required items



Example Checklists

LEAVE AT POLLING PLACE

PUT IN A SECURE AREA – GROUPED TOGETHER OR IN SECURITY CART
ITEMS WILL BE PICKED UP THE NEXT DAY BY REFUGIO COUNTY PRECINCTS

- BLACK DISPLAY BOARDS
- PRIVACY SCREENS
- BOOTH STANDS (TV TRAYS)
- ALL CORDS
- PPE
- ALL SUPPLIES AND BINS
 - RED
 - BLACK
 - BLUE
 - GREEN
- VOTING EQUIPMENT
 - ALL DUOs
 - DUO GO
- SCAN BALLOT BOX

PUT IN LARGE FLAT BLACK BAG
PUT IN LARGE FLAT BLACK BAG W/DISPLAY
BOARDS (NOT INSIDE BOOTH STANDS)
FOLD UP
PUT IN COLORED BINS AS LABELED
(DO NOT PUT ANY CORDS INTO VOTING MACHINES OR POLL PAD)
PUT IN LARGE TOTE ON WHEELS W/RED
HANDLE – EXTRA CAREFUL WITH THE
SANITATION WAND

SUPPLIES/STAMPS/NAME TAGS
EQUIPMENT CORDS/EXTENSION CORDS
ADA SUPPLIES/ACCESS CODE SCANNERS
POLL PAD PRINTER/CORDS/ACCESS

BOOTH 1, BOOTH 2, ETC.
PUT IN CARDBOARD BOX CASE W/
EMPTY OF ALL CONTENTS
**REMEMBER TO CHECK
EMERGENCY/PROVISIONAL BALLOT**

**BRING INSIDE THE POLLING PLACE, REMOVE SIGNAGE AND STAY
REST OF THE ITEMS:**

- CONES/BLUE POST SIGNS/TENTS/BLACK TRASH CAN STANDS
- RAMPS/THRESHOLDS
- VOTE HERE SIGNS, ETC.

LEAVE AT POLLING PLACE

FRONT
← LOCKED AND SEALED
← EMPTY BALLOT BOX

BACK
← SHOULD LOOK LIKE THIS

BINS
← ALL CORDS
← POLL PAD PRINTER
← POLL PAD STAND
← ADA SUPPLIES

CONES/SIGNS
RAMPS
POSTER BOARDS
PRIVACY SCREENS
BOOTH STANDS
(TV TRAYS)
DUO GO
(IN BOX)
PPE BOX
PPE SUPPLIES
SNEEZE GUARD
STAND

7-30
Prescribed by Texas Secretary of State
Section 66.004, Texas Election Code
11/2023

Election Day – Closing the Polling Place Checklist

NOTE: Please do not take down or remove any signage until the last voter has voted. All legally required signs must remain posted in the designated places under the Texas Election Code. (See Texas Election Code 62.002)

☐ Read through the Closing the Polling Place Checklist prior to assigning duties to your workers.

Final Voters of the Day (See Texas Election Code 41.032)

RETURN TO ELECTIONS OFFICE

MUST BRING BACK THE FOLLOWING ITEMS
IF YOU ARRIVE WITHOUT THE ITEMS LISTED BELOW,
YOU WILL HAVE TO GO BACK TO YOUR POLLING PLACE TO RETRIEVE

NO EXCEPTIONS

- **VOTING EQUIPMENT**
 - SCAN
 - CONTROLLER
- **BALLOT TRANSFER BOX (BLACK)**
 - WITH VOTED BALLOTS
- **BLANK THERMAL PAPER BOX (BLACK)**
 - PLACE COMPLETED ENVELOPES INSIDE **BEFORE SEALING**
 - SPOILED BALLOTS ENVELOPE
 - UNUSED BLANK THERMAL PAPER BALLOTS ENVELOPE
 - REGISTER OF BLANK BALLOT PAPER LOG
 - UNUSED BLANK THERMAL PAPER BALLOTS-SIGNED BY ELECTION JUDGE ENVELOPE
 - THROWN OUT PAPER BALLOTS ENVELOPE
 - REQUEST AND CANCELED BALLOTS ENVELOPE
 - REGISTER OF SURRENDERED BALLOT BY MAIL (GRAY)
 - REQUEST TO CANCEL BALLOT BY MAIL FOR USE IN ED POLLING PLACE
 - POLL PAD RECEIPTS IN RECEIPT ENVELOPE
- **POLL PAD**
 - JUST IPAD TABLET & WIFI/MIFI DEVICE INSIDE **GREEN CASE**
 - LEAVE BEHIND CORDS/STAND/PRINTER IN LABELED BINS
- **ELECTION NIGHT BAG (RED)**
 - MUST BE COMPLETED AND PUT INSIDE **GOLD ENVELOPE**

CHECKLIST FORMS - EA CHECKLIST - SOS – OPENING POLLS - SOS CLOSING POLLS - STATEMENT OF COMPENSATION FORM / TIMESHEET	MAIN ENVELOPE - TALLY TAPES SIGNED - REGISTER OF OFFICIAL BALLOTS/BALLOT & SEAL CERTIFICATE - BALLOT AND SEAL CERTIFICATE - SPOILED BALLOT LOG
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- **PROVISIONAL BALLOT BAG (GREEN)**
 - GREEN PROVISIONAL ENVELOPES
 - COMPLETED LIST OF PROVISIONAL VOTERS
- **EMERGENCY BALLOT BAG (RED)**
- **KEYS**

RETURN TO ELECTIONS OFFICE



Examples of Prefilled Headers

7-26
Prescribed by Secretary of State
Section 127.156, 65.013, Texas Election Code
9/2023

REGISTER OF OFFICIAL BALLOTS/ BALLOT AND SEAL CERTIFICATE

Election Title: Constitutional Amendment Location Name: Unicorn County Expo Center

Date: 11/04/2025 Ballot Scanner Identification Number(s):

INSTRUCTIONS: This is the most important form completed by the ELECTION JUDGE!

Please fill in each of the lines below and sign the form. Direct each clerk and up to two poll watchers (if present) to sign the form. File each copy of this form in the appropriate locations as directed below.

**PRE-POPULATED
LABEL**

7-1
Prescribed by Secretary of State
Section 62.003, Texas Election Code
9/2023

Pct. No. - 25	Authority Conducting Election: Unicorn County
Date of Election: 11/04/2025	Type of Election: Constitutional Amendment

Pct. No.	Authority Conducting Election
Date of Election	Type of Election

OATH OF ELECTION JUDGES AND CLERKS

7-18
Prescribed by Secretary of State
Sections 85.032(b), Texas Election Code
9/2023

RECORD OF EARLY VOTING BALLOT BOX SEALS

I, the Early Voting Clerk for the Constitutional Amendment Election, do hereby certify that the following is a true and correct list of the paper seals used to seal the slot of the early voting ballot box at the end of each day of early voting.

Date	Serial Number	Date	Serial Number
10/20/2025		10/27/2025	
10/21/2025		10/28/2025	
10/22/2025		10/29/2025	
10/23/2025		10/30/2025	
10/24/2025		10/31/2025	
10/25/2025			
10/26/2025			

I further certify that the number of the seal used to detect unauthorized opening of the box was 123123456. This seal was placed on the early voting ballot box prior to the beginning of early voting.

Signature of Early Voting Clerk

Signature of Deputy Early Voting Clerk

Signature of Poll Watcher (if present)

Signature of Poll Watcher (if present)

(seal)

Print

Reset



Receiving at Election Headquarters

Establish a flow for check-in

Prioritize paperwork

Detailed checklists

Chain of custody protocols

- Two-person verification

Train internal staff

Plan for remote receiving stations, if applicable

BINGO

Hint: X Marks the Spot

Ensure all **chain of custody** documentation is complete and seal numbers were verified and intact

Hint: X Marks the Spot

Two-person verification is performed when receiving all required items

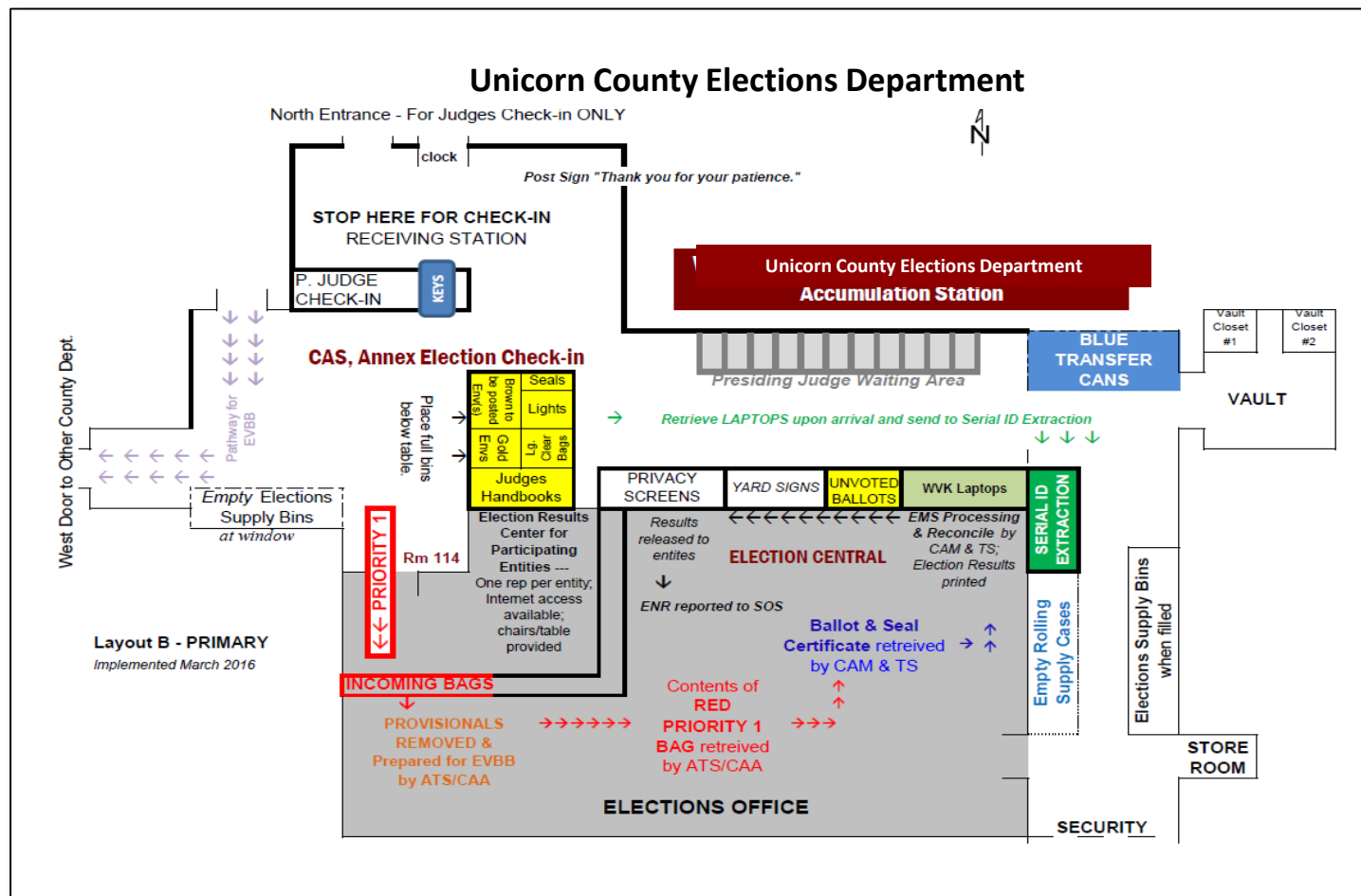
Hint: X Marks the Spot

Create a **checklist** when receiving items at close-out



Example Check-in Flow

- Parking lot diagram
- Label tables
- Resolution table
- Directional signs
- Drop-off diagram





Example Checklists

2025 - NOVEMBER 4 - CONSTITUTIONAL AMENDMENT ELECTION
ELECTION NIGHT FORMS CHECKLIST

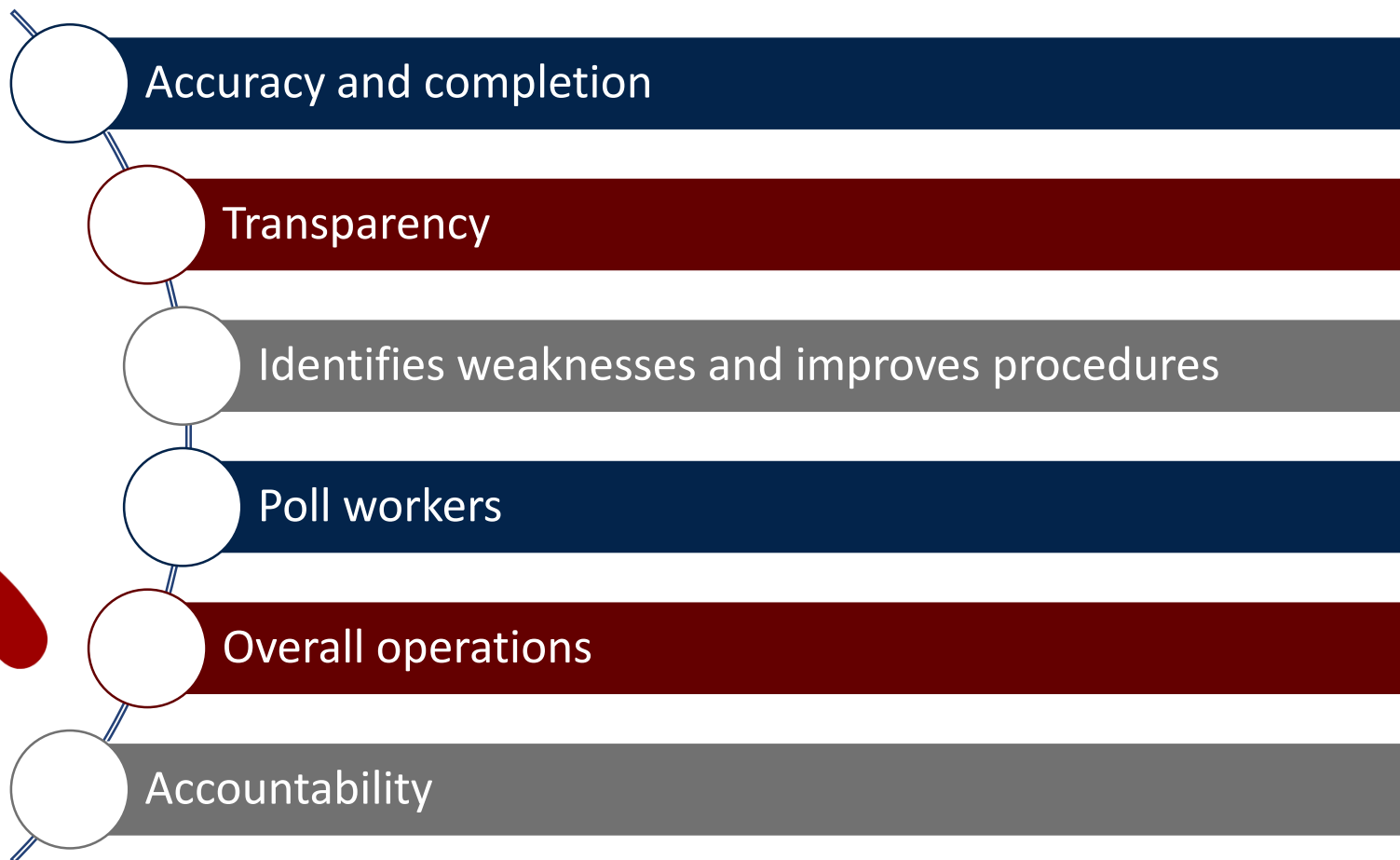
POLLING PLACE	TIME	COMPLETE INFORMATION ON VORIVE ENVELOPE		GOLD ENVELOPE														IMPORTANT NOTES (FOLLOW-UP)		
		TOTAL VOTES CAST	TOTAL VOTES CHECKED IN	PROVISIONAL VOTERS	KEYS	CHECKLIST FORMS			STATEMENT OF COMPENSATION (THESHEET)	MAIN ENVELOPE		REGISTER OF OFFICIAL BALLOTS	SPEECH BALLOT LOG	BALLOT AND SEAL FORM	PROVISIONAL		EMERGENCY BALLOT BAG		PARABOLIC COMPLETED	
						EA	OPENING POLLS	CLOSING POLLS		RECONCILIATION COMPLETED	TALLY TABS SIGNED									
(SCHOOL) ISD - LIBRARY																				
(NAME) COMMUNITY CENTER																				
MAIN EVENT CENTER																				

ELECTION NIGHT FORMS

	FORM	LAST UPDATED
OLRV SUMMARY LIST (TEAM) - UPDATE IN COUNT STATION		
ELECTION NIGHT - SEAL LOG	DF	9-23
ELECTION NIGHT - FORMS CHECKLIST	DF	9-23
ELECTION NIGHT - REPORTING LIST	DF	9-23
CENTRAL COUNT TABULATION TRACKER FORM	DF	9-23
LICENSED PEACE OFFICER FORM	COMPUTER	9-23
1 EV - SCAN / CONTROLLER	COMPUTER	9-23
1 AV - SCAN	HART 17-9001	9-23
1 ED - SCAN / CONTROLLER (FOR EACH POLLING PLACE)		
RECEIPT FOR TRANSFER CASES		
1 ED (FOR EACH POLLING PLACE)		
OATH FOR EVBB & CENTRAL COUNTING STATION PERSONNEL	8-3	9-23
1 EV - SCAN / CONTROLLER		
1 AV - SCAN		
1 ED - SCAN / CONTROLLER (FOR EACH POLLING PLACE)		
1 ED (FOR EACH POLLING PLACE)		
RECEIPT FOR TRANSFER CASES	8-3	9-23
1 ED (FOR EACH POLLING PLACE)		
OATH FOR EVBB & CENTRAL COUNTING STATION PERSONNEL	10-1	9-23
1 ELECTION NIGHT WORKERS - CENTRAL COUNT		
STATEMENT OF COMPENSATION AND OATH SHEET	7-3	9-23
1 ELECTION NIGHT WORKERS - CENTRAL COUNT		
ELECTION NIGHT WORKER DUTY ASSIGNMENTS	COMPUTER	9-23
1 POST IN BACK - INSIDE DOOR (11X17)		
1 FOR YOUR RECORDS (LETTER SIZE)		
ELECTION NIGHT EQUIPMENT PLACEMENT	SIGN	
1 POST IN BACK - INSIDE DOOR		
RESTROOM CLOSED	SIGN	
1 POST ON FRONT OUTSIDE DOOR		
FRONT PARKING LOT		
BLOCK SECTION IN FRONT OF OFFICE DOOR WITH ORANGE CONES	AS NEEDED	
BACK PARKING LOT		
MOVE ALL VEHICLES TO FRONT OF EA OFFICE		
PREPARE TABLES FOR ACCEPTANCE		
FOR OUTSIDE SEAL CHECK		
FOR INSIDE FORMS CHECK		
ROLLING CARTS TO TRANSPORT FOR VEHICLES TO INSIDE		



Conduct an Internal Mini-Audit



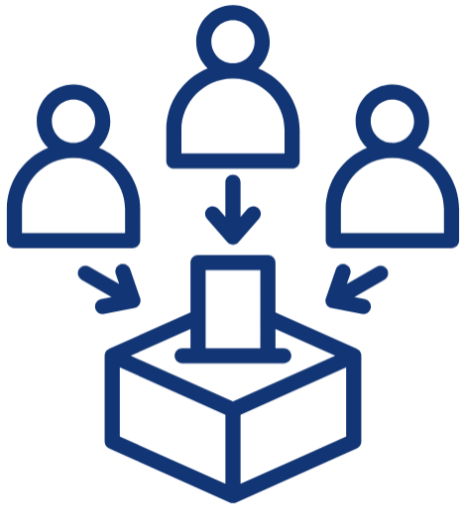
BINGO

Hint: X Marks the Spot

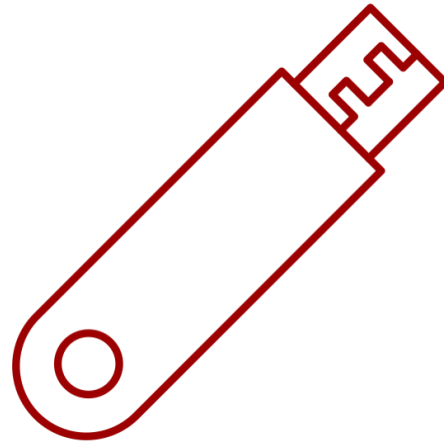
Conduct an **internal mini-audit** to ensure all required paperwork is completed



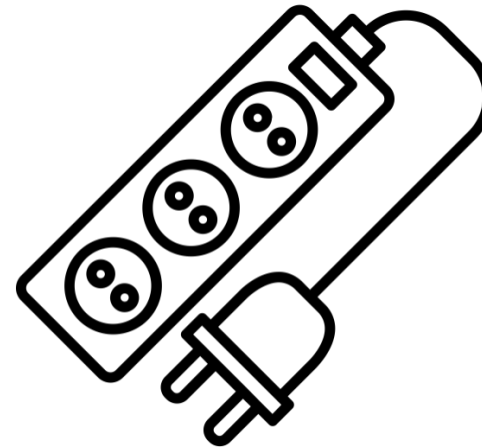
Internal Mini-Audit Should Include



Ballots



Equipment



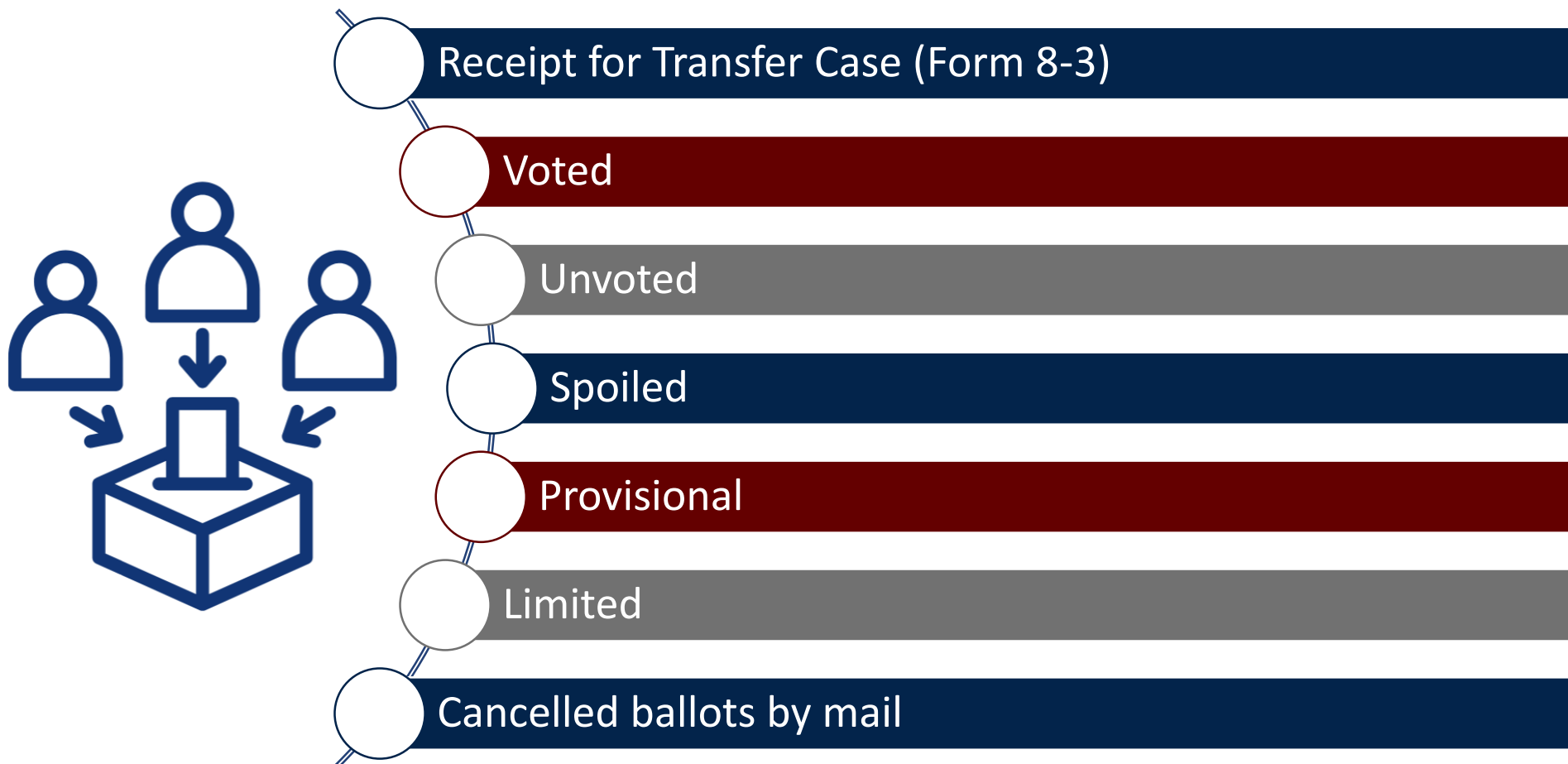
Supplies



Forms



Internal Mini-Audit: Ballots



BINGO

Hint: X Marks the Spot
Verify the following
ballots are accounted for
in **locked and sealed**
containers/ballot boxes:

- Voted
- Spoiled
- Blank Stock
- Limited Ballot
- Provisional
- Cancelled BBM

Hint: X Marks the Spot

Provide **receipt for**
transfer case when
ballots are returned



Texas Secretary of State

ELECTIONS DIVISION



Examples of Checking Ballots

9-6
Prescribed by Secretary of State
Section 63.011, Texas Election Code
9/2023

Type of Election
(Tipo de Elección)
Constitutional Amendment

Precinct No.
(Núm. de Precinto)
2 - Unicom County Expo Center

Date of Election
(Fecha de la Elección)
11/04/2025

Authority Conducting Election
(Autoridad Administrando la Elección)
Karen Talksalot

List of Provisional Voters

To be Completed by the Election Judge

Name of Provisional Voter

To be Completed by the

1. Charlie Brown

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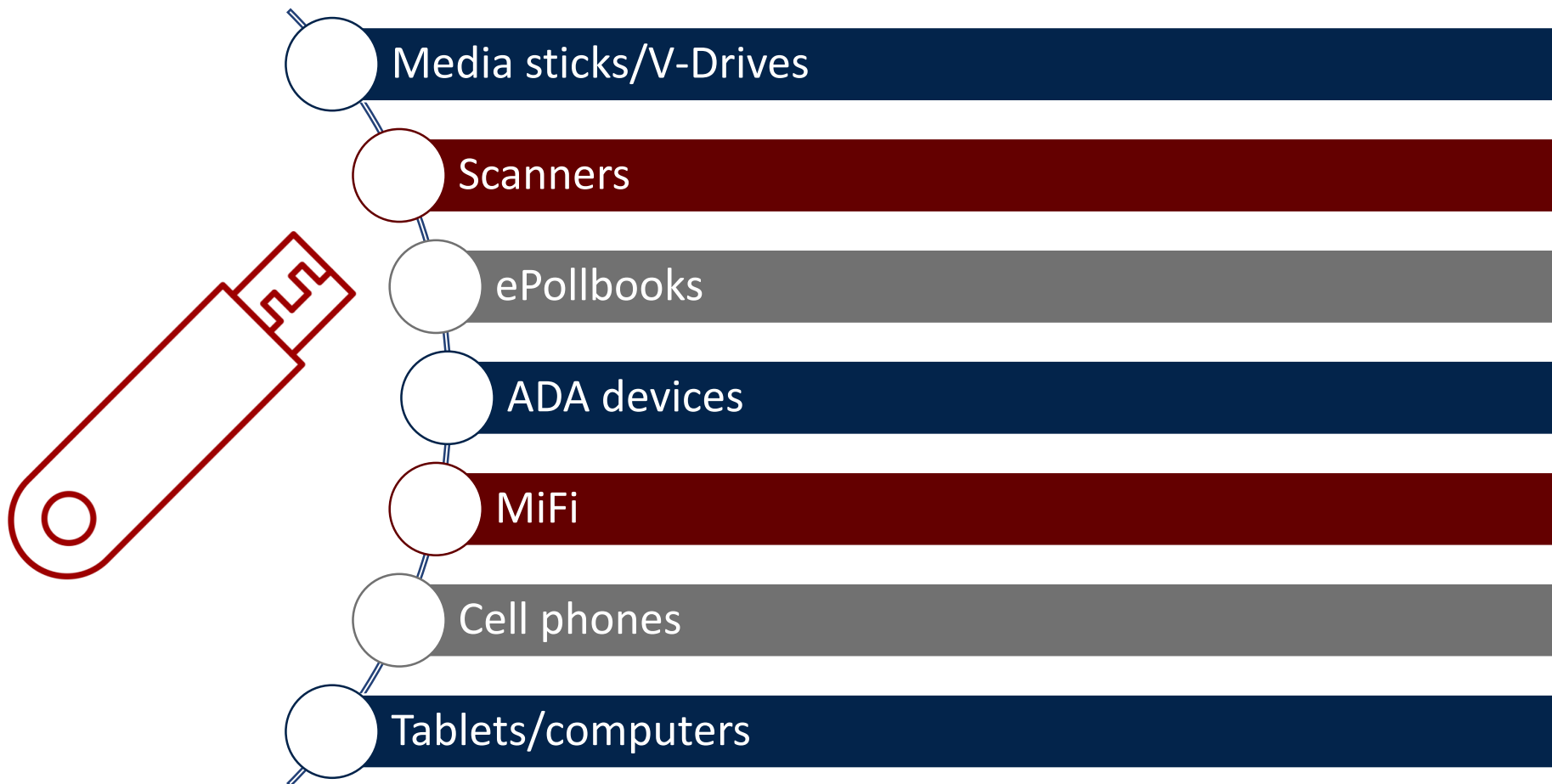
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Internal Mini-Audit: Equipment



BINGO

Hint: X Marks the Spot

Verify returned equipment has all required wires, chargers, and ADA devices

Hint: X Marks the Spot

Media sticks/V-drives containing cast vote records are accounted for to **identify** which locations have not arrived



Examples of Checking Media Sticks/V-Drives

Media Stick Tracking Log

ELECTIONS ADMINISTRATION OFFICE

Jurisdiction: 2025 - November 4 - Constitutional Amendment

Election Name: 93975 - (Vendor) / TE AM - 47010

Election ID: 00/00/00

Date Installed: 1792654

Installer Initials: Xx

RED WIRE SEAL SENT RECEIVED 1234567

Count	y ID #	vDrive #	vDrive Type	Equipment Assigned To	Equipment Assigned To	Poling Place ID	Poling Place Name	Device Serial Number	Device Seal Number	Comments
1	1	TEST								
2	2	TEST								
1	10	TEST								
2	9	TEST								

Media Stick assignment

Early Voting L&A SCAN	Early Voting L&A CONTROLLER	Absentee Voting L&A SCAN	2025 - NOV 4 CONSTITUTIONAL AMENDMENT L&A
Early Voting Elections Administration SCAN	Early Voting Elections Administration CONTROLLER	Absentee Voting Elections Administration SCAN	
Election Day Elections Administration SCAN	Election Day Elections Administration CONTROLLER		
2025 - NOV 4 CONSTITUTIONAL AMENDMENT HASH - COUNT	2025 - NOV 4 CONSTITUTIONAL AMENDMENT HASH - SCAN	2025 - NOV 4 CONSTITUTIONAL AMENDMENT HASH - CONTROLLER	
2025 - NOV 4 CONSTITUTIONAL AMENDMENT HASH - FILE	2025 - NOV 4 CONSTITUTIONAL AMENDMENT HASH - FILE		
		2025 - NOV 4 CONSTITUTIONAL AMENDMENT HASH - REPORT	2025 - NOV 4 CONSTITUTIONAL AMENDMENT HASH - REPORT
		2025 - NOV 4 CONSTITUTIONAL AMENDMENT HASH - REPORT	2025 - NOV 4 CONSTITUTIONAL AMENDMENT HASH - REPORT

MEDIA STICK TRANSFER ENVELOPE

2025 - November 4 - Constitutional Amendment

DEVICE: CONTROLLER

SEAL #: 1518942

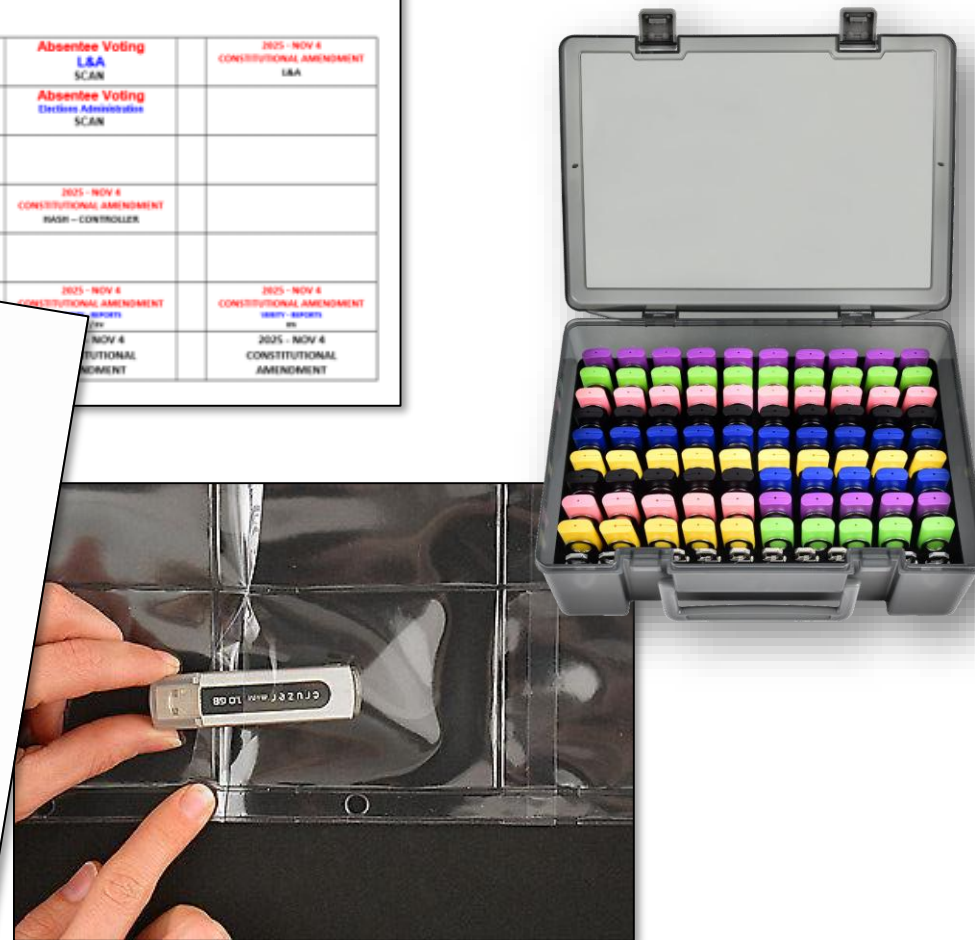
SERIAL #: C1801656205

LOCATION: 4B ANNEX BUILDING

VOTERS CHECKED-IN (COMBINATION FORM): _____

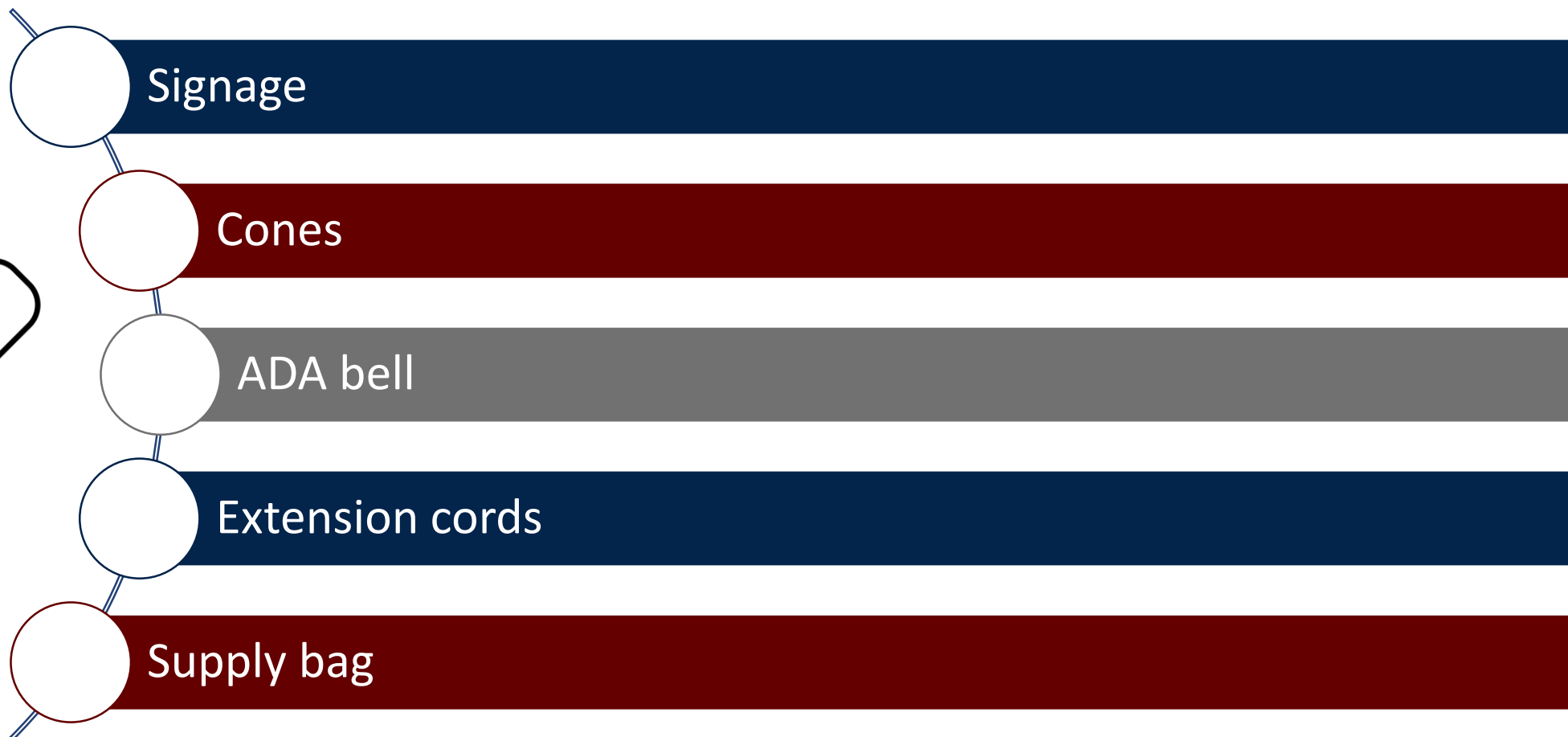
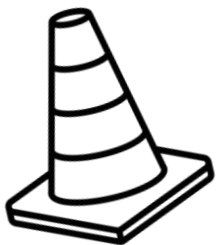
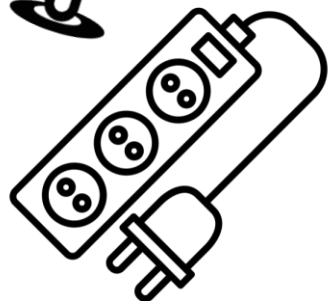
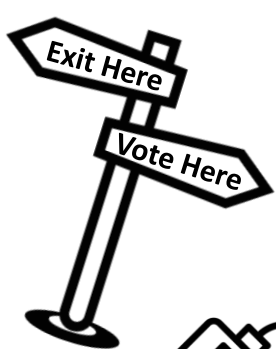
PROVISIONAL VOTERS: _____

8	13	ELECTION	ED	CONTROLLER	1A	CITY HALL	C1801656205	1518955	A
9	28	ELECTION	ED	CONTROLLER	2	ISO - LIBRARY	C1801656205	1518956	B
10	25	ELECTION	ED	CONTROLLER	28	SOUTHSIDE COMMUNITY CENTER	C1801656205	1518973	1
12	20	ELECTION	ED	CONTROLLER	3	MINI EVENT CENTER	C1801656205	1518975	2
3	31	ELECTION	ED	CONTROLLER	3A	MINI EVENT CENTER	C1801656205	1518967	3
14	24	ELECTION	ED	CONTROLLER	4	ELECTIONS ADMINISTRATION OFFICE	C1801656205	1518962	4
21	29	ELECTION	ED	CONTROLLER	4A	GROCERY STORE	C1801656205	1518936	5
23	22	ELECTION	ED	CONTROLLER	4B	ANNEX BUILDING	C1801656205	1518943	6
7	12	TEST	SPARE						
11	6	TEST	SPARE						
15	21	TEST	SPARE						
24	16	ELECTION	SPARE						
25	18	ELECTION	SPARE						
26	23	ELECTION	SPARE						
31						ASSIGNED TO ANOTHER ELECTION			05/07/02
32						ASSIGNED TO ANOTHER ELECTION			05/07/02
33						ASSIGNED TO ANOTHER ELECTION			05/07/02
47						ASSIGNED TO ANOTHER ELECTION			05/04/02
48						ASSIGNED TO ANOTHER ELECTION			05/04/02
49						ASSIGNED TO ANOTHER ELECTION			05/04/02
1		ECM				CENTRAL COUNT			03/01/02
2		ECM				CENTRAL COUNT			03/01/02
3		ECM				CENTRAL COUNT			03/01/02
4		ECM				CENTRAL COUNT			03/01/02
5		ECM				CENTRAL COUNT			03/01/02
6		ECM				CENTRAL COUNT			03/01/02





Internal Mini-Audit: Supplies





Internal Mini-Audit: Forms

Purpose of Verification:

Legal Record

Complete

Accurate

Accountable

Compliant

Transparent

Auditable

Document Issues

Legible

Forms Used to Conduct the Election

- ☐ Statement of Residence
 - ☐ Reasonable Impediment Declaration Form
 - ☐ Combination Form
 - ☐ Oaths of Assistance and Interpreter
 - ☐ Information of Person That Provided Transportation to Seven or More Voters for Curbside Voting Form
 - ☐ Affidavit of Provisional Voter Envelope
 - ☐ Notice to Provisional Voter
 - ☐ Notice to Provisional Voter for ID Voters
 - ☐ Secrecy Envelope
 - ☐ Request to Cancel Ballot by Mail for Use in the Polling Place
 - ☐ Standard Affidavit
 - ☐ "I Voted" Stickers
 - ☐ Chain of Custody Form(s)
 - ☐ Statement of Compensation and Oaths / Timesheets
 - ☐ Constitutional Oaths
 - ☐ Election Official Name Tags
 - ☐ Poll Watcher Name Tags
 - ☐ Register of Official Ballots
 - ☐ Ballot and Seal Certificate
 - ☐ Combined Register of Official Ballots / Ballot and Seal Certificate (if applicable)
 - ☐ Register of Spoiled Ballots
 - ☐ Register of Surrendered Ballots by Mail
 - ☐ Registration Omissions List
 - ☐ Problem Log Sheet
 - ☐ List of Provisional Voters
 - ☐ Tally Sheet Book (for hand-counted paper ballots, if applicable)
 - ☐ Return Sheet (for hand-counted paper ballots, if applicable)
 - ☐ Envelope #1 (To: Presiding Officer of Canvassing Authority) (see Texas Election Code 66.022, 66.003)
 - ☐ Envelope #2 (To: General Custodian of Election Records) (see Texas Election Code 66.023, 66.003)
 - ☐ Envelope #3 (To: Presiding Judge) (see Texas Election Code 66.024, 66.003)
 - ☐ Envelope #4 (To: Voter Registrar) (see Texas Election Code 66.0241, 66.003)
 - ☐ Envelope #5 (Primary Election Only) (To: County Chair only if the County Chair is responsible for paying the election workers) (see Texas Election Code 32.094)
 - ☐ Envelope for Spoiled Ballots
 - ☐ Envelope for Requests and Cancelled Ballots
 - ☐ Secure Container for Provisional Ballot Affidavit Envelopes
- Note:** Paperwork should be filed in appropriate return envelopes. Please follow your election authority's procedures for placement.

Primary Forms

- ☐ Certificates of Party Affiliation (Primary Election Only) (Texas Election Code 162.009)
 - ☐ Affidavits of Non-Participation and Affiliation (Primary Election Only) (Texas Election Code 162.008)
 - ☐ Notice of Party Convention Handouts (Primary Election Only) (Texas Election Code 172.1114) (if provided by the parties)
- Note:** In a separate primary, each party will have its own complete set of forms. In a joint primary, the parties will have a shared results envelope. All other paperwork and envelopes must be kept separately.

BINGO

Hint: X Marks the Spot

Register of Official Ballots/
Ballot and Seal Certificate
is **completed**

Hint: X Marks the Spot

Statement of Compensation
and Oaths or time sheet
is **completed** with
required information
and signatures



Internal Mini-Audit: "ZERØ Mark"

Identify all unused forms

Apply the "ZERØ Mark"

Election judge (or designated judge) signature

Train all judges

- Final review
- Legibility
- Accountability

BINGO

Hint: X Marks the Spot

Ensure unused forms
have been completed
with a **ZERØ** and
signature



Example of “ZERØ Marks”

9-6
Prescribed by Secretary of State
Section 63.011, Texas Election Code
9/2023

Type of Election (Tipo de Elección)	Precinct. No. (Núm. de Precinto)
Constitutional Amendment	2 - Unicorn County Expo Center
Date of Election (Fecha de la Elección)	Authority Conducting Election (Autoridad Administrando la Elección)
11/04/2025	Karen Talksalot

List of Provisional Voters

To be Completed by the Election Judge		To be Completed by the Ballot Board Judge	
Name of Provisional Voter	Accepted for Counting	Rejected for Counting	
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Number of Provisional Ballots in Ballot Box _____

(as shown on list)

I certify that the numbers represented above are true and correct as evidenced by my signature.

Signature of Precinct Presiding Judge: Sparkle Jones - Sparkle Jones

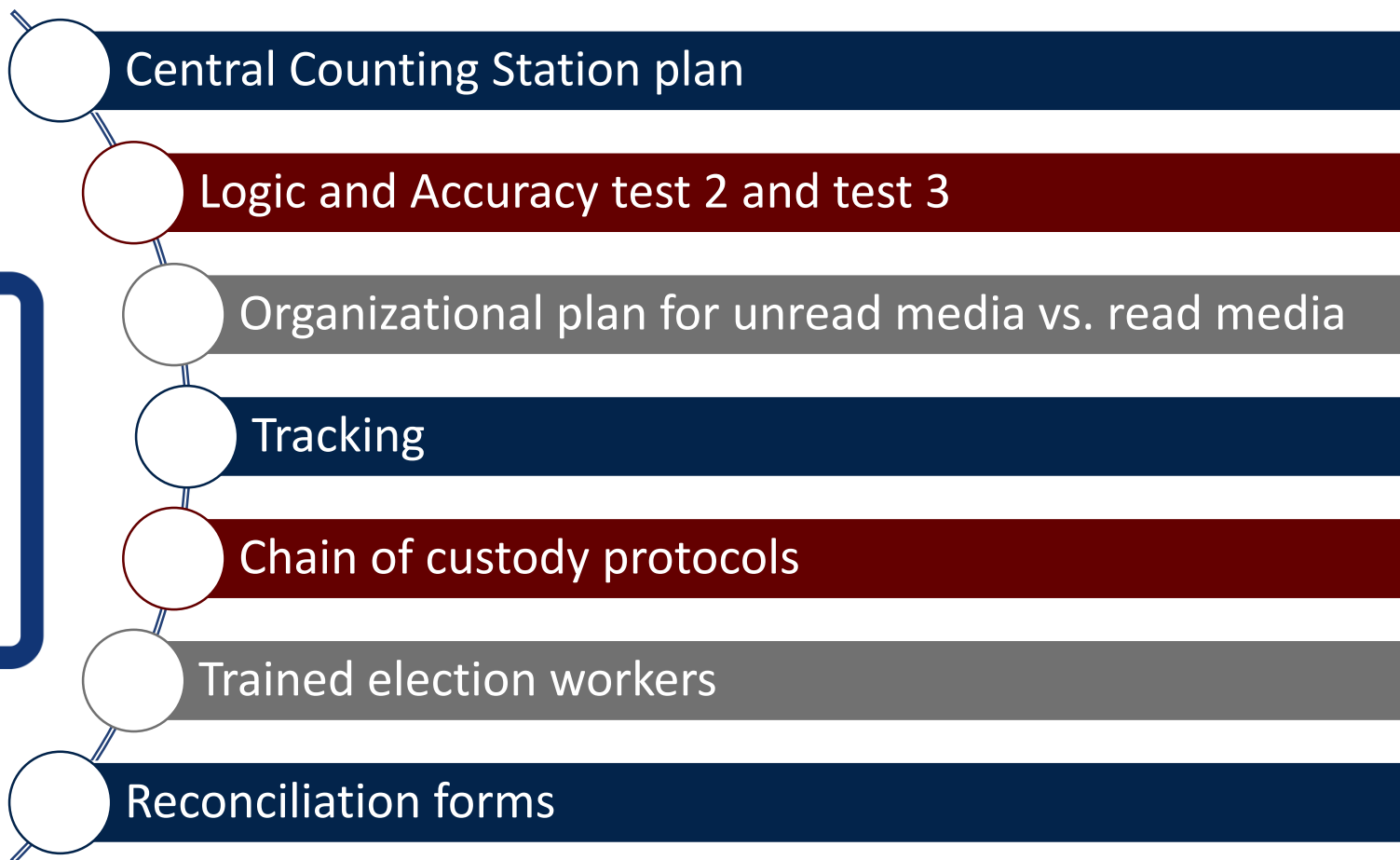
Signature of Custodian receiving ballots from Presiding Judge: _____

Signature of Voter Registrar: _____

[illegible]



Central Counting Station



BINGO

Hint: X Marks the Spot

Ensure all **chain of custody** documentation is complete and seal numbers were verified and intact



Texas Secretary of State
ELECTIONS DIVISION



Are You Ready?



Post-Election Duties

Late Arriving Mail
Ballots and 6-Day
Cure Period

Recounts

Early Voting Ballot
Board Reconvening

Risk Limited Audit
(RLA)

Reconvening of the
Central Counting
Station

Canvassing the
Results

Rejected Ballots-
Attorney General's
Office

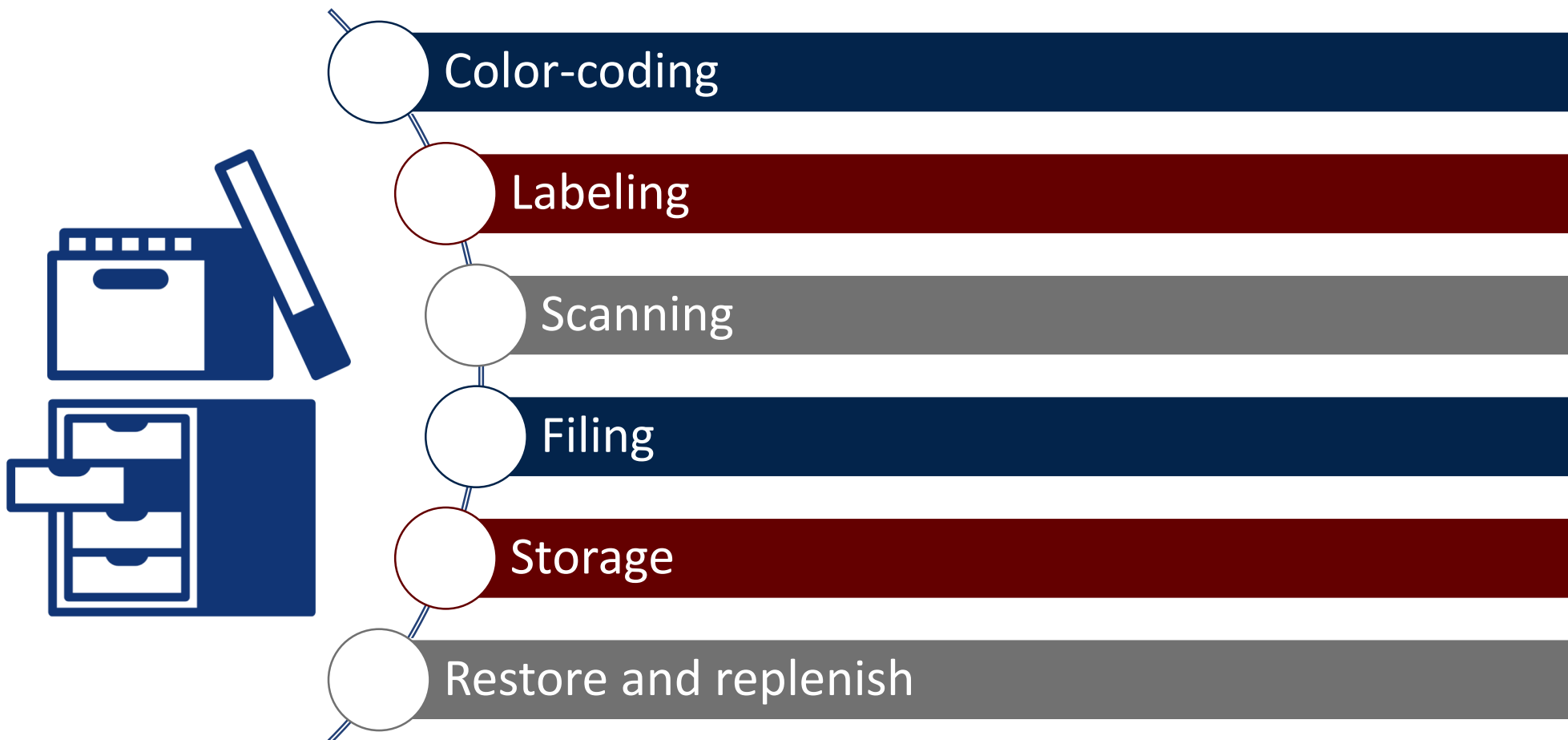
State Audit

Post-Election
Hand Count Audit

Public Information
Requests



Organizational Procedures



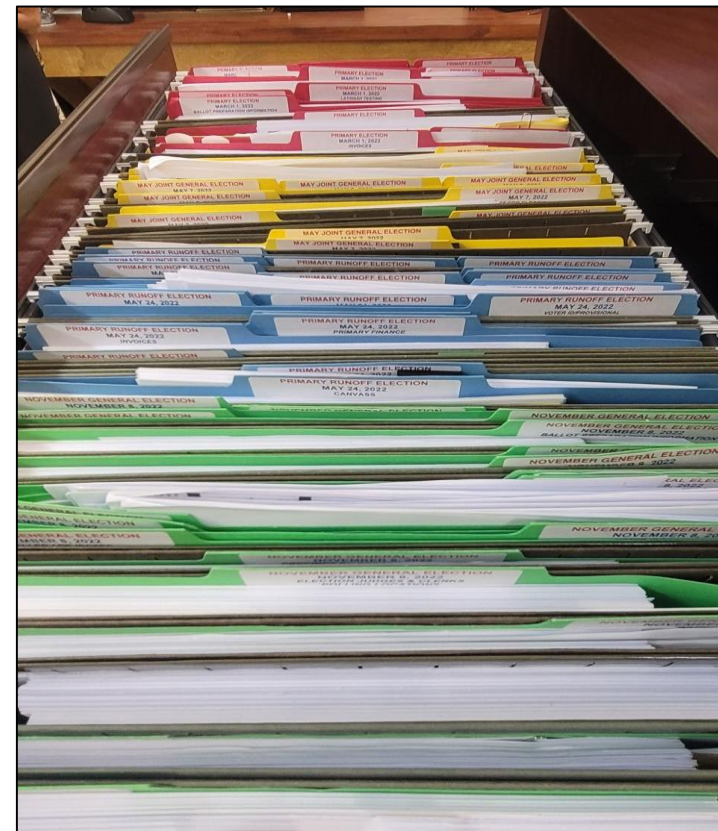
BINGO

Hint: X Marks the Spot

Have a **color-coded** or organizational method to store paperwork and envelopes

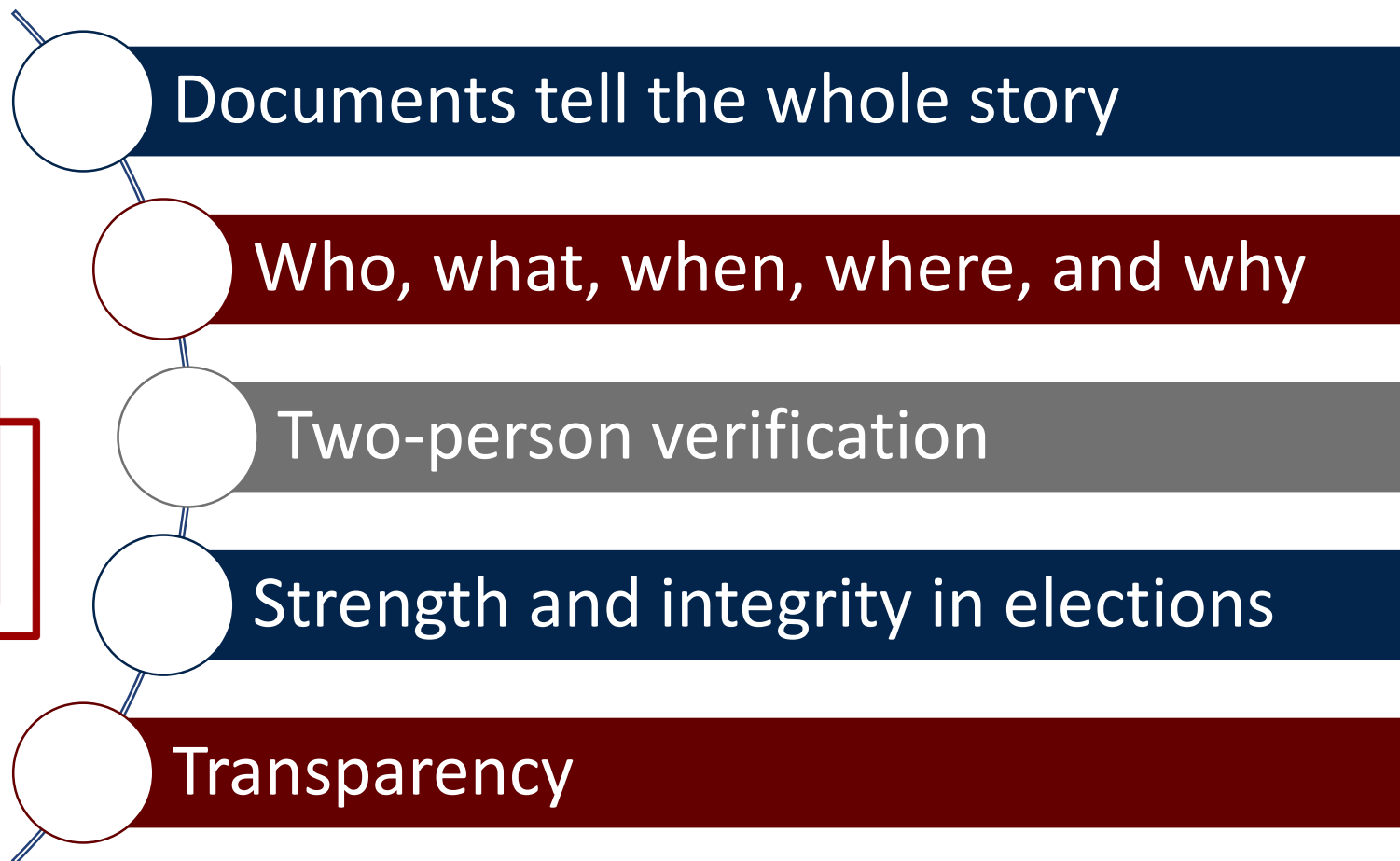


Examples of Color Coding





Chain of Custody–Telling the Whole Story



BINGO

Hint: X Marks the Spot

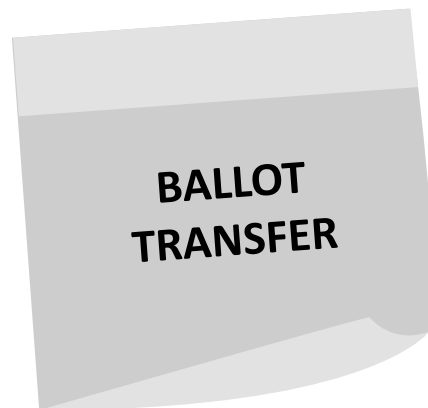
Ensure all **chain of custody** documentation is complete and seal numbers were verified and intact

Hint: X Marks the Spot

Two-person verification is performed when receiving all required items



Records Retention Documentation



BINGO

Hint: X Marks the Spot

Two-person verification
is performed when
receiving all required items



Records Retention



TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION

CONTACT US | VISIT US | ABOUT US | DONATE | GOVERNANCE |

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Archives and Reference | Services for Libraries | Talking Book Program | Records Management

Home > Records Management > Local Government Retention Schedules

Local Schedule EL - for Records of Elections and Voter Registration

Related:

- [Local Retention Schedules](#)
- [Laws and Rules](#)
- [Contact Us](#)

Fourth Edition, Effective September 1, 2020 - 13 TAC §7.125(a)(10)

Download: [Word](#) | [PDF](#)

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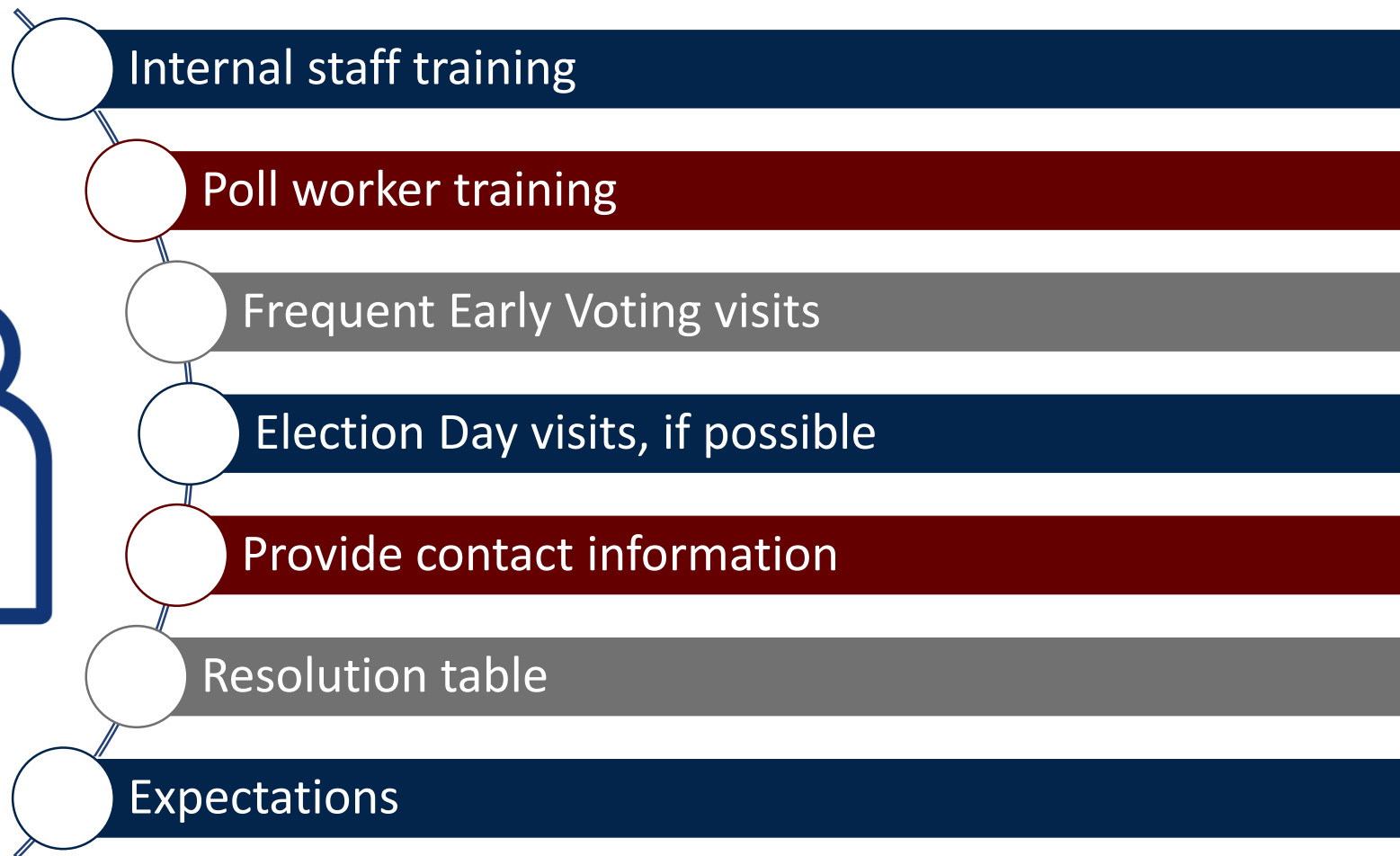
- [Part 1: Election Records](#)
- [Part 2: Records of Candidacy and Campaign Finance](#)
- [Part 3: Voter Registration Records](#)

This schedule establishes mandatory minimum retention periods for records that are associated with the conduct of elections, political candidacy, and the registration of voters. No local government office may dispose of a record listed in this schedule prior to the expiration of its retention period. A records control schedule of a local government may not set a





Staff and Poll Worker Support





Texas Secretary of State

ELECTIONS DIVISION



SWOT Analysis

Perform a SWOT Analysis for Supply and Equipment Returns

The purpose of a SWOT (strengths, weaknesses, opportunities, and threats) analysis is to provide guidance for the next steps in planning, decision making, and action. This self-evaluation tool can help devise a successful strategy for future elections.

Internal Origin	Strengths	Weaknesses
	<i>Identify strengths. What election practices does the county do well? What unique attributes or qualities does the county have?</i> <i>Example: Preparedness</i>	<i>Identify weaknesses. What election practices could the county improve? What resources are limited?</i> <i>Example: Disorganization</i>
External Origin	Opportunities	Threats
	<i>Identify opportunities. What trends could the county take advantage of? What steps could be taken to turn strengths into opportunities?</i> <i>Example: Create Checklists</i>	<i>Identify threats. What threats could harm the election process for the county? What are other counties doing to offset threats?</i> <i>Example: Inclement Weather</i>

The above analysis provides a comprehensive view of both internal and external factors affecting elections. Thus, ensuring consideration of relevant elements from internal capabilities to external opportunities and threats. By identifying potential threats early, a SWOT analysis allows for development of strategies to mitigate risks. Review and discuss with key decision makers the outcome of the SWOT analysis to assist with future planning.



Identify Your Strengths

Internal Origin	Strengths	
	<i>Identify strengths. What election practices does the county do well? What unique attributes or qualities does the county have?</i>	
	<i>Example: Preparedness</i>	
	Early Voting	Election Day



Identify Your Weaknesses

Weaknesses

Identify weaknesses. What election practices could the county improve? What resources are limited?

Example: Disorganization

Early Voting

Election Day

33



Identify Your Threats

Threats

Identify threats. What threats could harm the election process for the county? What are other counties doing to offset threats?

Example: Inclement Weather

Early Voting

Election Day



Purpose of the SWOT





Available Support



WEBINARS



TRAINING



RESOURCES

elections@sos.texas.gov

800-252-VOTE • 512-463-5650

sos.texas.gov