



# Election Division Dispatch

Brad King & Angie Nussmeyer, Co-Directors | March 2021

## NEWS & UPDATES

### Census Data Update

The US Census Bureau recently reported 2020 census data for purposes of redrawing Congressional and state legislative district boundaries has been pushed back again—to Sept. 2021. This will impact redrawing districts for local offices on the ballot in 2022 and add stress to the re-precincting process.

County clerks and election boards have a passive roll in this process, though often are used as a conduit to work with IED on re-precincting. Of course, district changes for local offices are filed with the clerk since it will impact voter registration information and candidate filing. Please stay tuned, as our office will likely have a future webinar on this topic.

### March Build

A few times each year, larger projects to improve and modernize SVRS and indianavoters.com are deployed. Some of those improvements in March 2021 will be:

- Adding to the county authorization form (CAF) module the ability to file a request for service enhancement (RSE). For context, a CAF is filed by a county user for the state/system user to modify a record within SVRS. An RSE is a request by the county to improve functionality of the system that is then scoped for approval.
- Noting on the “Tell Us About Yourself” pop up that voters must enter information exactly as it appears on their voter registration record
- Including links on Indianavoters.com to the IED’s UOCAVA / FPCA website
- Eliminating pre-population of previous residence and mailing addresses when a voter updates their registration on Indianavoters.com

The Build Notes will be found later in March in the SVRS County Portal. Additionally, Civix will host webinars to walk through these improvements later in March.

### User Audit

Counties are required to review SVRS users associated with their county not later than March 12, 2021. An email communication was distributed via SVRS message hopper on Feb. 16. Please follow the step-by-step instructions and note your completion of the task by responding to the survey found in the 2/16 email.

**Failure to complete the user audit will result in temporary loss of access to SVRS.**

## ALPHABET SOUP: COTS

### COTS = Commercial-Off-The-Shelf

This abbreviation is likely not seen much by counties, though you might come across it when looking at new voting systems or tune in to Commission recertification this fall.

When used to define a voting system or ePollbook, COTS are those software, firmware, device or component that can literally be found “on the shelf” where such components are sold.

COTS components can be used by many different people or organizations for many different applications other than certified voting systems and that is incorporated into the voting system with no manufacturer- or application-specific modification. See eac.gov for more information.

## CALENDAR

**March 1, 2021 (NOON):** Deadline for Regular Party Committees to file 2020 Annual Report

**March 5, 2021 (NOON):** Deadline for a school corporation to certify to the circuit court clerk a special election for a school tax or school safety levy referendum to be held on May 4, 2021

**April 5, 2021:** Voter Registration deadline ONLY for those precincts holding a special public question election (Otherwise, this does NOT apply!)

**April 29, 2021:** Sine Die for Indiana General Assembly (may be sooner, but last day contemplated in state law)

**May 4, 2021:** Election Day, if jurisdiction holding special public question election

## MARCH WEB TRAINING

**Mar. 16 & 18 |** March Build Overview

*2021 Calendar now posted to INSVRS County Portal. Dates/times subject to change. Please verify against the calendar.*

# IN FOCUS: Spring Cleaning

Our office has fielded a few questions about retention of election materials in an effort to take advantage of this “off-year.”

Be sure to follow the retention schedule, which can be found online at the State Archivist’s website: [https://www.in.gov/iara/files/county\\_general.pdf](https://www.in.gov/iara/files/county_general.pdf)

You’ll also need to work closely with your Local Records Commission. You may be asked to file additional forms and attend meetings before having your records destroyed.

## Election Materials

This category includes everything stored following each election, such as ballots, paper poll lists, machine tapes, etc. This does NOT include voter registration and campaign finance, however.

Federal and state law requires election materials to be retained for a period of 22-months. Therefore, materials from May 2019 election and earlier are eligible for destruction in Mar. 2021; Nov. 2019 materials in September 2021.

Additionally, state law requires the county election board to maintain all election results and at least ONE unvoted regular and provisional ballot from each township in perpetuity. These are generally filed with your board’s meeting minutes.

## Voter Registration Forms

ALL paper registration forms MUST be filed and maintained by county VR officials. While you are not required to print electronic records from your hopper, if your county chooses to do so, then it must file the paper record and maintain it.

A paper VR registration may be destroyed after the person’s registration is cancelled at their former residence address AND following two years after the next general election. This retention schedule is set in federal and state law.

For example, a voter moves and updates their registration to a new Indiana residence address using a paper VR form. The form was submitted on Mar. 1, 2021. The county must maintain the “new”

registration until the “new” registration is cancelled. But, assuming the “old” VR form was also submitted on paper, the “old” VR form can be destroyed on or after Nov. 8, 2024. (The next general election after the registration is canceled is Nov. 8, 2022; the second general election is Nov. 8, 2024)

Remember, state law requires all paper registrations to be scanned and uploaded to the voter’s documents in SVRS.

## Campaign Finance Reports

Generally, campaign finance records filed with your office must be kept for 4 years following Dec. 1 after the election when they were filed. For instance, the 2020 pre-election CFA-4 report filed by most committees in Oct., 2020, must be kept until Dec. 1, 2024.

For any judicial candidates committee, the records must be kept for 6 years following Dec. 1 after the election the election when they were filed for, since circuit and superior court judges serve 6 year terms.

## VR CORNER

### NVRA Form Numbers

In SVRS, county users are prompted to enter an NVRA form number when entering a voter’s registration. These numbers can be found in the upper left corner of each state form.

Below is the VRG-7 form. Under the bolded form title, State Form 50504 (R20/4-20) is printed:



**INDIANA VOTER REGISTRATION APPLICATION**  
State Form 50504 (R20 / 4-20)  
Indiana Election Division

The NVRA number is 50504, and entered in SVRS for data tracking purposes. The (R20/4-20) is the revision number (R20) and the month/year it was updated (4/20).

### Auto Cancel

Auto Cancel functionality in SVRS is available, which moves eligible “inactive” registrations to “cancelled” status in bulk. Before performing this task, be certain your county has applied vote history from the Nov. 2020 election!

Vote history is important to identify those “inactive” registrants that can legally be moved into “cancelled” status after 1/ receiving notice and 2/ not voting in any election over two general election cycles.

NOTE: if your county has a special election in May 2021, complete this task not later than 29-days before the election. If not, then you must wait until after the May election.

## QUESTIONS OF THE MONTH

### Q. Will there be new absentee forms for 2021?

A. Yes, but only for ABS-Mail in English and Spanish. These forms are only needed in those communities with special elections in 2021. The other ABS forms do not include filing deadlines and are to be used for any special election.

Indianavoters.com will include the new online ABS-Mail & current ABS-Traveling Board application links in those counties holding special elections. If the voter is eligible to file an ABS request, then the system will display the application; if not, it will inform the voter that they are not eligible to vote in the election.

### Q. If we don’t have a special election in May or November 2021, can we accept absentee forms now?

A. No, at least for state forms. State law allows a voter to begin filing ABS apps for the May 2022 election as early as Dec. 1, 2021. For Nov. 2022, ABS forms can be filed starting late May 2022, the same day VR re-opens.

However, military and overseas voters can file a Federal Postcard Application (FPCA) in 2021. Be sure the voter’s registration is updated and the ABS app noted, though the off-year in Indiana means the voter will not likely receive an ABS ballot. The absentee portion of an FPCA filed in 2021 expires on Dec. 31, 2021. If the voter wants to vote in 2022, they must re-apply on or after Jan. 1, 2022.