NEWS & UPDATES

July Hotfix
Several updates were made to SVRS in the most recent hotfix, including:

- **Allow Counties to Generate Certificates of Election for Local Offices.** This will allow a county user to generate the certificates of election for non-commissioned offices, like county council, town clerk-treasurer, precinct committeeperson, etc. (IED creates commissions for the governor to sign for constitutional officeholders, such as county clerk, county auditor, prosecuting attorney, judge, etc.)

- **Add “Countywide Mailing” to the SAMC Correspondence Option.** Certain countywide mailings can be used to create a SAMC pursuant to state law, (IC 3-7-38.2-2) though the “countywide mailing” text as an option in the dropdown of the SVRS module was not available until this hotfix.

- **Print Two Voter Registration Applications in Batch Printing.** Counties can set a preference that will print two voter registration documents on one page. If preference is not set, then current business rule to print one VR doc per page continues.

- **Update DOC Hopper SSN.** The DOC Hopper will only display the last four digits of the SSN.

- **Allow for an “informal” precinct name.** To help keep precinct names consistent in SVRS/GIS/IED-8, counties will need to use the IEC-8 name as its “formal” name in SVRS but can add an “informal” name used by election admins for your internal purposes.

Reprecincting Reminders
1/ Counties have until noon, August 11, 2021, to file the IED Reprecincting Survey to avoid being put at the end of the line for staff support. Counties are encouraged to respond to the survey by this deadline, even if it is not yet clear if changing precinct boundaries will be necessary once redistricting work is completed at the state and local level.

2/ Look for an email from IED with how to access the base precinct shapefile that will be used by the IGA to draw new state legislative & Congressional districts. The OGD shapefile includes the new census block names and may have refined precinct boundaries due to better topography. Counties will have 30-days to inform IED if they anticipate making technical corrections for any identified slivers” or census block name changes. Details will be in the distributed memo.

ALPHABET SOUP:
RSE = Request for Service Enhancement

County SVRS users can submit an RSE through the County Authorization Module to suggest improvements to SVRS. Improving the user experience with SVRS is a goal of our office, and the RSE tool is the best way to offer your ideas.

CALENDAR

- **Aug 2, 2021 (noon):** Deadline for a public question for the Nov. 2, 2021 special election (Transfers from Sun., Aug. 1)
- **Aug. 11 (noon):** Deadline to submit the IED Reprecincting Survey to indicate county’s interest in drawing new precinct boundaries to avoid being at the end of the line
- **Aug 18:** Deadline for Co-Directors to assign IED staff to counties responding to reprecincting survey
- **Aug 21, 2021:** Recommended deadline for a voter to mail back a voter response card from the statewide mailer
- **Aug 27, 2021:** Deadline for IED to receive the VRC from card 2
- **Oct 4, 2021:** VR deadline for precincts where special Nov. election conducted
- **Oct 4, 2021:** “Freeze” deadline for county to move voter to “inactive” status in precincts where a special election conducted (if applicable)
- **Oct 15, 2021:** Deadline to submit IEC-8 & supporting reprecincting documents to IED. Late filings will be placed at the end of the line.
- **Nov 2, 2021:** Election Day, if special election conducted
- **Nov. 8, 2021:** Deadline for some local units of government to file ordinance with new election districts to county clerk
- **Dec. 13-15, 2021:** IED Election Administrators’ Conference
- **Jan. 4, 2022:** Deadline for new precinct boundaries to be approved for 2022 election cycle

AUGUST WEB TRAINING

Aug 25 | August Build
2021 Calendar now posted to INSQRS County Portal. Dates/times subject to change. Please verify against the calendar.
IN FOCUS: IEC-8 Form (Establishing New Precinct Boundaries)

Last month the newsletter provided a high level overview of the reprecincting process. Since then, a few counties have asked more about the IEC-8 and its importance to the process.

The IEC-8 is the official description of a precinct, as established by your county. It asks for information like the active voter count, the specific census blocks used to create the precinct, and the polling location. Not all information is locked down by the IEC-8. For example, it’s possible for the county to change a polling location and clearly the active voter count will change over time.

On the other hand, the name of the precinct or its boundaries cannot be changed, unless the county executive follows the procedures in IC 3-11-1.5, generally. This can be as simple as passing an order renaming precincts or as formal as using the IEC-8 and seeking approval to change boundaries.

If your county draws new precinct boundaries this year, it will be critical to the process to make certain the precinct name on the IEC-8 is used in SVRS, as the Office of Census Data (OCD) will include the IEC-8 precinct name on the GIS shapefile our office, their office, and your office will use.

Using the official name across all three items (SVRS, IEC-8, GIS) ensures everyone is on the same page when discussing a precinct. Further, OCD records all precinct level results in all elections using the precinct names established by the IEC-8. Ideally, counties will use the IEC-8 names in their election system coding to ensure vote totals are being properly assigned to the right precinct.

IED keeps a copy of IEC-8s filed by each county. As county election administrators, it will be helpful to have a copy for your records. Or, if the county decides not to reprecinct, ensure that your office has copies of previous ordinances, orders, or IEC-8s that establish the precinct names.

Later this fall our office will provide more information on using the new GIS module to assist with drawing precinct boundaries and completing the IEC-8. If your county has a comfort level using the online tool, information like the active voter counts and census block names will be filled in.

All counties who respond to the survey about participating in reprecincting will be assigned a staff person - either Lori Clark or Stephanie Davidsen. They often help counties with the finer points of filing the IEC-8, like helping to identify the census blocks for the precinct or reviewing maps provided by the county.

It’s easy to get overwhelmed, especially if this is your first experience with reprecincting and redistricting. We’re here to help!

VR CORNER

Voter Registration Records Retention
A few counties have reached out to ask how long voter registration records are to be retained, especially now that the statewide VLM project has generated cancellations at the written request of the voter. When a voter’s registration is moved to cancelled status in SVRS, you must maintain the paper registration records for the cancelled residence address for 24-months following the next federal general election.

For example, you receive a signed voter response card (VRC) from the 2021 statewide mailer to cancel the voter’s registration. You’ll want to make sure the scanned image of the VRC is in the voter’s documents in SVRS and put in the paper record, when it’s received this fall, with your paper files for the voter. The VRC from Aug. 2021 is eligible for destruction on or after Nov. 2024. Why? Because the next federal election is Nov. 2022 and the 24-month retention period expires in Nov. 2024.

Active Voter Counts for Reprecincting
Counts will use the “Voter Status Counts for Reprecincting” SVRS report to evaluate if a precinct’s boundaries need to change to meet the min/max active voter counts found in IC 3-11-1.5. This report aligns with the definition of active voter found in IC 3-5-2-1.7(1).

This definition results in a lower active voter count than found in the “Voter Status Counts” SVRS report. Counties may want to wait to run this report until their statewide VLM project work is completed, as moving voters to cancelled or inactive status will impact the active voter count.

QUESTIONS OF THE MONTH

Q. 2021 is the only time a county has to draw new precinct boundaries, right?
A. Maybe. This is a decision made by the county each year, and IED releases its annual notice usually in mid to late summer. (The office did not release notice in 2020, as the precincts were locked into place for census purposes.) Counties should be evaluating annexations, changes in election district boundaries, and reviewing active voter counts to identify if the county is legally required to modify precinct boundaries to ensure compliance with IC 3-11-1.5, generally.

Q. There’s a county employee that is interested in filing an elected office vacancy. Will they have to resign from their job to become an elected official?
A. It depends. If the vacancy is for an elected office vacancy in county government, then yes, the county employee effectively resigns from their job when assuming the elected county position. But, if the office vacancy is in a city or town office or state office, then the county employee can continue to work for the county and hold elected office in another unit of government. The person looking to fill the elected office vacancy should examine IC 3-5-9, generally, with their personal attorney and perhaps the “Dual Lucrative Handbook” published by the Attorney General’s office and found on in.gov/attorneygeneral to be properly advised.