



**Supervisor of Elections’
Guide to the Division of
Elections
Reports, Downloads, and Uploads**

June 2018

Florida Department of State

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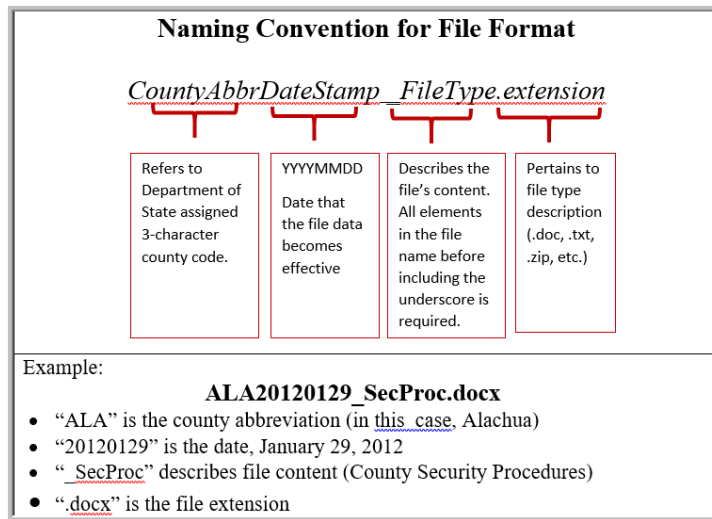
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SOE Portal and File Transfer Utility Instructions

NOTE: Several reports will require either upload and/or download of forms and files, including using the SOE File Transfer Utility on the SOE Portal. Follow the instructions to guide you. If you are unable to access the File Transfer Utility or the SOE Portal, contact your county security manager.

To Upload:

1. Go to the website for the SOE Portal: <https://soesecure.elections.myflorida.com/SOEAdminServices/>
2. Enter your Windows Live ID and password in order to access the application.
3. Select the "File Transfer Utility" option.
4. Prepare file for upload. The file naming convention via must be in the following format:



5. Upload File: Large files can take a while to upload. You will receive a message when the upload is complete.

To Download:

1. Go to the website <https://soesecure.elections.myflorida.com/SOEAdminServices/>.
2. Enter your Windows Live ID and password in order to access the application.
3. Select the "File Transfer Utility" option. Then select "Manage Files" option.
4. Select the file(s) you wish to download for processing.

File Type	Portal FileType
Precinct Census Blocks	_PctCensusBlocks
Precinct Legal Description	_PctLegalDescription
Precinct Map File	_PctMapFile
Precinct Polling Places	_PctPollingPlaces
Precinct BOCC Resolution	_PctBOCCResolution
Ballot: Mail Ballot Election	_MailBallotElection
Ballot: Request to Destroy Unused Material	_ReqDestroyUnusedMaterial
Ballot Reporting UOCAVA	_ReportingUOCAVA

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COOP Plan	_COOPPlan
EAC Survey	_EACSurvey
Election Results Recount (Precinct-Level)	_PctPrecinctResultsRecount
HAVA Reports	_HAVAREports
Reconciliation Report	_ReconciliationReport
FVRS User List Response	_FVRSUserListResponse
Conduct of Election Report	_ConductElectionReport
County Security Procedures	_SecurityProcedures
County Security Procedures - Revised	_SecurityProceduresRevised
Election Parameter Statement	_ElectionParameterStatement
Official Election Results Database Backup	_ElectionDatabaseBackup
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L&A Test - Election Database Backup	_L&A_DBBackup
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Overvote/Undervote Report	_OverUnderReport
Precinct-Level Election Results	_PctPrecinctResults
Post-Election Manual Audit	_PostElectionAudit
Voting System Acquisition Report	_SystemAcquisitionReport

Section 1: Daily Reports

Supervisors of Elections' Accounting of Third-Party Voter Registration Organization's Voter Registration Applications (Rev. 1/18)

- References:** [Section 97.0575, F.S.](#)
- [Rule 1S-2.042, F.A.C.](#) **Note: Rule takes precedence over statute because of court case.**
- Compliance:** The Division of Elections (Division) shall maintain a publicly available and current database of all third-party voter registration organizations (3PVROs) and the voter registration forms assigned to the 3PVRO.
- Each Supervisor of Elections (SOE) shall provide to the division information on voter registration forms assigned to and received from 3PVROs. The information must be provided in a format and at times as required by the division by rule.
- Purpose:** To ensure the integrity of the registration process, including timely submission of registration forms and accountability of applications forms distributed to and returned by 3PVROs.
- Record Retention:** For SOEs, retain until obsolete, superseded, or administrative value is lost. [General Records Schedule GS1-SL for State and Local Government Agencies](#), Item #124 (Operational and Statistical Report Records). For the Division of Elections: Retained for 2 anniversary years from date of the record. (#000398-0001a)
- Form(s) to be Used:** [DS-DE 124 – Supervisors of Elections' Accounting of 3PVRO Applications](#)
[DS-DE 148 –Supervisor of Elections' \(SOE\) Transmittal Form – Third-Party Voter Registration Organizations \(3PVRO\) Noncompliance](#)
- Submission Date:** For accounting report - by noon, each day. If the SOE's office is closed on the day a report is due, the supervisor or designee shall submit the report on the next business day the office is open. Pursuant to Rule 1S-2.042, the DS-DE 124 is not required to be submitted if the SOE did not provide applications to, or receive any from, a 3PVRO on the preceding business day.
- Submission Method:** Email (preferred): 3PVRO@DOS.MyFlorida.com; or Fax: 850-245-6291
- Division Contact:** Director's Office at 850-245-6200
- Instructions for SOE:**
1. By noon each day, complete form [DS-DE 124](#) recording the number of voter registration applications provided to, and the number of blank and non-blank applications received from, each 3PVRO the previous day.
 2. Email the form to the Division of Elections as an *.pdf* attachment or fax.
 3. To comply with Rule 1S-2.042(8)(c), F.A.C., you may report noncompliance by an individual or organization with the 3PVRO rule by completing and submitting form [DS-DE 148](#) to the Division of Elections.

Section 2: Pre-Election Reports

Ballot Certification

References: [Section 99.061, F.S.](#)

Compliance: For the Department of State to certify to the supervisors the names of all duly qualified federal, statewide, multicounty, and district candidates who have qualified with the Department and are to appear on the ballot.

Purpose: To ensure uniform compliance with ballot layout.

Record Retention: No applicable retention schedule established to date

Form(s) to be Used: N/A

Date: 7 days after the closing date for qualifying.

Retrieval Method: SOE File Transfer Utility on SOE Portal

Division Contact: Bureau of Election Records at 850-245-6280

Instructions for SOE:

1. Sign into the SOE Administrative Services portal using your Windows Live ID: <https://soesecure.elections.myflorida.com/SOEAdminServices/>
2. Click on the **File Transfer Utility** application link
3. Click on the **Ballot Certification** menu item
4. Select your county
5. Certifications are descending in order by date
6. Click on the appropriate PDF in the **View/Save File** column

Supervisor of Elections' Guide to the Division of Elections Reports, Downloads, and Uploads

Candidate Lists

References:	Section 99.092, F.S. Section 102.151, F.S.
Compliance:	Supervisors of Elections (SOEs) or designees update the electronic DS-DE 80 immediately after the close of qualifying.
Purpose:	To allow the Division of Elections (Division) to update the commissioned officer-holder database and issue commissions to those candidates elected to office.
Form(s) to be Used:	N/A
Record Retention:	For SOEs, retain until obsolete, superseded, or administrative value is lost. (Item #15, General Records Schedule - GS3 Election Records . For the Division, 10 anniversary years, then transfer to State Archives Internal Schedule #000382-0001a.
Submission Date:	Immediately after the close of the last qualifying period. The database will be updated immediately after.
Submission Method:	SOE Portal: https://soesecure.elections.myflorida.com/SOEAdminServices/
Division Contact:	Bureau of Election Records at 850-245-6280
Instructions:	<ol style="list-style-type: none">1. Sign into the SOE Administrative Services portal using your Windows Live ID: https://soesecure.elections.myflorida.com/SOEAdminServices/2. Click on the Local Candidates menu item.3. User Guide available in the program.

Candidate Petition Certifications

- References:** [Section 99.095, F.S.](#)
[Rule 1S-2.045, F.A.C.](#)
- Compliance:** Certifications for candidates for federal, state, multicounty district, or multicounty special district office shall be submitted to the Division of Elections (Division) no later than the 7th day before the first day of the qualifying period for the office sought. The Division shall determine whether the required number of signatures has been obtained and shall notify the candidate.
- Purpose:** To enable the Division to determine whether a candidate has obtained the required number of signatures to qualify by the petition method.
- Record Retention:** For SOEs: 22 months after certification of election; [General Records Schedule - GS3 Election Records](#); (item #60). For the Division: 4 anniversary years after election (Internal Schedule, Item 000082-0001a).
- Form(s) to be Used:** N/A
- Submission Date:** No later than 11:59 p.m. Eastern time on the 7th day before the first day of qualifying for the office sought.
- Submission Method:** SOE Portal: <https://soesecure.elections.myflorida.com/SOEAdminServices/>
Candidate petition certifications submitted by mail, email, or fax will not be accepted.
- Division Contact:** Bureau of Election Records at 850-245-6280
- Instructions:**
1. Sign into the SOE Administrative Services portal using your Windows Live ID: <https://soesecure.elections.myflorida.com/SOEAdminServices/>
 2. Click on the Candidate Petitions menu item
 3. User Guide available in the program.

Supervisor of Elections' Guide to the Division of Elections Reports, Downloads, and Uploads

Contest Codes

References: N/A

Compliance: N/A

Purpose: The objective is to use a contest code to identify the presidential candidate for nomination race for the Presidential Preference Primary Election and for each statewide race for Primary and General Elections so that election night results from all 67 counties can be readily consolidated. In addition, the contest code is used when creating the precinct-level election results file. The contest code is 6-digits.

Record Retention: Retain until obsolete, superseded, or administrative value is lost.

Form(s) to be Used: N/A

Submission Date: N/A

Submission Method: SOE Portal: <https://soesecure.elections.myflorida.com/SOEAdminServices/>

Division Contact: Janet Modrow at Janet.Modrow@dos.myflorida.com

Instructions:

1. Sign into the SOE Administrative Services portal using your Windows Live ID: <https://soesecure.elections.myflorida.com/SOEAdminServices/>
2. On the portal home page, click on the **Enight SOE** link to access the application.
3. On the portal home page, click on the **User Guide** link for Enight SOE detailed instructions and go to the **Contest Codes** section.

County Vote-by-Mail Ballot Request Files

- References:** [Section 101.62\(3\)](#), F.S. [Rule 1S-2.043](#), F.A.C.
- Compliance:** Supervisors of Elections (SOEs) must gather vote-by-mail ballot request information and make such information available at the county level to statutorily authorized persons and entities and concurrently upload daily reports to the Division during a prescribed period before and after an election.
- Purpose:** To provide the following statutorily authorized entities and persons access to information about voters who request and vote vote-by-mail ballots in order to conduct campaign outreach or perform official duties: a canvassing board, an election official, a political party official, a candidate who has filed qualification papers and is opposed in an upcoming election, a registered political committee, or a registered committee of continuous existence, for political purposes only. A voter is only entitled to request his or her own vote-by-mail ballot request information.
- Record Retention:** For SOEs: 3 months after certification of election ([General Records Schedule - GS3 Election Records, item #137](#)). For the Division: 4 calendar years after the General Election in the year received (internal schedule, item #000277-0001a).
- Form(s) to be Used:** For file specifications, refer to [DS-DE 145 –Vote-by-Mail Ballot Request Information File Layout](#). For county level access to reports, the SOE may develop own form or use statewide form. For the public's state-level access to reports, [Form DS-DE 146 – Application to Obtain Vote-by-Mail Ballot Request Information](#) must be used. **Supervisors must use the separate County Ballot (Early Voting/Vote-by-Mail) program application and instructions on the secure [SOE Portal](#) for access, information, management, and verification of reports.**
- Submission Date:** For Presidential Preference Primary Election (PPP): No later than 8 a.m. daily, including weekends, beginning 60 days before PPP until 15 days thereafter.
- For a primary and general election: No later than 8 a.m. daily, including weekends, beginning 60 days before the primary election until 15 days after the general election.
- For a special election, by operation of Section 100.191, F.S., the first file shall be transmitted 60 days before the special primary or if the order calling for the special election occurs less than 60 days before the special primary, no later than two business days after the Division provides the SOE the election identifications for the special primary and special election. The last file must be transmitted on the 15th day after the special election.
- Submission Method:** By electronic file transfer.
- Division Contact:** Bureau of Voter Registration Services at 850-245-6290
- Instructions:** Follow the detailed instructions in Rule 1S-2.043 and file layout specified in [DS-DE 145 – Vote-by-Mail Ballot Request Information File Layout](#).

County Early Voting Summary and Detail Files

- References:** [Section 101.657, F.S.](#)
[Rule 1S-2.043, F.A.C.](#)
- Compliance:** Supervisors of Elections (SOEs) are to maintain at the county level and through concurrent daily electronic file uploads to the Division of Elections report detailed statistics about who voted early and where for the previous day's activities for each voting site.
- The Division posts the reports directly on its website during the required reporting period and keeps them posted through a limited period after the election cycle.
- Purpose:** To provide the public including the voter, media, candidates and political entities information as to who has voted early and at what location.
- Record Retention:** For SOEs: 3 months after certification of election ([General Records Schedule - GS3 Election Records](#), Item #145).
For the Division: Four calendar years after the General Election year in which received. (DOS Internal schedule, item #000374-0001a).
- Form(s) to be Used:** [DS-DE 147 – Early Voting Voters List File Layout](#)
- Submission Date:** Daily, no later than noon, beginning with the day after early voting starts and ending the day after the last scheduled date for early voting.
- Submission Method:** By electronic file transfer.
- Supervisors must use the separate County Ballot (Early Voting/Vote-by-Mail) program application and instructions found on the secure [SOE Portal](#) for access, information, management, and verification of reports.
- Division Contact:** Bureau of Voter Registration Services at 850-245-6290
- Instructions:** Follow the detailed instructions in Rule 1S-2.043 and file layout specified in the DS-DE 147.

County Minimum Security Procedures (new and revisions)

- References:** [Section 101.015\(4\)\(b\) and \(c\), F.S.](#)
[Rule 1S-2.015\(3\), F.A.C.](#)
- Compliance:** Each Supervisor of Elections (SOE) shall establish written procedures for the accuracy and security in the county for their facilities, voting system and voting process, including procedures related to early voting pursuant to Section 101.657, F.S.
- The Division of Elections' Bureau of Voting Systems Certification (BVSC) is required to review the procedures during odd-numbered years or to conduct a review at any time there are changes in the procedures. After its review, BVSC provides a checklist of acceptable or unacceptable items.
- Security procedures will no longer be released as public records pursuant to Section 282.318, F.S., and to the U.S. Department of Homeland Security's designation of elections as a critical infrastructure. Therefore, although Rule 1S-2.015, F.A.C., states that the county must submit a redacted copy of the approved security procedures document, this is no longer required.
- Purpose:** To ensure that the county establishes and adheres to minimum requirements for the accuracy and security of the ballots, voting system, and facilities.
- Record Retention:** For SOEs: 2 anniversary years after superseded. ([General Records Schedule - GS3 Election Records](#), Item# 164).
- Form(s) to be Used:** N/A
- Submission Date:**
1. Before any change is going to be used or applied in an upcoming election - this will typically occur whenever the county implements a new voting system or makes a change to the current voting system, implements a new procedure and changes an old procedure previously addressed in the county's filed county procedures.
 2. No later than 45 days before early voting commences when there is a revision to the county's security procedure or within the 45 days as a result of an emergency situation or other unforeseen circumstance.
- Submission Method:** SOE Portal: <https://soesecure.elections.myflorida.com/SOEAdminServices/>
- Division Contact:** Bureau of Voting Systems Certification at 850-245-6220.
- Instructions:** Create or revise the security procedures in the county's desired format. Then submit the complete security procedures document using the SOE File Transfer Utility.

Early Voting Dates, Times, and Locations (Rev. 1/2018)

- References:** [Section 101.657, F.S.](#)
- Compliance:** The Supervisor of Elections (SOE) is required to submit to the Division of Elections (Division) no later than the 30th day before a general, primary, presidential preference primary, or special election the address of each early voting site and the days/hours that early voting will occur at each site.
- The Division posts a compiled statewide list on its website shortly after receiving all county submissions.
- Purpose:** To provide voters and other interested parties at the county and statewide level with early voting dates, times, and locations.
- Record Retention:** For SOEs: 3 months after certification of election ([General Records Schedule - GS3 Election Records, item #145](#)). For the Division: Four calendar years after the General Election year in which received. (DOS Internal Record Retention Schedule, item #000374-0001a)
- Form(s) to be Used:** [DS-DE 140 Early Voting Locations and Times](#)
- Submission Date:** No later than the 30th day before an election and provide updates as necessary to ensure that the statewide compiled list of EV sites, dates and hours is accurate and current.
- Submission Method:** File Transfer Utility on SOE Portal:
<https://soesecure.elections.myflorida.com/SOEAdminServices/>
- Division Contact:** Director's Office at 850-245-6200
- Instructions:** Complete the excel file and upload to the File Transfer Utility.

Election Night Reporting Preparation

- References:** N/A
- Compliance:** All counties must upload election results files prior to each election as test preparation for reporting as indicated in Section 102.141(4), F.S.
- Purpose:** To prepare and test county election night reporting files with the Division of Elections' files for compatibility and accuracy before each election.
- Record Retention:** Retain until obsolete, superseded, or administrative value is lost once election night preliminary returns and other returns are generated and uploaded
- Form(s) to be Used:** N/A
- Submission Date:** After the logic and accuracy test (L&A) is complete. (Note: A public L&A is required to be conducted within the 10-day period preceding the start of early voting in the respective county. See section [101.5612, F.S.](#))
- Submission Method:** SOE Portal - <https://soesecure.elections.myflorida.com/SOEAdminServices/>
- Division Contact:** Bureau of Voter Registration Services at 850-245-6290
- Instructions:**
1. Sign into the SOE Administrative Services portal using your Windows Live ID:
<https://soesecure.elections.myflorida.com/SOEAdminServices/>
 2. Click on the **Enight SOE** link to access the application.
 3. Click on the **User Guide** link for detailed instructions.

Election Coding Statement

- References:** [Rule 1S-2.015\(5\)\(d\)2](#), F.A.C.
- Compliance:** The Supervisor of Elections or his/her designee must provide a copy of the "Election Coding Statement" signed by an individual or entity who is creating an election definition when an election definition is not created by a Supervisor of Elections employee.
- Purpose:** To ensure that the election is properly coded according to specified procedures for the certified system when the election definition is created by someone other than an SOE employee.
- Record Retention:** [General Records Schedule - GS3 Election Records](#)
Federal Elections Item #146: 22 months after certification of the last election in which the election parameters were used.

State and Local Elections Item #147: 1 anniversary year after certification of the last election in which the election parameters were used.
- Form(s) to be Used:** [DS-DE 132 – Election Coding Statement](#)
- Submission Date:** Within 24 hours after any logic and accuracy (L&A test). (Note: A public L&A is required to be conducted within the 10-day period preceding the start of early voting in the respective county. See s. [101.5612, F.S.](#))
- Submission Method:** SOE File Transfer Utility on SOE portal:
<https://soesecure.elections.myflorida.com/SOEAdminServices/>

If utility is unavailable, submit by:
Email: BVSC.Reports@DOS.MyFlorida.com
- Division Contact:** Bureau of Voting Systems Certification at 850-245-6220.
- Instructions:** Complete the DS-DE 132 Election Coding Statement and submit via SOE File Transfer Utility.

Election Preparation Report

References: [Section 100.032, Florida Statutes](#)

Compliance: The Supervisor of Elections (SOE) or his/her designee must prepare and post on his or her official website an election report which outlines preparations for the upcoming general election.

Purpose: To provide information on preparations for the upcoming general election.

Record Retention: No applicable retention schedule established to date.

Form(s) to be Used: No specified format or form (samples available from other SOEs).

Submission Date: At least 3 months before a general election

Submission Method: Report must be posted to Supervisor's website. Do not send the report to the Division of Elections (Division)

Division Contact: N/A

Instructions:

1. Prepare report that must include at a minimum, the following elements: the anticipated staffing levels during the early voting period, on election day and after election day; and the anticipated amount of automatic tabulating equipment at each early voting site and polling place
2. Post the report on SOE's official website at least 3 months before a general election.

Initiative Petition Certification for Ballot Placement (Rev. 1/18)

References: [Section 100.371\(1\), F.S](#)

[1S-2.0091, F.A.C.](#)

Compliance: Constitutional amendments proposed by initiative shall be placed on the ballot for the General Election, provided the initiative petition has been filed with the Secretary of State no later than February 1 of the year the General Election is held. A petition shall be deemed to be filed with the Secretary of State upon the date the secretary determines that valid and verified petition forms have been signed by the constitutionally required number and distribution of electors

Purpose: An initiative petition is placed on the ballot once the Secretary of State determines that valid and verified petition forms have been signed by the constitutionally required number and distribution of electors.

Record Retention: [General Records Schedule - GS3 Election Records:](#)

[Unballoted – Item #101:](#) Retain until notification from the Division of Elections that the sponsoring committee that circulated the petition is no longer seeking to obtain ballot position

[Balloted – Item #121:](#) 1 anniversary year following the election in which the issue appeared on the ballot

Form(s) to be Used: [DS-DE 144 – Initiative Petition Certification Form](#)

Submission Date: Forms must be received by 5:00 P.M (Eastern Time), February 1 of the General Election year.

Submission Method: Send electronic copy of DS-DE 144 via email or fax in order to meet submission deadline. Follow-up electronic copy with original via mail.

Email: DivElections@dos.myflorida.com

Fax: 850-245-6217

Mail: Director's Office, R.A. Gray Building, Room 316, 500 South Bronough Street, Tallahassee, Florida 32399-0250

Division Contact: Director's Office at 850-245-6200

Instructions: Complete the DS-DE 144 electronically, print the document, and sign and date. Then, to ensure that your submission is received by the Division by the reporting deadline, scan the completed form and email or fax a copy to the Division. Immediately thereafter, mail the original to the Division.

Logic and Accuracy (L&A) Test - Election Database Backup

- References:** [Section 101.5607\(1\)\(b\), F.S.](#)
[Rule 1S-2.015\(5\)\(f\)2. and 3., F.A.C.](#)
- Compliance:** The Supervisor of Elections or designee must provide a copy of the election definition to the Division of Elections' Bureau of Voting Systems Certification (BVSC), within 24 hours after any Logic and Accuracy (L&A) test.
- Purpose:** To preserve the election definition (*i.e.*, tabulation program, administrative database, and election parameters, *a.k.a.* election database backup). The election database definition represents the version that the Supervisor of Elections publicly tested in accordance with Section [101.5612](#), F.S.
- Record Retention:** [General Records Schedule - GS3 Election Records](#)
Federal Elections Item #146: 22 months after certification of the last election in which used.

State and Local Elections Item #147: 1 anniversary year after certification of the last election in which used.
- Forms(s) to be Used:** N/A
- Submission Date:** Within 24 hours after any logic and accuracy (L&A test). (Note: A public L&A is required to be conducted within the 10-day period preceding the start of early voting in the respective county. See s. [101.5612, F.S.](#))
- Submission Method:** SOE File Transfer Utility on SOE Portal:
<https://soesecure.elections.myflorida.com/SOEAdminServices/>

If utility is unavailable, submit by:

Certified Mail: Bureau of Voting Systems Certification; R.A. Gray Building, Room 316, 500 South Bronough Street, Tallahassee, Florida 32399-0250
- Division Contact:** Bureau of Voting Systems Certification at 850-245-6220.
- Instructions:** Create the voting system's election database backup and its password, if applicable, and provide the backup copy or use an electronic transfer upload to the Department of State or, if unavailable, provide via certified mail.

Logic and Accuracy (L&A) Test - Summary Results

References:	N/A
Compliance:	The Supervisor of Elections or designee provides an electronic export summary file to the Bureau of Voting Systems Certification within 24 hours after a public Logic and Accuracy (L&A) test.
Purpose:	To prepare for a statewide Primary or General Election by proactively ensuring that there are no known problems with the county's election night summary results (export) file that is to be uploaded to the Department of State. The L&A export summary file allows the department to map the county's summary results from different voting systems and to upload the results to the department's website.
Record Retention:	<p>General Records Schedule - GS3 Election Records Federal Elections Item #146: 22 months after certification of the last election in which generated used.</p> <p>State and Local Elections Item #147: 1 anniversary year after certification of the last election in which generated.</p>
Form(s) to be Used:	N/A
Submission Date:	Within 24 hours after the public L&A test for a Primary or General statewide election. (Note: A public L&A is required to be conducted within the 10-day period preceding the start of early voting in the respective county. See s. 101.5612, F.S.)
Submission Method:	SOE File Transfer Utility on SOE Portal: https://soesecure.elections.myflorida.com/SOEAdminServices/ If utility is unavailable, submit by: <ul style="list-style-type: none">• Email: BVSC.Reports@DOS.MyFlorida.com; or• Mail: Bureau of Voting Systems Certification; R.A. Gray Building, Room 316, 500 South Bronough Street, Tallahassee, Florida 32399-0250
Division Contact:	Bureau of Voting Systems Certification at 850-245-6220.
Instructions:	Create the export file from the applicable voting system. For report instructions specific to the county's voting system, please refer to the Florida Overview Manual that accompanies your voting system's install disks.

Request for Mail Ballot Election

- References:** [Sections 101.6102, F.S.](#)
[Guidelines for Mail Ballot Elections \(DE Reference Guide 0015\)](#)
- Compliance:** In order to hold a mail ballot election, a Supervisor of Elections must submit a request to the Secretary of State via the Division of Elections. After receipt of a request, the division will review the request to ensure it meets requirements (see guidelines for details)
- Purpose:** To ensure standardized compliance with mail ballot elections.
- Record Retention:** 1 anniversary year after certification of the election applicable to the request; Item #167, [General Records Schedule - GS3 Election Records](#), and DOS Internal Schedule Item # 000364-0001a.
- Form(s) to be Used:** Follow [Guidelines for Mail Ballot Elections \(DE Reference Guide 0015\)](#)
- Submission Date:** Before conducting a mail ballot election.
- Submission Method:** Email: DO.Reports@DOS.MyFlorida.com; or
Mail: Director's Office, Division of Elections, R.A. Gray Building, Room 316, 500 South Bronough Street, Tallahassee, Florida 32399-0250
- Division Contact:** Director's Office at 850-245-6200
- Instructions:** Submit to the Secretary of State via the Division of Elections a plan for the conduct of the election. After receipt, Division will review, and if approved, will respond with an approval letter.

UOCAVA Ballots 45-Day Compliance Report

- References:** Requested by the U.S. Department of Justice (DOJ) as part of its enforcement and monitoring duties under Uniformed and Overseas Citizens Absentee Voting Act ([UOCAVA](#)) and Military and Overseas Voter Empowerment ([MOVE](#)) Act.
- Compliance:** Each Supervisor of Elections (SOE) must report for his or her respective county whether he or she has timely sent vote-by-mail ballots to UOCAVA voters by the requisite deadline of 45-days before a federal election including the Presidential Preference Primary, Primary and General Election, and include the number of ballots sent, and state reasons and resolution if the ballot(s) could not be sent timely. Blank ballots may be mailed, emailed, faxed, or online delivered as requested by the voter.
- The Division of Elections must report statewide compliance to the U.S. DOJ no later than 43 days before a federal election.
- Purpose:** To ensure that State complies with federal law to send out vote-by-mail ballots no later than the 45 days before a federal election to UOCAVA voters (UOCAVA is defined as overseas and absent stateside military and overseas civilian U.S. citizens). Florida's law also requires these ballots to be sent no later than 45 days before a federal election.
- Record Retention:** No retention schedule established to date.
- Form(s) to be Used:** SOE Reports Application on SOE Portal
- Submission Date:** Report to the Division no later than 9 am, of the 43rd day prior to the election compliance with the 45-day deadline to send vote-by-mail ballots to UOCAVA voters.
- Submission Method:** [SOE Portal](#)
- Division Contact:** Director's Office at 850-245-6200
- Instructions:**
1. Sign into the SOE portal website using your Windows Live ID: <https://soesecure.elections.myflorida.com/SOEAdminServices/>
 2. Follow the instructions in the SOE Reports User Guide for the UOCAVA Report: <http://soe.dos.state.fl.us/manuals/SoeReports.pdf>

Precinct Designations and Polling Place Locations

References: [Section 101.001, F.S.](#)

Compliance: Supervisor of Elections shall provide data on all precincts in the county associated with the most recent census blocks within each precinct to the Department of State.

The location of polling places and the associated precincts shall be documented and (b) specifies any changes in the county precinct data shall be provided to the department within 10 days after a change.

Precinct data shall include all precincts for which precinct-level election results and voting history results are reported.

All data shall be provided electronically in the specified format utilizing the SOE Upload Utility.

Purpose: A uniform electronic format is required to submit and compile data.

Record Retention: [General Records Schedule - GS3 Election Records:](#)*

For federal elections; 22 months after certification of elections; Item #151,

For state and location elections: 1 anniversary year after certification of election, item #152.

Form(s) to be Used: N/A

Submission Info: File types and formats, file conventions, and record layouts are provided in [Precinct Designation and Polling Place Location Instructions](#).

Submission Method: SOE File Transfer Utility on the [SOE Portal](#)
<https://soesecure.elections.myflorida.com/SOEAdminServices/>

Division Contact: Director's Office at 850-245-6200

Instructions: Follow the instructions given in the Precinct Designations and Polling Place Locations Instructions to generate and submit the files.

*Distinction: Precinct boundary records and maps must be retained permanently and are governed by Item #69.

Supervisor of Elections' Guide to the Division of Elections Reports, Downloads, and Uploads

Voting System Acquisition Report (Rev. 1/2018)

- References:** [Section 101.5607\(1\)\(a\), F.S.:](#)
[Rule 1S-2.015\(5\)\(f\)1. and 4., F.A.C.](#)
- Compliance:** The Supervisor of Elections (SOE) must submit to the Division of Elections (Division) an acquisition form whenever the county acquires a new voting system or there is a change to the voting system.
- Purpose:**
1. To maintain a documented record of the certified voting systems in use and for the SOE to verify when an install has been done and what has been installed on a county's voting system. [Note: When the Division's Bureau of Voting System Certification (BVSC) issues a certification for a system (new or upgrade), BVSC sends an installation package to the counties which includes the voting system acquisition forms. BVSC also retains a copy of the program codes (install disks) and user/operator manuals from the vendor.]
 2. To allow BVSC to provide technical assistance based on the county's verified system in use and to maintain a list online of each county's approved voting system at: <http://dos.myflorida.com/elections/voting-systems/certified-voting-systems-and-vendors/>]
- Record Retention:** For SOEs: 1 anniversary year after report of superseding acquisition report is filed; Item #159, [General Records Schedule - GS3 Election Records](#)
- For Division: 24 months after subsequent update or new system implemented, DOS Internal Retention Schedule, Item # 000387-0001a
- Form(s) to be Used:** BVSC provides the voting system acquisition forms as part of the install disk package forwarded to the county. The acquisition forms consist of two items: 1. Form to identify the old and new voting system, date of the implementation and total number of voting equipment involved. 2. A checklist for the verified installation of a certified voting system.
- Submission Date:** As soon after the county implements a new voting system or makes a change to their current voting system.
- Submission Method:** SOE File Transfer Utility on the SOE Portal:
<https://soesecure.elections.myflorida.com/SOEAdminServices/>
- If utility unavailable, then submit by:
- Email: BVSC.Reports@DOS.MyFlorida.com; or
 - Mail: Bureau of Voting Systems Certification; R.A. Gray Building, Room 316, 500 South Bronough Street, Tallahassee, Florida 32399-0250
- Division Contact:** Bureau of Voting Systems Certification at 850-245-6220.
- Instructions:** Complete the acquisition forms and submit using the SOE File Transfer Utility.

Section 3: Election Night Reports

Supervisor of Elections' Guide to the Division of Elections Reports, Downloads, and Uploads

Export Summary Results File (Rev. 1/2018)

- References:** [Section 102.141\(4\)\(b\), F.S.](#)
- Compliance:** Provide a copy of the summary file to the Department of State website after polls close within 30 minutes and report every 45 minutes thereafter until completing upload of unofficial results pursuant to Section 102.141(4)(b), F.S.
- Purpose:** To provide each county's election results summary to the Department of State for statewide Presidential Preference Primary, Primary, and General Election consolidation.
- Record Retention:** 22 months after certification of election (*Agencies should ensure appropriate preservation of records determined to have long-term historical value*); Item #100; [General Records Schedule - GS3 Election Records](#)
- Form(s) to be Used:** N/A
- Submission Date:** Election Night
- Submission Method:** SOE Portal - Election Night Reporting Application
<https://soesecure.elections.myflorida.com/SOEAdminServices/>
- Division Contact:** Bureau of Voter Registration Services at 850-245-6290

Instructions:

1. Go to the SOE Portal website which will first take you to the Windows Live web site where you will need to enter your Windows Live ID and password in order to access the application:
<https://soesecure.elections.myflorida.com/SOEAdminServices/>
2. You must upload your files on the **Update Election** information page and they can be viewed on the **County Results** page. As items are completed on Election Night, check the various boxes on the **Update Election** information page (file history and turnout data are also shown on this page).

Section 4: Post-Election Reports

Conduct of Election

- References:** [Section 102.141\(9\)\(a\) and \(b\), F.S.](#)
- Compliance:** The Supervisor of Elections (SOE) or designee is required to submit a conduct of election report to the Division of Elections' Bureau of Voting Systems Certification (BVSC) on or before the submission date as indicated below and provide any update discovered after submission.
- Purpose:** The conduct of election report allows public election inspection and assists the Bureau of Voting Systems Certification with discovering difficulties that were encountered in the current election, with the intent of proactively searching for possible solutions to these problems for future elections.
- Record Retention:** 22 months after certification of election or after the filing date of the last amended report for that election, whichever is later. [General Records Schedule - GS3 Election Records](#), Item #144
- Form(s) to be Used:** [DS-DE 81- Conduct of Elections Report](#)
- Submission Date:** At the same time that the official results of an election are certified.
- Submission Method:** SOE File Transfer Utility on SOE Portal:
<https://soesecure.elections.myflorida.com/SOEAdminServices/>
- If utility unavailable, then submit by:
- Email: BVSC.Reports@DOS.MyFlorida.com; or
 - Mail: Bureau of Voting Systems Certification; R.A. Gray Building, Room 316, 500 South Bronough Street, Tallahassee, Florida 32399-0250
- Division Contact:** Bureau of Voting Systems Certification at 850-245-6220.
- Instructions:** Complete the [DS-DE 81](#) Conduct of Election Report and submit it as provided above. New or additional information is to be filed within 10 days after the discovery.

Election Assistance Commission (EAC) Survey

- Reference:** Help America Vote Act (HAVA) of 2002 (42 U.S.C. 15301 et seq.), the National Voter Registration Act (NVRA) ((52 U.S.C. § 20501 - 52 U.S.C. § 20511)), and the [Uniformed and Overseas Citizens Absentee Voting Act](#) (UOCAVA) (52 U.S.C. § 20301 et seq.) and the Military and Overseas Voter Empowerment (MOVE) Act (Pub. L. 111–84, 123 Stat. 2190).
- [Section 98.212\(2\)](#), F.S.
- Compliance:** In 2002, Congress chartered the U.S. Election Assistance Commission (EAC) to collect information on the state of American elections based on activities under NVRA, HAVA, UOCAVA, and MOVE Act. The information is reported to Congress and is made widely available to policy makers, advocates, scholars, journalists and the general public. The EAC uses the biennial Election Administration and Voting Survey as its primary tool for fulfilling that mission. Additionally, the EAVS is conducted in conjunction with the Federal Voting Assistance Program (FVAP) which on behalf of the Department of Defense also administers the UOCAVA and MOVE Act.
- Supervisors of Elections and the Division of Elections must provide the data for the State necessary to respond to the survey per federal and state law.
- Purpose:** To assess the ongoing process of how elections are faring and how to improve America's election systems based on the data collected and impact of state election laws and procedures on federal elections.
- Records Retention:** No established retention schedule. Retain until obsolete, superseded, or administrative value is lost.
- Form(s) to be Used:** The EAC provides the survey template with supplemental instructions manual and file upload instructions. Each SOE is responsible for entering county-specific fields of information while the Division collects state-level data.
- Submission Date:** The Division requires information from each of the 67 SOEs no later than the first week of January following the general election in November. This earlier submission allows the Division time to data and resolve any questions or issues. The deadline for the Division to respond for the State is no later than February 1st.
- Submission Method:** SOE File Transfer Utility on SOE Portal:
<https://soesecure.elections.myflorida.com/SOEAdminServices/>
- Division Contact:** Director's Office at 850-245-6200
- Instructions:** Detailed instructions are provided along with the survey template.

Supervisor of Elections' Guide to the Division of Elections Reports, Downloads, and Uploads

Election Results

References: [Section 102.112, F.S.](#)

[Section 102.141, F.S.](#)

Compliance: Data must be uploaded to the Division of Elections by the appropriate deadlines outlined below. The original certificate must be submitted immediately thereafter.

Purpose: To enable the Division of Elections to ascertain election results of state and multicounty candidates.

Record Retention: Permanent

Form(s) to be Used: Canvass certificates can be generated within the Enight application on the Portal: <https://soesecure.elections.myflorida.com/SOEAdminServices/>

Submission Date: Unofficial returns are filed no later than noon on the third day after any Primary Election and no later than noon on the fourth day after any General or other election (to include the Presidential Preference Primary). **Unofficial returns must contain the canvass of vote-by-mail and provisional ballots.**

Second unofficial returns (if a recount is ordered by the Secretary of State) are filed no later than 3:00 p.m. on the fifth day after any Primary Election and no later than 3:00 p.m. on the ninth day after any General Election and Presidential Preference Primary.

Official returns are filed no later than 5:00 p.m. on the seventh day following a Primary Election and by noon on the twelfth day following the General Election and Presidential Preference Primary.

Note: The Presidential Preference Primary reporting schedule follows the General Election reporting schedule.

Submission Method: SOE Portal -<https://soesecure.elections.myflorida.com/SOEAdminServices/> to generate, followed by mail.

Mail: Bureau of Election Records, R.A. Gray Building, Room 316, 500 South Bronough Street, Tallahassee, Florida 32399-0205

Division Contact: Bureau of Election Records at 850-245-6240

Instructions: 1. Go to the SOE Portal website. User Guide available in portal with complete instructions.

2. The county canvassing board shall make and sign duplicate original certificates and transmit one original to the Division of Elections. **The canvass must be signed by at least two canvassing board members.**

Note: Presidential Preference Primary (PPP) election results, except the PPP election night preliminary returns, must be reported by congressional district. This requirement stems from major political parties' rules that award delegates based on wins in congressional districts.

Official Election Results

References: [Section 102.141\(10\), F.S](#)

[Rule 1S-2.053, F.A.C.](#)

Compliance: The Supervisor of Elections or designee must provide a copy of the official election database backup to the Bureau of Voting Systems Certification on or before the submission date as indicated below.

Purpose: The official election results database is used by the Division of Elections, the Legislature, and/or Election Assistance Commission (EAC). The results are often included with other statistical information. The county voting system's post-election database is the preferred format for fulfilling this requirement. If this is not possible, however, a precinct-level election results file is also acceptable.

Form(s) to be Used: N/A

Record Retention: [General Records Schedule - GS3 Election Records](#)

Federal Elections) Item #100: 22 months after certification of election.
State & Local Elections) Item #34: 1 anniversary year after certification of election.

These records may have archival value. Agencies should ensure appropriate preservation of records determined to have long-term historical value.

Submission Date: At the same time that the official results of an election are certified.

Submission Method: SOE File Transfer Utility on SOE Portal:
<https://soesecure.elections.myflorida.com/SOEAdminServices/>

If utility is unavailable, then submit by:

- Email: BVSC.Reports@DOS.MyFlorida.com; or
- Mail: Bureau of Voting Systems Certification, R.A. Gray Building, Room 316, 500 South Bronough Street, Tallahassee, Florida 32399-0250

Division Contact: Bureau of Voting Systems Certification at 850-245-6220.

Instructions: Create the election database backup from the applicable voting system or use the voting system's file export utility function to create the precinct-level election results file and submit.

Overvote/Undervote Report

References: [Section 101.595\(1\), F.S](#)

Compliance: No later than December 15 of each General Election year, the Supervisor of Elections in each county shall report to the Department of State the total number of overvotes and undervotes in the “President and Vice President” or “Governor and Lieutenant Governor” race that appears first on the ballot or, if neither appears, the first race appearing on the ballot pursuant to Section 101.151(2), F.S., along with the likely reasons for such overvotes and undervotes and other information as may be useful in evaluating the performance of the voting system and identifying problems with ballot design and instructions which may have contributed to voter confusion.

Purpose: To enable the Department of State to prepare a public report on the performance of each type of voting system, including an identification of problems with the ballot design or instructions which may have contributed to voter confusion; voting system design problems; and recommendations for correcting any problems identified. The department submits the report to the Governor, the President of the Senate, and the Speaker of the House of Representatives by January 31 of each year following a General Election.

Record Retention: [General Records Schedule - GS3 Election Records](#)
Voting System Overvotes/Undervotes Reports Item#163: 1 anniversary year after the information is reported to the Department of State.

Form(s) to be Used: [DS-DE 40 General Election Overvotes and Undervotes \(excel spreadsheet\)](#)

Submission Date: By December 15 of each General Election year.

Submission Method: SOE File Transfer Utility on SOE Portal:
<https://soesecure.elections.myflorida.com/SOEAdminServices/>

If utility is unavailable, then submit by:

- Email: BVSC.Reports@DOS.MyFlorida.com; or
- Mail: Bureau of Voting Systems Certification, R.A. Gray Building, Room 316, 500 South Bronough Street, Tallahassee, Florida 32399-0250

Division Contact: Bureau of Voting Systems Certification at 850-245-6220.

Instructions: Complete the overvote/undervote form. A summary report should reconcile the overvote/undervote report.

Petition Signature Verification Reimbursement

References: [Section 99.097\(4\), F.S](#)

[1S-2.0091 and 1S-2.045, F.A.C.](#)

Compliance: The Supervisor of Elections of each county is required to verify signatures for petitions submitted by a candidate, person, or organization submitting a petition to have an issue placed upon the ballot. The SOE may assess a fee in an amount equal to 10 cents for each name checked or the actual cost of checking such signatures, whichever is less. In those circumstances in which an affidavit of undue burden ([DS-DE 19A](#), [DS-DE 19D](#)) has been filed, no charge is made, however, the SOE may seek reimbursement by submitting the total number of such signatures checked in the county to the Chief Financial Officer no later than December 1 of the general election year. The Chief Financial Officer (CFO) must reimburse the SOE from the General Revenue Fund.

Although the statute provides that the SOE is to submit the request for reimbursement to the CFO; upon receipt, the CFO sends the request to the Division of Elections for verification and financial processing. Therefore, to expedite the process, please submit the request to the Division of Elections, which will verify that any candidates who filed with the Division did not have surplus campaign funds available to pay the signature verification fee before forwarding the request to the CFO.

Purpose: To reimburse the Supervisor of Elections for signature verification for those candidates, persons, and organizations that have filed an affidavit of undue burden and were unable to pay the signature verification fee.

Record Retention: No established election records-specific retention schedule item. Use [General Records Schedule GS1-SL for State and Local Government Agencies](#), Item #365: 5 fiscal years (from reimbursement).

Form(s) to be Used: N/A

Submission Date: By December 1 of the General Election year.

Submission Method: Email with scanned attachment: DO.Reports@DOS.MyFlorida.com or

Mail: Division of Elections, Director's Office, R.A. Gray Building, Room 316, 500 South Bronough Street, Tallahassee, Florida 32399-0250

Division Contact: Director's Office at 850-245-6200

Instructions: 1. Place the reimbursement request on letterhead with any supporting documentation addressed to: Chief Financial Officer, State of Florida, 200 East Gaines Street, Tallahassee, Florida 32399.

2. Mail or email the above request to the Division of Elections, which will then forward the request to the CFO after the Division verifies the request and prepares it for financial processing.

Post-Election Voting System Audit

- References:** [Section 101.591 F.S.](#)
[Rule 1S-5.026, F.A.C](#)
- Compliance:** The Supervisor of Elections (SOE) or designee in conjunction with the county canvassing board are required to conduct a public post-election voting system audit and report the results to the Bureau of Voting Systems Certification (BVSC) on or before the submission date as indicated below. Two audit options exist in law: (1) A manual audit based on randomly selected precincts; or (2) An automated independent audit where the audit system is not part of the county's voting system's tabulation device. No audit is required if a manual recount was conducted under section 102.166, F.S.
- Purpose:** To assess and describe any problems or discrepancies encountered, the likely cause of such problems or discrepancies, recommended corrective action with respect to avoiding or mitigating such circumstances in the use and performance of the voting systems in future elections.
- Record Retention:** [General Records Schedule - GS3 Election Records](#), Item #160
2 anniversary years after final audit report submitted to BVSC
- Form(s) to be Used:** [DS DE 105A Manual Audit Team Worksheet](#)
[DS DE 105B Manual Audit Team Worksheet - Marksense Ballots](#)
[DS DE 106 - Precinct Summary- Manual Audit](#)
[DS DE 106A Precinct Summary- AIA](#)
[DS DE 107 Voting Systems Audit Report](#)
- Submission Date:** Within 15 days after completion of the audit following each certified election.
- Submission Method:** SOE File Transfer Utility on SOE Portal:
<https://soesecure.elections.myflorida.com/SOEAdminServices/>
- If utility is unavailable, then submit by:
- Email: BVSC.Reports@DOS.MyFlorida.com; or
 - Mail: Bureau of Voting Systems Certification, R.A. Gray Building, Room 316, 500 South Bronough Street, Tallahassee, Florida 32399-0250
- Division Contact:** Bureau of Voting Systems Certification at 850-245-6220.
- Instructions:** The county canvassing board conducts a post-election audit to be completed and the results made public no later than 11:59 p.m. on the 7th day following certification of the election by the county canvassing board or the local board responsible for certifying the election. The submission must include the requisite forms associated with the type of audit conducted (manual: DS-DE 105A, DS-DE 105B, DS-DE 106, and DS-DE 107)/automated independent audit (DS-DE 106A and DS-DE 107).

Supervisor of Elections' Guide to the Division of Elections Reports, Downloads, and Uploads

Precinct-Level Election Results (Rev. 1/2018)

References: [Section 98.0981\(2\) and \(4\), F.S.](#)

[Rule 1S-2.053, F.A.C.](#)

Compliance: The Supervisor of Elections or designee must provide a copy of the precinct-level results to the Division of Elections on or before the submission date indicated below.

The Division must make the information available for download via its website in a searchable format.

Purpose: To ensure uniformity in the manner in which precinct-level election results are reported and made available to the public in an electronic format. The election results contain the precinct numbers and the total number of active registered voters by party for each precinct.

Record Retention: [General Records Schedule - GS3 Election Records](#)
Election Returns: Precinct (Federal Elections) Item #100
22 months after certification of election.
Election Returns: Precinct (State & Local Elections) Item #34
1 anniversary year after certification of election.

These records may have archival value. Agencies should ensure appropriate preservation of records determined to have long-term historical value.

Form(s) to be Used: N/A

Submission Date: Within 30 days after the Elections Canvassing Commission certifies the results of a Presidential Preference Primary Election, Special Election, Primary Election, or General Election.

Submission Method: SOE File Transfer Utility on SOE Portal:
<https://soesecure.elections.myflorida.com/SOEAdminServices/>

Division Contact: For questions about how to upload or questions concerning the creation of XML files from the vendor system, contact the Bureau of Voting Systems certification at BVSC.Reports@DOS.MyFlorida.com or 850-245-6220.

Instructions: The precinct-level results must be submitted in the Division's prescribed XML format with counting groups. The required groups are early vote (EV), Election Day (ED), vote-by-mail vote (AV), provisional vote (PV), and other (OT) (i.e. unscanned ballots; etc.). Use the vendor's XML utility. Follow the XML utility's instructions manual to produce the results file. The file needs to have the .XML file extension before transmitting the file to the Division.

Reconciliation Report

References: [Section 98.0981, F.S.](#)

[Rule 1S-2.053\(7\), F.A.C.](#)

Compliance: The Supervisors of Elections (SOE) must submit a reconciliation report with voting history after each presidential preference primary, special election, primary election, and general election to the Department of State. The report must reflect the SOE's reconciliation of differences, if any, between the aggregate total of ballots cast in each precinct as reported in the precinct-level elections results versus the aggregate total number of voters with voter history for the election.

The Division of Elections on behalf of the Department of State will include the reconciliation report along with the voting history and voter registration information on voters who were qualified and voted in a compiled elections recap report submitted to the Florida Legislature after each of the above-referenced elections.

Purpose: To reconcile differences between precinct-level election results and voter history data

Record Retention: [General Records Schedule - GS3 Election Records](#)

- Election Returns: Precinct (Federal Elections) Item #100 and Voting History (Federal Elections) Item #161: 22 months after certification of election.
- Election Returns: Precinct (State & Local Elections) Item #34 and Voting History (State and Local Elections) Item #162: 1 anniversary year after certification of election.

Form(s) to be Used: [DS-DE 141 -Reconciliation Report](#)

Submission Date: Within 30 days after certification of election results

Submission Method: Email: DO.Reports@DOS.MyFlorida.com

Division Contact: Director's Office at 850-245-6200

Instructions: Complete the form and follow the instructions above to submit to the Division.

Special Election Reimbursement Request

- References:** [Section 100.102, F.S.](#)
[Special Election Reimbursement Requests \(DE Guide 0005\)](#)
- Compliance:** Supervisors of Elections or designees must submit request for reimbursement shortly after special election.
- Purpose:** Allows the Division of Elections to reimburse county for costs associated with the special election.
- Record Retention:** No established election records-specific retention schedule item. Use [General Records Schedule GS1-SL for State and Local Government Agencies](#), Item #365: 5 fiscal years (from reimbursement).
- Form(s) to be Used:** None. See [Special Election Reimbursement Requests \(DE Guide 0005\)](#)
- Submission Date:** Request should be submitted shortly after special election based on first-come first-serve payment out of available legislative funds. Satisfaction of requests may roll over into next legislative budgetary cycle.
- Submission Method:** Mail with documentation: Director's Office, R.A. Gray Building, Room 316, 500 South Bronough Street, Tallahassee, Florida 32399-0250
- Division Contact:** Director's Office at 850-245-6200
- Instructions:** Follow detailed instructions given in [Special Election Reimbursement Requests \(DE Guide 0005\)](#)

Voter Education Survey

References: [Chapter 98.255\(3\), F.S.](#) Help America Vote Act (HAVA) of 2002 (42 U.S.C. 15301)(Part of Section 254(a)(2)-(3))

[Rule 1S-2.033 Standards for Nonpartisan Voter Education Programs](#)

Compliance: By December 15 of each general election year, each Supervisor of Elections must report to the Department of State (DOS) a detailed description of the voter education programs implemented and any other information that may be useful in evaluating the effectiveness of voter education efforts and in conjunction with federal, state and county funds used.

The Division of Elections on behalf of DOS must use the findings in these reports as a basis for reexamining and modifying Rule 1S-2.033 to incorporate successful voter education programs and techniques, as necessary.

Purpose: To evaluate the effectiveness of voter education efforts and ensures that voters have a working knowledge of the voting process .

Records Retention: [General Records Schedule – GS1 – SL #348 Grant Files: Recipient](#)

5 fiscal years after completion of project
Supervisors shall keep and maintain accurate and detailed records (e.g. invoices, receipts, and other documentation) sufficient to identify how and whether expenditures were used for authorized purposes, to support financial reporting, and to conduct audits as may be required or requested. Supervisors shall retain these records for five fiscal years after completion of project (including all reporting requirements) in accordance with the guidelines of the Department of Financial Services and the Office of the Auditor General. Supervisors shall allow the Department or its designee, CFO, or Auditor General access to such records, including the audit working papers upon request.

Form(s) to be Used: SOE Reports application on the [Portal](#)

Submission Date: By December 15 of each General Election year

Submission Method: SOE Reports application on the [Portal](#).

Division Contact: Division of Elections - HAVA Administration Unit, 850-245-6200

Instructions:

1. Navigate to the [SOE Portal](#)
2. Click on the SOE Reports Application
3. Detailed instructions can be found in the [User Guide for the SOE Reports Application](#)

Voting History Records

- References:** [Section 98.0981, F.S.](#)
- [Rule 1S-2.043\(7\), F.A.C. \(effective 10/27/2010\)](#)
- [Rule 1S-2.053\(6\) – Election Results, Precinct-Level Election Results, Voting History, and Reconciliation Reporting \(effective 7/1/2017\)](#)
- Compliance:** Supervisors of Elections must submit voting history data to the Division of Elections (Division) for each presidential preference primary election, special election, primary election, and general election.
- The Division of Elections on behalf of the Department of State will compile the 67 county's files of official voting history and voter registration information on voters who were qualified and voted in the election and submit the elections recap report to the Florida Legislature after each of the above-referenced elections.
- Purpose:** To create a statewide database of voter history data and satisfy the requirements to provide an elections recap report to the Florida Legislature regarding voting and voter registration history records after each of the above-referenced elections.
- Record Retention:** [General Records Schedule - GS3 Election Records](#)
- Election Returns: Precinct (Federal Elections) Item 161; 22 months after certification of election.
 - Election Returns: Precinct (State & Local Elections) Item # 162: 1 anniversary year after certification of election.
- Form(s) to be Used:** See specifications for file format and content in [Section 98.0981\(1\)\(d\), F.S.](#)
- Submission Date:** Within 30 days after the Elections Canvassing Commission certifies the election results
- Submission Method:** The VH03 files shall be transmitted to the specified VH03 voting history subdirectory under each county's existing transfer directory using secure file transfer protocol.
- Division Contact:** Director's Office at 850-245-6200
- Instructions:** See [Rule 1S-2.053\(6\)](#) for detailed information on how to format and transmit these files

Section 5: Bi-Annual and Other Reports

Certification Application for Supervisors of Elections for Special Qualification Salary

- References:** [Section 145.09\(3\), F.S.](#)
[Rule 1S-2.0115, F.A.C.](#)
- Compliance:** In order to receive an additional \$2,000 per year special qualification salary, a Supervisor of Elections must meet the certification requirements set out in rule. The rule provides requirements for initial and annual certification of Supervisors of Elections for the special qualification salary. In order to receive special qualifications salary, the Supervisor of Elections must submit a completed certification application requesting initial or annual certification by the Division of Elections (Division).
- The Florida State Association of Supervisors of Elections develops and administers the statewide open book test for the initial certification and the Division grades the examination. The Division issues the initial or annual certification.
- Purpose:** To ensure that the SOE satisfies initial and continuing education requirements and receive \$2,000 annually for that effort.
- Record Retention:** For SOEs: Use [General Records Schedule GS1-SL for State and Local Government](#) Agencies – 5 fiscal years
- Item #195, Payroll Records; Supporting Documents
 - Item #378, Personnel Records; Supplemental Documentation
- For Division: 6 anniversary years; DOS Internal Retention Schedule Item #000393-0001A
- Form(s) to be Used:** [DS-DE 69 – Certification Application for Supervisor of Elections for Special Qualification Salary](#)
- Submission Date:** Initial Certification: Requirements must be completed no later than 6 years after first taking office.
- Recertification: Thirty days prior to the anniversary date; annual recertification.
- Submission Method:** Mail: Division of Elections, Director's Office , R.A. Gray Building, Room 316, 500 South Bronough Street, Tallahassee, Florida 32399-0205; or
Fax: 850-245-6217 (must be followed with an original by mail)
- Division Contact:** Director's Office at 850-245-6200
- Instructions:** Submit completed DS-DE 69 no later than 30 days prior to the date with supporting documentation (advise submitting documentation of attendance throughout the year). For further details, please see [Rule 1S-2.0115](#).

Certification of Address List Maintenance Activities

- References:** [Section 98.065, F.S.](#)
[Rule 1S-2.041, F.A.C.](#)
- Compliance:** The Supervisor of Elections (SOE) shall certify twice annually that he or she has conducted address list maintenance activities in accordance with law.
- Purpose:** To certify a SOE has conducted activities required under Section 98.065, F.S., to maintain current and accurate residential addresses for registered voters.
- Record Retention:** For SOEs: 2 anniversary years from date of filing; [General Records Schedule - GS3 Election Records Item #156](#)
For Division: 1 day after the 2nd general election following the due date of the report; DOS Internal Retention Schedule Item #000310-0001a
- Form(s) to be Used:** [DS-DE 117 – Certification of Address List Maintenance Activities](#)
- Submission Date:** No later than July 31 (for the prior January through June).
No later than January 31 (for the prior July through December)
- Submission Method:** E-Mail as scanned attachment: BVRSHelp@dos.myflorida.com; or
Mail: Bureau of Voter Registration Services, R.A. Gray Building, Room 316, 500 South Bronough Street, Tallahassee, Florida 32399-0205
- Division Contact:** Bureau of Voter Registration Services at 850-245-6290
- Instructions:**
1. Record the requested information on form DS-DE 117.
 2. Sign and date the form.
 3. Send completed form(s).

Certification of Eligibility Records Maintenance

- References:** [Section 98.075, F.S](#)
[Rule 1S-2.041, F.A.C](#)
- Compliance:** The Supervisor of Elections (SOE) shall certify twice annually that he or she has conducted eligibility records maintenance activities in accordance with law.
- Purpose:** To certify a SOE has conducted activities required under Section 98.075, F.S., to identify and remove ineligible voters from the voter registration rolls.
- Record Retention:** For SOEs: 2 anniversary years from date of filing; [General Records Schedule - GS3 Election Records Item #156](#)
For Division: 1 day after the 2nd general election following the due date of the report; DOS Internal Retention Schedule Item #000310-0001a
- Form(s) to be Used:** [DS-DE 118 – Certification of Eligibility Records Maintenance](#)
- Submission Date:** No later than July 31 (for the prior January through June).
No later than January 31 (for the prior July through December).
- Submission Method:** E-Mail as scanned attachment: BVRSHelp@dos.myflorida.com; or
Mail: Bureau of Voter Registration Services, R.A. Gray Building, Room 316, 500 South Bronough Street, Tallahassee, Florida 32399-0205
- Division Contact:** Bureau of Voter Registration Services at 850-245-6290
- Instructions:**
1. Record the requested information on form DS-DE 118.
 2. Sign and date the form.
 3. Send completed form(s).

Eligibility Determining Case Files

References: [Section 98.075\(7\), F.S.](#)

Rule [1S-2.041](#), F.A.C.

Compliance: The Supervisors of Elections are responsible for ensuring that the voter registration rolls are accurate and current and are required to notify registered voters of potential ineligibility based on credible and reliable information from a variety of federal and state agency sources. The Division of Elections facilitates that process by also examining and creating case files based on credible and reliable information that is then forwarded to the SOE for notice to the voter, opportunity for hearing and final disposition including removal if determined to be ineligible to be registered. The SOE must notify the registered voter of his or her potential ineligibility by mail within 7 days after receipt of notice or information.

Purpose: To protect the integrity of the electoral process by ensuring the maintenance of accurate and current voter registration records. List maintenance activities must be uniform, nondiscriminatory, and in compliance with the Voting Rights Act of 1965, the National Voter Registration Act of 1993, and the Help America Vote Act of 2002.

Record Retention: [General Records Schedule GS 3 Election Records:](#)

- **Voter Registration:** Voter Eligibility Case Files Item #157 (invalid files); 2 anniversary years after case file “closed”
- **Voter Registration;** Voter Eligibility Case Files, Item #158 (valid files) Permanent

Form(s) to be Used: Law sets forth the content of the notice to the voter regarding potential ineligibility upon credible and reliable case files whether initiated at the local or state level.

Submission Date: Daily

Submission Method: SOE File Transfer Utility on the SOE Portal:
<https://soesecure.elections.myflorida.com/SOEAdminServices/>

Division Contact: Bureau of Voter Registration Services at 850-245-6290

Instructions: Download the files via the SOE File Transfer Utility

HAVA Financial Reports (Rev. 1/18)

References:

Voter Education Grant

- FY 2003-04
 - Section 6 of Chapter 2003-397, Laws of Florida, Specific Appropriation 2888A
 - Section 101 of the Help America Vote Act of 2002
 - CFDA 39.011, Help America Vote Act Requirements Payments
- FY 2004-05
 - Section 6 of Chapter 2004-268, Laws of Florida, Specific Appropriation 2871P
 - Section 101 of the Help America Vote Act of 2002
 - CFDA 39.011, Help America Vote Act Requirements Payments
- FY2005-06
 - Section 6 of Chapter 2005-70, Laws of Florida, Specific Appropriation 2938
 - Section 101 of the Help America Vote Act of 2002
 - CFDA 39.011, Help America Vote Act Requirements Payments
- FY 2006-07
 - Section 6 of Chapter 2006-25, Laws of Florida, Specific Appropriation 3174
 - Section 251 of the Help America Vote Act of 2002
 - CFDA 90.401, Help America Vote Act Requirements Payments

Poll Worker Training Grant

- FY 2005-06
 - Section 6 of Chapter 2005-70, Laws of Florida, Specific Appropriation 2939
 - Section 251 of the Help America Vote Act 2002
 - CFDA 90.401, help America Vote Act Requirements Payments
- FY 2006-07
 - Section 6 of Chapter 2006-25, Laws of Florida, Specific Appropriation 3175
 - Section 251 of the Help America Vote Act 2002
 - CFDA 90.401, Help America Vote Act Requirements Payment

Federal Election Activities Grant

- FY 2007-08
 - Section 6 of Chapter 2007-72, Laws of Florida, Specific Appropriation 3257
 - Section 251 of the Help America Vote Act of 2002
 - CFDA 90.401, Help America Vote Act Requirement Payments

Supervisor of Elections' Guide to the Division of Elections Reports, Downloads, and Uploads

- FY 2008-09
 - Section 6 of Chapter 2008-152, Laws of Florida, Specific Appropriation 3149
 - Section 251 of the Help America Vote Act of 2002
 - CFDA 90.401, Help America Vote Act Requirement Payments
- FY 2009-10
 - Section 6 of Chapter 2009-81, Laws of Florida, Specific Appropriation 3062
 - Section 251 of the Help America Vote Act of 2002
 - CFDA 90.401, Help America Vote Act Requirement Payments
- FY 2010-11
 - Section 6 of Chapter 2010-152, Laws of Florida, Specific Appropriation 3164
 - Section 251 of the Help America Vote Act of 2002
 - CFDA 90.401, Help America Vote Act Requirement Payments
- FY 2011-12
 - Section 6 of Chapter 2011-69, Laws of Florida, Specific Appropriation 2941
 - Section 251 of the Help America Vote Act of 2002
 - CFDA 90.401, Help America Vote Act Requirement Payments
- FY 2012-13
 - Section 6 of Chapter 2012-118, Laws of Florida, Specific Appropriation 3134
 - Section 251 of the Help America Vote Act of 2002
 - CFDA 90.401, Help America Vote Act Requirement Payments
- FY 2013-14
 - Section 6 of Chapter 2013-40, Laws of Florida, Specific Appropriation 3106
 - Section 251 of the Help America Vote Act of 2002
 - CFDA 90.401, Help America Vote Act Requirement Payments
- FY 2014-15
 - Section 6 of Chapter 2014-51, Laws of Florida, Specific Appropriation 3097
 - Section 251 of the Help America Vote Act of 2002
 - CFDA 90.401, Help America Vote Act Requirement Payments
- FY 2015-16
 - Section 6 of Chapter 2015-232, Laws of Florida, Specific Appropriation 3078
 - Section 251 of the Help America Vote Act of 2002
 - CFDA 90.401, Help America Vote Act Requirement Payments

Ballot on Demand Equipment

- FY 2007-08
 - Section 11(b)(2), Chapter 2007-30, Laws of Florida
 - Section 251 of the Help America Vote Act of 2002
 - CFDA 90.401, Help America Vote Act Requirement Payments

Optical Scan Voting Systems Equipment

- FY 2007-08
 - Section 11(a)(2), Chapter 2007-30, Laws of Florida

Supervisor of Elections' Guide to the Division of Elections Reports, Downloads, and Uploads

- Section 251 of the Help America Vote Act of 2002
- CFDA 90.401, Help America Vote Act Requirement Payments

Voting Systems Assistance Grant

- FY 2004-05
 - Section 6 of Chapter 2004-268, Laws of Florida, Specific Appropriation 2871I
 - Section 101.56062, Florida Statutes (requires accessible voting systems)
 - Section 301(a)(3) Title III of the Help America Vote Act (to meet the accessibility requirements for voters with disabilities)
 - CFDA 39.011, Election Reform Payments
- FY 2015-16
 - Section 6 of Chapter 2015-232, Laws of Florida, Specific Appropriation 3071
 - Section 251 of the Help America Vote Act of 2002
 - CFDA 90.401, Help America Vote Act Requirement Payment
 - These funds must be expended by December 31 or they shall be returned to the Department.

Compliance: The Supervisors of Elections (SOE) must provide the completed report forms along with the required backup on or before December 31.

Purpose: Each contract requires SOE to submit a report to the Department of State on or before December 31 every year detailing the actual expenditures of the funds provided. For the Voter Education, Poll Worker Training and Federal Election Activity reports, the types of voter education activities and/or poll worker training activities conducted as well as any voting systems purchased utilizing these funds must be provided. Any interest earned and spent must also be reported.

Records Retention: The SOE must keep and maintain accurate and detailed records (e.g., invoices, receipts, and other documentation) sufficient to identify how and whether expenditures were used for authorized purposes, to support financial reporting, and to conduct audits as may be required or requested. The SOE must retain these records in accordance with the guidelines of the Department of Financial Services and the Office of the Auditor General for five fiscal years after the last report that all funds have been fully expended or funds are returned by the county, or three years after the date an audit report is issued, whichever is earlier. The SOE must allow the Department or its designee, CFO, or Auditor General access to such records, including the audit working papers upon request.

Form(s) to be Used: [DS-DE 128 – HAVA Financial Report](#)

Submission Date: On or before December 31 every year

Submission Method: SOE File Transfer Utility on the SOE Portal:
<https://soesecure.elections.myflorida.com/SOEAdminServices/>

Division Contact: HAVA Administration Unit 850-245-6200

Supervisor of Elections' Guide to the Division of Elections Reports, Downloads, and Uploads

Instructions:

Pursuant to the contract, with the exception of the FY2015-16 Voting Systems Assistance contract, the funds do not have to be used within a particular time period and may be retained in an interest-bearing account for future voter education, poll worker training or federal election activities. The funds must be used for the same purposes for subsequent years until such funds are expended. However, Supervisors must continue to report on or before December 31 each year covering the expenditures made between October 1 through September 30 of the preceding year as long as any funds provided under each agreement remain. These reports will be compared to the grant plans provided by the county. All plans must have prior approval from the Division.

HAVA Funds Remaining Balance as of June 30 Report

- References:** Section 6 of Chapter 2008-152, Laws of Florida, Specific Appropriation 3149
Section 6 of Chapter 2009-81, Laws of Florida, Specific Appropriation 3062
Section 6 of Chapter 2010-152, Laws of Florida, Specific Appropriation 3164
Section 6 of Chapter 2011-69, Laws of Florida, Specific Appropriation 2941
Section 6 of Chapter 2012-118, Laws of Florida, Specific Appropriation 3134
Section 6 of Chapter 2013-40, Laws of Florida, Specific Appropriation 3106
Section 6 of Chapter 2014-51, Laws of Florida, Specific Appropriation 3097
Section 6 of Chapter 2015-232, Laws of Florida, Specific Appropriation 3078
- Compliance:** Supervisors must provide the completed report forms as stated in the Federal Election Activities Grant Memorandum of Agreement.
- Purpose:** Supervisors of Elections shall report to the Department of State any unspent federal funds, required county matching funds and interest earned from the funds provided under the agreement. Counties must report balances unspent on or before the due date provided in the Federal Election Activities Grant Memorandum of Agreement until funds are fully expended.
- Forms to be used:** DS-DE 129 (will be sent to each county by Division before due date)
- Records Retention:** The Supervisor shall keep and maintain accurate and detailed records (e.g., invoices, receipts, and other documentation) sufficient to identify how and whether expenditures were used for authorized purposes, to support financial reporting, and to conduct audits as may be required or requested. The Supervisor shall retain in accordance with the guidelines of the Department of Financial Services and the Office of the Auditor General these records for five fiscal years after the last report that all funds have been fully expended or funds are returned by the county, or three years after the date an audit report is issued, whichever is earlier. The Supervisor shall allow the Department or its designee, CFO, or Auditor General access to such records, including the audit working papers upon request.
- Submission Date:** Annually by July 31
- Submission Method:** E-mail (preferred): Althera.Johnson@DOS.MyFlorida.com or Ary.Miller@DOS.MyFlorida.com
or
Mail: Division of Elections
HAVA Administration Unit,
R.A. Gray Building, Room 316
500 South Bronough Street
Tallahassee, Florida 32399-0250
- Division Contact:** HAVA Administration Unit, 850-245-6200
- Instructions:** Complete the form for all HAVA Grants with a balance of any unspent federal, county match and earned interest.

Unused Election Materials Destruction Requests

- References:** [Section 101.545, F.S.](#)
- Compliance:** All unused ballots, forms, and other election materials may, with the approval of the Department of State, be destroyed by the Supervisor of Elections after the election for which such ballots, forms, or other election materials were to be used.
- Purpose:** To eliminate unused ballots, forms, or other election materials that were not used in an election.
- Record Retention:** These records are not public records. - may be disposed of upon a written approval of request to dispose.
- Form(s) to be Used:** N/A
- Submission Date:** As the custodian of records deems necessary.
- Submission Method:** Email: DO.Reports@DOS.MyFlorida.com; or
Mail: Director's Office, R.A. Gray Building, Room 316, 500 South Bronough Street, Tallahassee, Florida 32399-0250
- Division Contact:** Director's Office at 850-245-6200
- Instructions:**
1. The Supervisor of Elections or custodian of records (in some cases, city clerks, town clerks, etc.) submits to the Division of Elections a request to destroy unused election materials from an election. The request should include the name and date of the election (i.e., *August 24, 2010, Orange County Primary Election*). The request may be submitted immediately after an election, but the division will not approve it until after the contest of election period has passed.
 2. After approval from the division, the custodian may dispose of records however he or she deems necessary. A copy of the approval letter should be placed in the custodian's files and maintained according to records retention schedules for correspondence.