

**DIRECTIVE 2008-68**

August 19, 2008

TO: ALL COUNTY BOARDS OF ELECTIONS  
MEMBERS, DIRECTORS, AND DEPUTY DIRECTORS

RE: Voting Machine Delivery Requirements

The purpose of this directive is to help ensure the security of all voting equipment, memory cards and/or ballots used on Election Day, and to bring all Ohio counties in line with these secure transport guidelines.

**Delivery of Voting Equipment**

To ensure accountability and election integrity, all county boards of elections should place emphasis on their responsibility to provide for the security and safe storage of voting equipment, including optical ballot scanners, and memory cards before, on and after Election Day. Security and safe storage should take into account manufacturer's specifications for recommended temperature when in storage or use, as well as handling and setup of voting machines that will enable the machines to be operated as intended and for optimum performance of the machines.

The storage of voting machines for any period of time at a poll worker's home, place of work or automobile does not assure the voters of Ohio of the accountability that meets requisite standards of security and safe storage of voting machines. Therefore, boards of elections must provide for the delivery and safe storage of voting machines to polling places prior to or on Election Day. The Secretary of State's office has available funds to compensate for additional costs incurred for the November 4, 2008 election as a result of implementing this directive for the delivery of voting machines to polling places.

**Minimum Storage Requirements**

Boards of elections should ensure minimum storage requirements for voting equipment such as those outlined in Directive 2008-56 (Minimum Storage, Security, Access and Inventory Control Requirements for Voting Systems Equipment) for voting machine equipment that is delivered to a polling place, to a regional location designated and staffed by the board or at board offices or board operated storage facilities.

Minimum storage requirements for voting equipment include the following:

- Voting system equipment should be stored in a climate-controlled space. Temperature levels shall not be lower than 50 degrees nor higher than 90 degrees. Relative humidity

levels shall not be lower than 35% and not higher than 85%, such that no condensation forms on stored equipment.

- The equipment shall not be stored where liquids or fluids stand, pool, or accumulate at any time. This also includes placing or storing beverages in the vicinity of voting equipment or supplies such as ballots or memory cards.
- The equipment shall not be stored in a dusty environment.
- The storage area should be equipped with fire protection equipment, such as a fire extinguisher or fire suppression system.

### **Memory Cards**

If memory cards are contained in voting machines delivered to a regional location for poll worker pickup on election morning or when returning voting machines to the board of elections, the use of a tamper evident seal connecting the memory card to the voting machine that is unique to each machine with a documented identifier that corresponds to the particular voting machine is required. Documentation of the unique identifier for the tamper evident seal as it corresponds to a particular voting machines should be maintained on a list, two copies of which must be securely kept at the board office, with one list to be kept by the director and the other by the deputy director, and a third list to be provided in one or more of the poll worker packets.

If a board seeks to deliver voting equipment to a polling place prior to Election Day with the memory card installed, it must:

1. Use a tamper evident seal connecting the memory card to the voting machines that is unique to each machine with a documented identifier that corresponds to the particular voting machine. Documentation of the unique identifier for the tamper evident seal as it corresponds to a particular voting machines should be maintained on two lists securely kept at the board office, with one list to be kept by the director and the other by the deputy director, and a third list to be provided in one or more of the poll worker packets.
2. Obtain approval from the Secretary of State of the length and method of storage and security procedures used.

### **Compensate for Additional Costs Incurred for the November 4, 2008 Election as a Result of Implementing this Directive for the Delivery of Voting Machines to Polling Places**

Because some boards will incur additional costs as a result of implementing this directive, the Secretary of State is making available funds for this election to assist in the transition to secure voting machine delivery. These are one-time funds. After November 4, 2008, the Secretary of State will assist boards with sample secure transport best practices to help finalize the transition to permanent secure voting machine delivery.

Boards that will incur additional costs as a result of the implementation of this directive may submit to the Secretary of State's office, using the form provided with this directive, information to apply for compensation before Election Day. This form must be returned to the attention of Denise Sherrod via fax at 614-752-436 or by mail at Ohio Secretary of State, 180 E. Broad Street, Floor 15, Columbus, OH 43215. The form must be submitted no later than September 29, 2008.

The Secretary of State's office will review the form for accuracy and for use of the lowest and best cost estimate for delivery. Compensation will be available for one or more of the following anticipated expenses, whichever apply to their particular situations.

1. Any county that formerly had poll workers storing voting machines at their homes, place of work or automobiles before Election Day and who incur additional costs for delivery of voting machines to polling places within the county or to regional locations within the county may apply for compensation based on the following:

Counties must submit, in writing, a brief description of the distribution method to be used (e.g., renting trucks, hiring a moving company, using the county engineers, or other transport method); the estimated additional costs for delivery; and confirmation that the delivery method chosen represents the lowest and best cost estimate for that county.

2. Any county that formerly did not use a tamper evident seal connecting the memory card to the voting machines that is unique to each machine with a documented identifier that corresponds to the particular voting machine and did not maintain lists securely kept at the board office and provided in one or more of the poll worker packets, may apply for compensation based on the following formula:

Number of voting machines X \$3

3. Any county that formerly had poll workers storing voting machines at their homes, place of work or automobiles before Election Day, did not use a regional location designated and staffed by the board for the pickup or delivery of voting machines by poll workers and incurs additional costs for any new regional location(s) may apply for compensation based on the following formula:

Number of new regional locations in the county X \$300

Enclosed with this directive is a Form for Submission of Information for Compensation for Implementing Voting Machine Delivery Requirements that shall be completed by your board if you will incur additional costs as a result of complying with this directive and you will seek reimbursement for those costs. The form must be returned to the Secretary of State's office no later than September 29, 2008.

If you have any questions concerning this directive, please contact one of the elections administrators at 614-466-2585 or by email.

Sincerely,

Jennifer Brunner