

October 25, 2004

Secretaries of State  
State Elections Directors

RE: U.S. Election Assistance Commission Election Day Data Survey

Dear Secretary of State and State Election Director:

Attached you will find the U.S. Election Assistance Commission Election Day Data Survey. This survey will collect data on a variety of topics, including voter registration, election results, voting equipment, poll workers, and voting jurisdictions for the November 2004 Federal election. The data collected will assist EAC in meeting the HAVA requirements to study various portions of the election process and report to Congress on the status of election administration in this country.

This survey is being distributed to the State Election Directors and Secretaries of State and is intended to be completed at the state level with input from the local election jurisdictions. This survey has been developed in electronic format to ease any paperwork burden that might be incurred with responding to this type of survey.

You are encouraged to use the attached spreadsheet to report a vast majority of the data that is requested in the survey. This sample spreadsheet contains only the basic columns and rows. The format of this form will need to be expanded to accommodate all of your state's local election jurisdictions and Congressional districts. If you are unable to respond using the attached spreadsheet, please use an electronic reporting format that is compatible with and capable of being imported into a standard spreadsheet or database file.

We have worked very hard to make this survey form as clear as possible. As such, there is an extensive list of definitions and instructions at the end of the survey form that will be helpful in answering each of the questions. If you do not find the answer to your question in the definitions or instructions, please feel free to contact Brian Hancock at 202-566-3100.

Please provide your response on or before January 1, 2005 (60 days following the federal election). We have established an email box for the receipt of the responses, [surveyresponse@eac.gov](mailto:surveyresponse@eac.gov). We appreciate your cooperation in providing electronic responses to the greatest extent possible.

We appreciate your time and effort in completing this survey.

Sincerely,

DeForest B. Soaries, Jr.  
Chairman  
Enclosures (2)