



STATE BOARD OF ELECTIONS

6400 Mail Service Center • Raleigh, North Carolina 27699-6400

GARY O. BARTLETT
Executive Director

Mailing Address:
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October 30, 2010

MEMORANDUM 2010-11

To: County Boards of Elections
From: Gary O. Bartlett, Executive Director
Subject: Procedures for November 2, 2010 Election

Voter Notices

In addition to procedures already in place, you are directed to post an 8 1/2" by 11" "Voter Alert" at the registration desk in every polling place. Attached are signs for your use, depending on whether the voting place uses iVotronic or M100 voting equipment. Instruct precinct officials working at the registration desks that they must tell every voter: "Please read the Voter Alert and, if you experience any problems voting, let a pollworker know and we will help you."

Incident Reports

You have already received incident report forms for use at the precincts. (Copy attached) The purpose of sending them to you again is to reiterate the importance of completing a report for any complaints about the voting process or equipment, specifically including complaints regarding the iVotronic voting machines. If the complaint involves a voting machine, note the machine's serial number. Note the voter's name and approximate time the voter voted. Copies of all incident reports must be sent to this office by close of business on November 9, 2010, and the originals preserved until you are notified otherwise.

Preservation of Records

As you are aware, you are required to maintain voted ballots and other election day records after the election. With respect to iVotronic voting equipment, we reiterate that you must keep, without discarding or erasing, the data on or in the PEB cartridges, the Vote Image Log, the machines and their other internal memory devices, their associated paper RTAL rolls, and data stored in the Unity system. In addition, preserve information on the attached list if it is not otherwise covered in the preceding sentence. Contact this office if you have any questions about the data that must be maintained. We will notify you when such records are no longer subject to this requirement for this election.

Your hard work and commitment is appreciated.

VOTER ALERT

- Touchscreen voting machines are sensitive.
- A summary page will appear at the end of your ballot so you can review the choices selected. **Carefully** review your ballot to make sure your vote is accurately cast.
- If you have any problems, please ask for help from a poll worker.

VOTER ALERT

- Please read and follow instructions for marking your ballot.
- **Carefully** review your ballot to make sure your vote is accurately cast.
- If you have any problems, please ask for help from a poll worker

County Board of Elections	Office: County Board of Elections	
	Title: Election Systems Security Incident Report	
	Incident Number: (Assigned by CBE) _____	Date incident occurred/opened (MM/DD/YYYY): ____/____/____
		Date incident resolved/closed (MM/DD/YYYY): ____/____/____
		Signature of person reporting the incident: _____ Person preparing the report (if different from the person making the report): _____

FILLED IN BY THE COUNTY BOARD OF ELECTIONS

	Check the one item that best describes the general nature of the incident
Incident Location	<input type="checkbox"/> General Security policy violation
Person #1 responding	<input type="checkbox"/> Equipment or hardware failure or malfunction <input type="checkbox"/> M-100 Optical Scanner <input type="checkbox"/> AutoMARK Vote Assist Terminal <input type="checkbox"/> iVotronic Terminal
Person #2 responding	<input type="checkbox"/> Software malfunction, failure, or error
	<input type="checkbox"/> Unauthorized use of password
	<input type="checkbox"/> Suspected computer virus, worm, Trojan Horse
	<input type="checkbox"/> Tampering with voter registration system or voting equipment
	<input type="checkbox"/> Unauthorized access to voter registration system room, voting system facility or voting system equipment storage area.
	<input type="checkbox"/> Other: _____

Full description of incident: (Filled in by the person reporting the incident)

Response to the incident: (Filled in by the CBE)

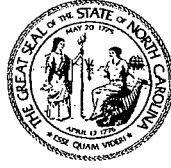
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Recommendations to prevent future such incidents: (Filled in by the CBE)

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Name/Signature of person “clearing” and closing the incident:

(Must be either the CBE Director or Authorized Election Custodian.)



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- Every iVotronic Voting Machine owned and utilized by the Board of Elections for the 2010 general election
- Each CF Card associated for each iVotronic Voting Machine utilized by the Board of Elections for the 2010 general election
- Every iVotronic Machine Audit Log
- Every iVotronic Machine PEB device (Personalized Electronic Ballot)
- The Computer System Repository where the voters' data is collected from each PEB Device (Personalized Electronic Ballot) and tabulated.
- The Computer System Repository where the voters' data is archived and obtained from every iVotronic Voting Machine owned and utilized by the Board of Elections for the 2010 general election
- Any and all data in association with the iVotronic Voting Machines to include calibration information; when software upgrades were performed and not performed including notices from ES&S
- Information regarding when the iVotronic Voting Machines Firmware was last updated.
- Any and all communication between ES&S, PrintElect and the Board of Elections, including any officer, director, or agent thereof
- Any and all back-up data in connection with the iVotronic Voting Machine owned and utilized by the Board of Elections for the 2010 general election
- Any and all devices, optical media, storage devices, storage cards utilized in connection with information about the iVotronic Voting Machines held by the Board of Elections.

LOCATION: 506 NORTH HARRINGTON STREET • RALEIGH, NORTH CAROLINA 27603