

Revised Four-Year Voter Record Maintenance Protocol Timeline

(You may wish to start your review at Step #13, "February 20, 2009, page 2)

1. **November 21, 2008**: G.A.B. notified municipalities that G.A.B. is reviewing the process for conducting the 4-year maintenance and directed clerks not to initiate that process.
2. **November 24, 2008**: G.A.B. staff met with the SVRS Standards Committee to review the proposed 4-year maintenance protocol.
3. **November 28, 2008**: G.A.B. staff sends draft protocol to county and municipal clerks and posts draft protocol to G.A.B. website.
4. **December 4, 2008**: Statutory deadline for municipalities to have completed entering voter registration and voting history from the November 4th election.
5. **December 17, 2008**: The G.A.B. adopts the recommended Four-Year Voter Record Maintenance Policy and Process and Protocol presented at its December 17, 2008 meeting.
6. **January 20, 2009**: G.A.B. staff completes the necessary coding to run Phase I of the Four-Year Voter Record Maintenance process. Phase I identified voters who have been registered for four years but have not voted in four years, updating the voter record to a status of "Active – Suspended (4 Years Notice)," and generating a Notice of Suspension of Registration mailing.
7. **January 30, 2009**: G.A.B. staff completes testing Phase I of the Four-Year Voter Record Maintenance process.
8. **January 30, 2009**: G.A.B. notifies County and Municipal clerks and SVRS users that the Four-Year Voter Record Maintenance will be performed in SVRS by G.A.B. on Sunday, February 1, 2009.
9. **February 1, 2009**: G.A.B. runs the Four-Year Voter Record Maintenance script in SVRS and generates 313,205 Notice of Suspension of Registration mailings for voters whose records were updated to the status reason of Active – Suspended (4 Years Notice).
10. **February 1, 2009**: All voters identified on this date will be sent a Notice of Suspension of Registration postcard. Clerks who have not completed entering voter registrations and voting history from the November 4 Election should continue entering history for voters with a status of "Active-Suspended (4 Years Notice)," and change the voter status to "Active - Registered." G.A.B. staff will also begin to identify voters in "Active – Suspended (4 Year Notice)" status who have voting history for the November 4, 2009 Election, and change the status of those voters from "Active – Suspended (4 Years Notice)" to "Active – Registered." Voters will still receive a Notice of Suspension of Registration postcard if their status was

changed from “Active – Suspended (4 Years Notice)” to “Active – Registered” after February 1, 2009.

11. **February 2, 2009**: G.A.B. staff completes extract for the Notice of Suspension of Registration postcards from SVRS and a file is sent to printers to begin set up from printing address and district information on the Notice of Suspension of Registration postcards.
12. **February 17, 2009**: Statewide primary election. Voters identified as “Active-Suspended (4 Years Notice)” remain on the poll lists and are eligible to vote without registering again. The act of voting within the 30-day period is equivalent to responding to the Notice of Suspension of Registration.
13. **February 20, 2009**: The Notice of Suspension of Registration postcards are mailed.
14. **February 23, 2009 – April 11, 2009**: G.A.B. staff will process any returned Applications for Continuation of Registrations. Voters who return an Application for Continuation of Registration will have their status change from “Active – Suspended (4 Years Notice)” to “Active – Registered.” Applications for Continuation of Registration and returned Notices of Suspension of Registration will be retained by G.A.B. and forwarded to the municipalities after the Four-Year Voter Record Maintenance process is complete on April 11, 2009.
15. **March 14, 2009**: G.A.B staff completes development and testing code changes for Phase II of the Four-Year Voter Record Maintenance Process. Phase II identifies voters who did not respond to the Notice of Suspension of Registration and changes their status from “Active – Suspended (4 Years Notice)” to “Inactive – 4 Year Maintenance.”
16. **March 18, 2009**: Close of registration for the April 7, 2009 Spring Election. Change freeze for updates to SVRS begins.
17. **March 23, 2009**: Deadline for voters to respond to the Notice of Suspension of Registration mailing.
18. **April 7, 2009**: 2009 Spring Election. Voters identified as “Active – Suspended (4 Year Notice)” in SVRS remain on the poll lists and are eligible to vote with out registering again. The act of voting in the 2009 Spring Election will be treated as an Application for Continuation of Registration.
19. **April 11, 2009**: G.A.B. runs the batch process in SVRS to inactivate voters who did not respond to the Notice of Suspension of Registration postcard. Voters with a status of “Active – Suspended (4 Years Notice)” will be updated to a status of “Inactive – 4 Year Maintenance.”
20. **April 13, 2009**: G.A.B. sends a notice to all municipal and county clerks that the Four-Year Maintenance is complete. This notice will include a report of all of the

voters who were inactivated in each municipality and any returned Applications for Continuation of Registrations and Notice of Suspension of Registrations that G.A.B. has processed. The notice will also include instructions on how to generate reports related to the Four-Year Voter Maintenance in SVRS. G.A.B. SVRS Election Specialist will contact clerks direct them on how to reactivate Military electors who voted by absentee in the past 6 years.