

Interstate crosscheck planning\_20131204

From: Bryant, Brad [KSOS] [brad.bryant@sos.ks.gov]  
Sent: Wednesday, December 04, 2013 3:02 PM  
To: (bkumar@ohiosecretaryofstate.gov); (Julie.Allen@sos.mo.gov);  
(Julie.Flynn@maine.gov); Aaron Gabhart (Aaron.Gabhart@ky.gov); Angie  
Rogers (angie.rogers@sos.louisiana.gov); Anh Le (cale@sos.ga.gov); Ann  
Kontor (ann.kontor@nebraska.gov); Antonio Sudduth  
(Antonio.sudduth@sos.ms.gov); Arkansas; Bart London  
(blondon@sos.ny.gov); Betsie Kimbrough (bkimbrough@sos.idaho.gov);  
Betsy Schonhoff; Finnerty, Bill; Brad King (bking@iec.in.gov); Brandon  
Johnson (Brandon.Johnson@state.sd.us); Brian Leach  
(bleach@elections.sc.gov); Cara Harr (cara.harr@tn.gov); Caskey, Bryan  
[KSOS]; Christian Hoberland (Christian.Hoberland@bakertilly.com); Christina  
Estes-Werther (cwerther@azsos.gov); Craig Stender  
(CStender@azsos.gov); Dale Cole (dale.cole@sos.state.ia.us); Dave Tackett  
(dtackett@wvsos.com); Denise Wisner (Denise.Wisner@sos.ia.gov); Don  
DeFord (don.deford@state.or.us); Donald Palmer  
(don.palmer@sbe.virginia.gov); Dustin VanBalen  
(dustin.vanbalen@state.sd.us); Ferguson, Bruce [KSOS]; Fran Roach  
(froach@elections.ok.gov); Gail Fenumiai (gail.fenumiai@alaska.gov); Gary  
Cooley (gcooley@sos.ga.gov); Giles, Robert; Hilary Rudy  
(hilary.rudy@sos.state.co.us); Jason Gant (jason.gant@state.sd.us); Jim  
Drake (jdrake@azsos.gov); Joe Miu (Joe.Miu@bakertilly.com); Marks,  
Jonathan; Justin Riemer (justin.riemer@sbe.virginia.gov); Kim Minor  
(kim.minor@sbe.virginia.gov); Kim Turner (kim.turner@sos.ms.gov); Kyle  
Phillips (kyle.phillips@sos.state.ia.us); Layna Valentine-Brown  
(lbrown@wvsos.com); Linda Lee Tarver (tarverl@michigan.gov); Marc Burris  
(MARC.BURRIS@NCSBE.GOV); Marci Andino (marci@elections.sc.gov);  
maria.matthews@dos.myflorida.com; Mary Fontes - AZ SOS Office  
(mfontes@azsos.gov); Mary Mosiman (mary.mosiman@sos.state.ia.us);  
MaryEllen Allen (maryellen.allen@ky.gov); Matthew Davis  
(matthew.davis@sbe.virginia.gov); Melissa Malerman  
(malerman@michigan.gov); Mitchell Minyard  
(mitchell.minyard@sos.arkansas.gov);  
mmasterson@ohiosecretaryofstate.gov; Montie Fisher  
(mfisher@elections.ok.gov); Neal Erickson (neal.erickson@nebraska.gov);  
Nicholas Daum (DaumN1@michigan.gov); Nicholson, Clayton; Nick Pharris  
(Nicholas.Pharris@sos.wa.gov); Robert Hammons  
(Bob.Hammons@sos.arkansas.gov); Schweppe, Roger [KSOS]; Sarah  
Reisetter; Scott F. Gilles; Shane Hamlin (shane.hamlin@sos.wa.gov);  
Stefanie Mann (stefanie.mann@sos.state.co.us); Steve Griffy  
(steve.griffy@tn.gov); Steve Trout (stetro@sos.state.or.us); Stuart Talsma  
(talsmas@michigan.gov); Terry Stover (terry.stover@sos.mo.gov); Thomas,  
Kyle; Tim Hanson (hansont@michigan.gov); Tim Hurst  
(thurst@sos.idaho.gov); Toshia Brown (toshia.brown@dos.myflorida.com);  
Trent Deckard (tdeckard@iec.in.gov); Veronica Degraffenreid  
(veronica.degraffenreid@ncsbe.gov); Vicky Stecklein  
(vicky.stecklein@sos.state.co.us); Vincent Russo (vrusso@sos.ga.gov)  
Subject: Interstate crosscheck planning  
Attachments: ConfCallAgenda.doc; ParticipationGuide.docx; 2014 Crosscheck Map  
10-29-  
13.pdf; StateCrosscheckContacts.xlsx

Interstate crosscheck states:

It's time to plan for the January, 2014 interstate voter registration data crosscheck program.

1. Conference calls-

Kansas will host two conference calls to give everyone a chance to participate in the planning discussions. Please have someone from your state participate in the first conference call if possible because some issues will be decided then. The second call is a backup.

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- central time  
time
- a. First conference call: Tuesday, Dec. 10, 3:00
  - b. Second conference call: Thursday, Dec. 19, 3:00 central

Dial 1-866-620-7326, then conference code 4355251338. Please review the attached agenda before the call.

2. Participating states--

Six states have joined the crosscheck program this year, bringing our total to 28 states and approximately 110 million records. Welcome to Idaho, Indiana, Nevada, North Carolina, Pennsylvania and Washington!

3. Attachments--

- a. Conference call agenda
- b. Participation Guide (This document combines several others into one manual.)
- c. Map of participating states
- d. List of state administrative & IT contact persons

Please let us know if you have questions. We will send a reminder before the first conference call.

BRAD BRYANT | State Election Director  
Kansas Secretary of State | 785-296-4559 P | 785-291-3051 F | [www.sos.ks.gov](http://www.sos.ks.gov)  
Memorial Hall, 1st Floor | 120 S.W. 10th Avenue | Topeka, KS 66612-1594

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# Voter Registration Data Crosscheck

## Conference Call Agenda

December 10 & 19, 2013

1. States involved in 2013 (22 states—85 million records)  
AK, AR, AZ, CO, FL, GA, IA, IL, KS, KY, LA, MI,  
MO, MS, NE, OH, OK, OR, SC, SD, TN, VA  
New states in 2014 (28 states—110 million records)  
ID, IN, NC, NV, PA, WA
  
2. Contact persons—see attached list  
Need one administrator, one IT contact in each state  
Note right column where states designate preferred method of followups  
Updates to contact list?
  
3. Data format—see attached  
Comma delimited ASCII file with double quote text qualifiers and  
{CR}{LF} row delimiter.  
Proposed format is revised slightly since January, 2012 crosscheck.  
Please review your data before uploading, taking into account the following:
  - Do not include any records that contain programming commands from your process that created the file
  - Please account for all 17 fields, in the order requested
  - Please trim all excess spaces so the records are not fixed length
  - Please zip your file before uploading it to the FTP site
  - Please be aware if your address lines contain a comma and make sure you encapsulate the field with double quotes
  - Please note that if you will be providing SSN data, we only ask for the last 4 positions
  - Please extract dates in the requested formats
  
4. Submitting data  
KS will host, AR provides secure FTP site  
Each state pull data January 15, 2014 and upload to FTP site.  
Notify KS when uploaded.  
KS will notify states when results are uploaded and provide instructions for processing results.

**Please review and edit your data before uploading it.**