

ON SITE DESTRUCTION CONFIRMATION FORM

AUD # 4167


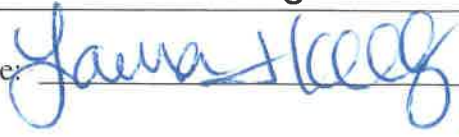
On 10 August 2016, the following records were destroyed based on the identified retention policy:
(Date of Destruction)

Attachment acceptable

Account Number or Media Type	Division ID	Box Number or Record Name	Retention Policy
Please see attached		16 boxes	

Total Number of Boxes/Records Destroyed: 16 boxes

These items are listed in DRM

Name of Destroyer: <u>Louie Q. Ravana</u> (Print Full Name)	Dept: <u>ROV</u>
Title: <u>Senior Storekeeper</u>	Date: <u>8/10/2016</u>
Signature: <u></u>	
Name of Individual Confirming Destruction: <u>Laura J. Kelly</u> (Print Full Name)	Date: <u>8/10/16</u>
Title: <u>Elections Manager</u>	
Signature: <u></u>	

COSD

APPLICATION FOR DESTRUCTION OF RECORDS

To: **Auditor and Controller**
Office of Audits & Advisory Services (OAAS)
Mail Stop: O-305

Control No.: <u>4167</u> (For A&C/OAAS use only)

The undersigned, according to the law(s) cited below, is applying for an order to destroy the following records. Approval of this application relieves this department from further responsibility for these records.

Record's File Number <small>(Must match the retention schedule)</small>	Audit/Legal Hold? <small>(Yes or No)</small>	Media Type <small>(Paper/Optical (CD)/ Microfilm Tape/Disk (floppy), etc.)</small>	Period Covered <small>(Actual Date of Record)</small>	Box Number / CD Number / Microfilm Reel Number
7100-10 ^{1/2}	No	Paper	From 11/04/14 Thru 11/04/14 ✓	
1001-103	No	Paper	From 06/03/14 Thru 06/03/14 ✓	
3000-109	No	Paper	From 04/01/10 Thru 11/02/10 ✓	
			From	
			Thru	
			From	
			Thru	
			From	
			Thru	
			From	
			Thru	

Total Cubic Feet (total of boxes): 16 (Attachment Acceptable)

Off-site (Account #): _____
 On-site (Account/Location): _____

This application is to destroy paper records.

This application includes a request for the destruction of paper records which have been digitized (via imaging), I hereby attest that I have **proof** of the following:

- 1) The system in which the electronic images are being stored has been certified as a "Trusted System".
- 2) A Quality Assurance process has been followed which authenticates that the electronic image is a true and correct image of the original document.

This is an application for the destruction of electronic records. These records are stored at 5600 Overland Ave. PA2233 (name of computer application or system of record).

State of California)
 County of San Diego) ss.

I, L. Michael Vu, for Registrar of Voters
(Department Head or Authorized Representative) Department & Unit


of the County of San Diego, declare under penalty of perjury that I have read the above application and can attest to its accuracy. Executed this 2nd day of August, 2016, at SDC ROV HQ County of San Diego, State of California.

Signature: [Signature]
(Department Head or Authorized Representative)

Title: Registrar of Voters

Please send processed department copy to:
Louie Q. Ravana at Mail Stop: O-34

We do not anticipate any further need for the above records for audit purposes.



Tracy M. Sandoval
 Deputy Chief Administrative Officer/
 Auditor and Controller

RECEIVED By: [Signature]
 AUG 04 2016
 OAAS, Chief of Audits
 COSD003767
 Date: 8/4/16

(For P&C Records Services use only)

Received by P&C/Records Services: _____
 Forwarded to Iron Mountain/Dept. for Destruction: _____
 Disposition in DRM: _____

Retention Policy Schedule Report for Owning Department: ROV

8/6/14

Series	Description	Retention Time Frame	File Number	Govt Code
ONE PERCENT TALLY SHEETS FEDERAL	Manual tally of 1% of voted ballots: Federal. Vital-No Historical-No Security-Unclassified	22 months	Operational-7100-101	EC 17303
ONE PERCENT TALLY SHEETS STATE LOCAL ✓	Manual tally of 1% of voted ballots: State/Local. Vital-No Historical-No Security-Unclassified	6 months	Operational-7100-102	EC 17304
PETITIONS	Initiative or Referendum, Recall. Destroy 8 mos. after certification of election. ROV to retain all Statewide petitions, all local petitions for unincorporated cities, and any petitions in litigation. Vital-No Historical-No Security-Unclassified	After Certification + 8 month	Administrative-5000-131	EC 17200

Retention Policy Schedule Report for Owning Department: ROV

8/6/14

Series	Description	Retention Time Frame	File Number	Govt Code
BALLOTS FEDERAL	Voted, Spoiled, Cancelled, Surrendered, Absentee Ballot receipts. EC 17301 & 17305; 42 USC §1974 Vital - No Historical - No Security - Unclassified	22 months	Operational-1000-101	See Description
BALLOTS STATE/LOCAL	State/Local: Voted, Spoiled, Canceled, Surrendered Absentee, Ballot Receipts. Vital-No Historical-No Security-Unclassified	6 months	Operational-1000-103	EC 17302
BILLINGS TO JURISDICTIONS	Election Services and Petition Verification. Vital-No Historical-No Security-Unclassified	10 years	Fiscal-4000-108	GC 26205.1

Retention Policy Schedule Report for Owning Department: ROV

8/6/14

Series	Description	Retention Time Frame	File Number	Govt Code
ELECTION WORKERS TIMESHEETS	Includes payroll attendance records, timesheets and other payroll information for temporary election workers. Vital - No Historical - No Security - Unclassified	4 years	Fiscal-3000-109	GC26205.1
ENVELOPES ABSENTEE VOTER FAIL-SAFE STATE AND LOCAL	Absentee Voter Identification: State/Local provisional, State/Local Fail-Safe. Vital-No Historical-No Security-Unclassified	6 months	Administrative-2000-156	EC 17302
ENVELOPES ABSENTEE VOTER FAILSAFE FEDERAL	Absentee Voter Identification: Federal, Provisional: Federal, Fail-Safe: Federal. 42 USC §1974; EC 17301. Vital-No Historical-No Security-Unclassified	22 months	Administrative-2000-155	See description



Memo

To: Erin Mayer, Election Services; Charles Wallis, Technical Services; Robert Pennisi, Voter Services

From: Laura Kelly, Elections Manager; Louie Q. Ravana, Warehouse Supervisor

CC: Michael Vu, Registrar of Voters

Date: 8/1/2016

Re: Request to Purge Archived Records

Election Services Warehouse Management is requesting approval to recycle or shred the records listed on the attached document titled "Aud100" in accordance with the County of San Diego Administrative Manual Item 0100-01, Destruction and Purging of Records.

It has been determined that these records have met the approved retention period(s) in accordance with Federal, State and County codes.

Please review this document carefully, if you have any questions please contact me.

If no changes are required please sign, date and return document Aud100 no later than **AUG 18, 2016**

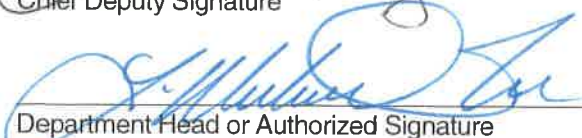
Thank you for your cooperation.



Chief Deputy Signature



Date



Department Head or Authorized Signature



Date

COSD003771

Election Services

Recruitment/ Warehouse
28-Jul-16

Start Date	End Date	Description	File Number	Destroy Date	Boxes	Code Sec	Audit Review
11/04/14	11/04/14	One Percent Manual Tally	7100-101	⁰⁴ 09/04/16	3	EC17303	No
06/03/14	06/03/14	Test Ballots - Gubernatorial	1001-103	04/03/16	12	EC17302	No
04/01/10	11/02/10	EW Time Sheets	3000.109	11/02/15	1	GC26205.1	No

Ravana, Loreto

To: Rosener, Dyan; Fobar, Madonna
Subject: FW: Scanned from a Xerox Multifunction Device
Attachments: 8875.pdf

For your file. Thank you.

-----Original Message-----

From: ROV_Warehouse@sdcounty.ca.gov [mailto:ROV_Warehouse@sdcounty.ca.gov]
Sent: Wednesday, August 10, 2016 10:11 AM
To: Ravana, Loreto
Subject: Scanned from a Xerox Multifunction Device

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Device.

Attachment File Type: pdf, Multi-Page

Device Name: ROV_Warehouse

For more information on Xerox products and solutions, please visit <http://www.xerox.com>

Mayer, Erin

From: Mayer, Erin
Sent: Tuesday, August 02, 2016 10:09 AM
To: Elsheikh, Diane
Subject: 1% report

*Election
Review*

1% Manual Tally

What went well?

- All tally sheets were created on time and without issues.
- Team training was well prepared and effective.
- The tally teams were excellent for the most part!
- There were no discrepancies that were unexplainable.
- There were enough teams to work the extended period due to the change in process.
- All reports were finalized and sent out on time.

Frustrations/Needed Improvements

- Creating the tally sheets is an extremely time consuming and tedious task.
- One mail deck was "empty" of ballots, causing a replacement deck to be chosen, and ultimately the process to draw a replacement deck was scrutinized publicly.
- Allowing video taping and questioning of staff during the draw process causes anxiety!
- There are processes where data must be manually calculated from IT reports, causing increased risk of human error.
- Ensuring tally data is accurate and up to date daily was difficult while dealing with observer issues, demands, accusations.
- Some observers were extremely difficult to deal with and needed reminders of the rules and constant oversight and interaction.
- The usual 1% process was changed during the mail deck stage.

Quality of "Handshakes" (working with other sections, departments, vendors)

- At times it was difficult to receive the usual expected timely assistance on re-runs due to the staff deficit in IT.

Longer term improvement? BPR?

- The procedures for the 1% Manual Tally are being revised and tightened up.
- We are discussing the need for this program's coordination to be distributed to two managers, one to oversee the staff supervision and procedures, the other to assist with the coordination of processes related to observers and assisting with management of the data.

Erin R. Mayer

Chief Deputy Registrar of Voters

County of San Diego Registrar of Voters
5600 Overland Avenue, San Diego, CA 92123
Phone (858) 505-7258
Erin.Mayer@sdcounty.ca.gov

