



OFFICE OF THE CHAIRMAN

U.S. ELECTION ASSISTANCE COMMISSION  
1225 New York Ave. NW – Suite 1100  
Washington, DC 20005

October 19, 2006

Dear State and Local Election Officials:

By now, you have likely received a copies of the Election Assistance Commission's [Quick Start Management Guide for Voting System Security](#), [Quick Start Management Guide for New Voting Systems](#), [Quick Start Management Guide for Poll Workers](#) and [Quick Start Management Guide for Ballot Preparation/Printing and Pre-Election Testing](#). These guides provide guidance on administering and securing voting systems. While we know that you are busy preparing for Election Day, we encourage you to review these short guides. Knowing that time is critical and that you may not be able to review these guides thoroughly, this letter highlights and summarizes what we feel are the most important recommendations.

- Ensure that software installed on the voting system is the exact version that has been certified by your State, the National Association of State Election Directors (NASSED), and/or the Election Assistance Commission's Pre-Election Voting System Testing and Certification Program.
- Develop chain-of-custody procedures, use tamper-evident seals, and implement inventory control/asset management processes to ensure that voting units and associated equipment are properly and securely controlled and accounted for at all times throughout the election administration process.
- Develop a specific procedure for monitoring each person who has access to your voting system, including your election office staff, vendor personnel, and visitors to your office. Control the access of vendor personnel to your system. It is essential that the vendor never be allowed access to the voting system without a member of the election office staff present.
- Follow State guidelines for conducting logic and accuracy testing on your voting machines before each election. Collect all checklists and paper tapes from each machine as a part of your pre-election audit trail.
- If voting equipment has a wireless device, turn it off during voting.

- Encourage poll managers to periodically verify the number of voters processed against the number of votes recorded (via public counter) on the voting devices and to compare that number with the total number of signatures recorded in the poll book.
- Establish procedures to securely transport election results from optical scanners to vote-tabulation computers if the optical scanners are not located in the same location as where voter tabulation takes place.
- Consider any results transmitted electronically from the precinct to the central office to be unofficial and verify them against the results that are physically transported to the central office.
- Ensure that a sufficient number of poll workers are available to work on Election Day. If you are short of poll workers, consider the following ways to recruit new poll workers:
  - Use existing staff and poll workers as an army of recruiters
  - Advertise your need in area neighborhood association newsletters, city/chamber/school district newsletters, church publications, multilingual media publications, etc.
  - Reach out to the media with the specifics for the neighborhoods where you need poll workers
  - Develop community recruiting partnerships with city/county government governments, high schools, colleges and universities, civic organizations, or corporations and businesses.

These Quick Start Guides and other information on election administration are available at [www.eac.gov](http://www.eac.gov).

We appreciate the work that you do every day to make our country's elections run smoothly. Your role in our democracy is critical. We hope that these suggestions will simply confirm and reinforce the excellent policies and practices that you already have in place. We wish you good luck with the upcoming elections and, as always, if there is anything that we can do to assist you with your work, please feel free to call on us. The U. S. Election Assistance Commission may be reached toll-free at 866-747-1471.

Sincerely,



Paul S. DeGregorio  
Chairman