



ELECTION BULLETIN

To: All Town Clerks
From: Kathy DeWolfe, Director of Elections and Campaign Finance
Date: January 22, 2004

Re: Development of Statewide Checklist Update

Project Overview:

The IT staff of the Office of the Secretary of State is continuing to purchase the necessary hardware and software and to program the database for the statewide checklist that we must have in place by January 1, 2006.

Not all Town Clerks and election officials have had time to read the HAVA state plan so I will summarize how we plan to develop the statewide checklist and what each town will need to use the checklist.

It is our plan to have all of the software and data remain on secure servers that will be maintained by our IT staff. After the project is ready to implement, each Town Clerk will be assigned a log on user name and password and you will use Microsoft Internet Explorer to go on the internet to log onto the statewide checklist. You will be able to log on from any computer so if your office does not have an internet connection, you will be able to use the library or a school or home computer or make arrangements with a neighboring clerk's office.

All Town Clerks are required by federal law to add names on an expedited basis once the system is in place—this means within a day (or in very small offices that are only open once a week, within a week) of receipt of the application. This is why the law was changed so that clerks can add names without a BCA meeting.

Once logged on, each Town Clerk will be able to make additions, changes, deletions, etc. to the checklist for your town. Each clerk will be able to search and look up names in other towns but it will be "read only"--no one will be able to change, add or delete information in another town. There will be standard reports available from the database to print and meet the needs for your entrance checklist, list of voters who requested absentee ballots, etc.

However, if you or your town want any specialized reports, you will need to download a copy of the entrance checklist and put it into access or whatever program you want to do your specialized reports.

Tentative Time Schedule:

Our IT staff continues to work on this project. We hope that we will be contacting the 15 "Volunteer Tester" Town Clerks in mid-March to begin to log on and review the screens, look at proposed reports, and assist us in debugging the system or pointing out anything that we have missed.

After testing/debugging/improving the system, we will start arranging training for clerks most likely on a county by county basis. I expect that we may start with the Chittenden-Grand Isle or the Franklin County Clerks as both have active clerk support organizations that meet regularly. When we start active training will depend on how long it takes to test and debug the system. If things go very smoothly, we may try to have some volunteer clerks use the system on a test basis in the fall of 2004 for the Primary and General Elections. This will be on a volunteer basis only--no one will be forced to use the system in 2004.

During 2005, we will complete all training on the statewide checklist system, and by January 1, 2006 all Town Clerks will be expected to use the statewide checklist AND not maintain a separate checklist in your office. The statewide checklist will become the official checklist. You will be able to download a file of your entire checklist if you need to do special reports for any other purpose.

Summary:

We will provide additional information as we make progress on the development and testing of the statewide checklist.