

DIRECTIVE 2008-74

August 26, 2008

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

RE: County Board of Elections Security and Risk Mitigation Plan

With the recommendation of the Ohio Association of Election Officials (OAE), the Secretary of State is hereby directing all boards of elections to submit a Security and Risk Mitigation Plan not later than Monday, September 22, 2008, which is 45 days in advance of the November 4, 2008, general election.

The Security and Risk Mitigation Plan ("plan") shall be based on minimum security requirements established in the following directives and must also be consistent with the guidelines established by the U.S. Election Assistance Commission (EAC):

- Directive 2008-25 (Polling Place Security and Voting Equipment Supplies and/or Ballots Chain of Custody Form)
- Directive 2008-56 (Security of Boards of Elections Offices, as well as Minimum Storage, Security, Access and Inventory Control Requirements for Voting Systems Equipment at the Board of Elections Office)
- Directive 2008-57 (Minimum Security, Access, Inventory Control, Storage, and Preservation Requirements for Ballots and Election Data Media)
- Directive 2008-68 (Voting Machine Delivery Requirements)
- Directive 2008-73 (Boards of Elections Server Security)

These directives and guidelines set forth minimum requirements and best practices elections officials have identified as being effective, fairly easy to implement, and having the least cost.

The plan shall contain the following security and risk mitigation elements, as well as contingency planning in the event of an interruption, including natural disasters, attacks or acts of war, or degradation of service:

- polling place security
- board of elections office security
- storage, security, access and inventory control requirements for voting systems equipment at the board of elections office
- storage requirements for voting equipment
- security requirements for voting equipment, including delivery of voting equipment
- minimum access control requirements
- inventory control requirements

- security, access, inventory control, storage and preservation requirements for ballots and election data media
- voting system server security

Existing security and risk mitigation plans may be used as long as they contain, at a minimum, the elements listed above. Policies and practices that are specific to your general voting system can be included in the plan.

Each board of elections' Security and Risk Mitigation Plan must be reviewed at least annually and updated to conform to changes in board organization, structure, personnel, state law, Secretary of State directives and advisories, equipment, certification activity by the Board of Voting Machine Examiners, and other occurrences or changes that will affect boards' operations under their respective plans. No later than one week from such review, a board of elections is required to provide such updated plan, along with a copy of board minutes adopting the updated plan, to the Secretary of State.

Boards of elections shall enforce their Security and Risk Mitigation Plans and all policies contained in them.

Elections counsel has determined that, pursuant to R.C. 149.433, a county board of elections Security and Risk Mitigation Plan is **not** a public record under R.C. 149.43.

The Security and Risk Mitigation Plan, along with a copy of board minutes adopting the Security and Risk Mitigation Plan, must be received by 4:00 p.m. on Monday, September 22, 2008, which is 45 days in advance of the November 4, 2008, general election. Please send the plans to either of the following:

Secretary of State's Office,
Elections Division
Attention: Jacqueline J. Rothschuh
180 E. Broad St, 15th Floor
Columbus, OH 43216
jrothsch@sos.state.oh.us

or

Secretary of State's Office,
Elections Division
Attention: Jacqueline J. Rothschuh
P.O. Box 2828
Columbus, OH 43216
jrothsch@sos.state.oh.us

We appreciate the cooperation of the OAE0 and the work of the bipartisan team of election officials, along with the Secretary of State's staff, in developing the minimum standards for the various aspects of your plans. As we discussed at the Secretary of State's Summer Conference, we believe these Security and Risk Mitigation Plans will be essential tools for you and your staff in preparing for the upcoming and future elections. We also believe that the institution of Security and Risk Mitigation Plans by our 88 county boards of elections will assist all of us in our daily work of providing a safe and reliable voting system for Ohio in which voters have confidence. Thank you in advance for your work on this important joint initiative.

If you have any questions concerning this directive, please contact an elections administrator at 614-466-2585 or via e-mail.

Sincerely,

Jennifer Brunner