

Preliminary Draft for October 31, 2011 2nd Rules Workshop

1S-2.043 Electronic File Reporting Relating to Absentee Ballot Request Information, Voting Activity, and Election Results.

(1) General applicable provisions. This rule establishes file format specifications, timelines and other content requirements for the electronic compilation, transmission and reporting of absentee ballot request information, early voting activity, precinct-level election results, official results export data, and voting history activity. The Supervisors of Elections shall ensure that the files required under this rule transmit successfully and timely to the Division of Elections.

(2) Definitions. For purposes of this rule:

(a) "FVRS" refers to the Florida Voter Registration System.

(b) "Supervisor" refers to the county Supervisor of Elections.

(c) "Division" refers to the Division of Elections.

(d) "Election", except as otherwise expressly stated, means primary and general elections (held in even-numbered years), presidential preference primary elections, and special elections held pursuant to Section 100.101, F.S. This rule does not apply to municipal, local referendum, or special district elections.

(e) "General election" has the meaning ascribed in Section 97.021(15), F.S.

(f) "Primary election" has the meaning ascribed in Section 97.021(28), F.S.

(g) "Standing request" means an initial request for an absentee ballot that serves as a request to receive an absentee ballot for all elections through the end of the calendar year for the second ensuing regularly the next scheduled general election, without regard to whether the requester will actually be eligible to vote in any particular election held during that period.

(3) Absentee ballot request information files.

(a) Compilation. For primary and general elections, the Supervisor shall compile daily an electronic file that contains information related to receiving and processing absentee ballot requests. The file shall contain all requests for the upcoming primary election or general election, including standing requests. Each day's file shall be a complete replacement of the previous day's file. The Supervisor shall create a separate file for each election.

(b) File Transmission. The Supervisor shall transmit to the Division the electronic file compiled under paragraph (a) no later than 8 a.m. noon Eastern Standard Time of the day after the day being reported. The file shall be sent daily including weekends on a continuous basis beginning 60 days before the primary election and ending 15 days after the general election. The file shall be in the format specified in paragraph (c).

~~1. The Effective until January 1, 2011, the daily file shall be sent even if there is no new information to report or update during the required transmission period.~~

~~2. Effective on or after January 1, 2011, the daily file shall be sent even if there is no new information to report or update during the required transmission period except as follows: The last transmission of the absentee ballot request information file for the primary election shall be 15 days after the primary election and the last transmission of the absentee ballot request information file for the general election shall be 15 days after the general election.~~

(c) File specifications.

1. Each file shall be created or converted into a tab-delimited text file.

2. Quotes shall not be used to enclose alphanumeric data.

3. For each registered voter's record, the address included shall be the address to which the voter has requested the ballot to be sent. However, information shall not be included for any voter who has requested in writing an exemption from public disclosure pursuant to Section 119.071(2)(j), (4)(d) or (5)(i), F.S.

4. The information in each record of the file shall be in the specified format:

Table 1 Absentee Ballot Request Information File Layout			
Data Element Name		TranRead	Data Format Rules
RecordType	AbStat	Y	“AbStat”
CountyId	County providing summary		Char(3) Use FVRS county codes
FVRSVoterIdNumber	FVRS Voter Id Number	Y	Numeric (10)
FVRSElectionNumber	FVRS Election identifier	Y	Numeric (10)
ElectionDate	Date of the election	Y	MM/DD/YYYY
ElectionName	Name of Election	Y	Char(35)
LastAbsRecordChangeDate	Date the absentee summary record was last updated	Y	MM/DD/YYYY
AbsenteeRequestStatus		Y	Char(1) C: Cancelled E: Voter Error M: Mailed R: Requested U: Returned Undeliverable V: Voted
AbsReqDate		Y	MM/DD/YYYY
AbsDelivery Date			MM/DD/YYYY
AbsReturnDate			MM/DD/YYYY
AbsReqCanceledDate			MM/DD/YYYY
AbsMilitary			Char(1) Y, N
AbsOverseasFlag			Char(1) Y, N
AbsMilitary Dependent			Char(1) Y, N
Precinct			Char (6)
Abs Party			Char (3)
Voter Name			Char (99)
AbsReqMailingAddressLine 1			Char (40)
AbsReqMailingAddressLine 2			Char (40)
AbsReqMailingAddressLine 3			Char (40)
AbsReqMailingAddress City			Char (40)
AbsReqMailingAddress State			Char (2)
AbsReqMailingAddressZip			Char (15)
AbsReqMailingAddressCountry			Char (40)
AbsReqE-mailingAddress			Char (100)
AbsReqFaxnumber			Char (20)

(d) Public access.

1. Persons or entities authorized under Section 101.62, F.S., may access absentee ballot request information from the Supervisor pursuant to his or her established procedures or from the Division as specified in subparagraph 2.

2. The Division shall post on its website (<http://election.dos.state.fl.us>) links to the daily county files of absentee ballot request information as directly received from the Supervisor. In order to access this information, a person or entity authorized under Section 101.62, F.S., must first submit form DS DE #70, entitled “Access Application for Absentee Ballot Request Information” (eff. 2/10). The Division shall then assign a username and password. Authorization for access is only valid for one general election cycle. All passwords for access expire at the end of the calendar year in which issued. An access application must be resubmitted annually.

Form DS DE #70 is incorporated by reference and is available by contacting the Florida Department of State, Division of Elections, R. A. Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250, (850) 245-6200, or by access to the Division website at: <http://election.dos.state.fl.us>.

3. An individual voter requesting access to his or her personal absentee ballot request information must obtain such information directly from the Supervisor of his or her county of residence.

(4) Early voting history files.

(a) Compilation. For each election in which there is a federal or state race, ~~as defined in subsection (2)~~, the Supervisor shall compile electronic files that contain early voting activity as follows:

1. Early voting summary file. This file shall contain, in accordance with the specifications in paragraph (c), summary information that consists of the total number of voters casting a ballot at each early voting location processed up to the close of business for each day. The file shall also include a complete status summary from the point of the file creation to the close of the business for the day being reported.

2. Early voting voters list file. This file shall contain in accordance with the specifications in paragraph (c), a list of the individual voters who cast a ballot at each early voting location for the election up through the last day being reported.

(b) File transmission. The Supervisor shall transmit to the Division the electronic files in paragraph (a) no later than 12:00 Noon (Eastern Standard Time) of the day after the day being reported. The files shall be sent daily even if there is no new information or activity to report. The first file shall be sent the day after the early voting period begins and the last file shall be sent the day after the early voting period ends for that respective election in that county.

(c) File specifications.

1. Early voting summary file:

a. Each file shall be created or converted into a tab-delimited text file.

b. Alphanumeric data shall not be enclosed in quotes.

c. The file shall contain a record for location and date for which votes were cast early for a given election.

d. The information in each record of the file shall be in the specified format:

Table 2 Early Voting Summary File Layout			
Data Element Name		TranRead	Data Format Rules
RecordType	Etots	Y	“Etots”
CountyId	County providing summary		Char(3) Use FVRS county codes
FVRSElectionNumber	FVRS Election identifier	Y	Numeric
ElectionDate	Date of the election	Y	MM/DD/YYYY
ElectionName	Name of Election	Y	Char(35)
Location	Location of early voting	Y	Char(35)
DateOfSummary		Y	MM/DD/YYYY
TotalEarlyVotes		Y	Numeric

2. Early voting voters list file:

a. The file shall be created or converted into in a tab-delimited text file format.

b. Alphanumeric data shall not be enclosed in quotes.

c. Each record in the file must contain the following information in the specified format for each voter who is recorded as having voted early by the time the file is prepared:

Table 3 Early Voting Summary File Layout			
Data Element Name		TranRead	Data Format Rules
RecordType	EVtrs	Y	“EVtrs”
CountyId	County providing summary		Char(3) Use FVRS county codes
FvrsElectionNumber	Fvrs Election identifier	Y	Numeric
ElectionDate	Date of the Election	Y	MM/DD/YYYY
ElectionName	Name of Election	Y	Char(35)
FvrsVoterIdNumber		Y	Numeric
VoterName		Y	Char(60)
EVPrecinct			Char(6)
EV Party			Char(3)
Location	Location of Early Voting	Y	Char(35)
DateofEarlyVote	Date voter cast ballot	Y	MM/DD/YYYY

(d) Public access. In addition to these files being made available to the public by the Supervisor pursuant to Section 101.657, F.S., the Division shall post to its (<http://election.dos.state.fl.us>) a public access link on its website to these files as directly received from the Supervisors.

(5) Official results database export files. For each election as defined in subsection (2), the Supervisor shall:

(a) Use the file export function to create a file that includes the official results from the database of the county’s voting system used in the election.

(b) File with the Florida Department of State’s Division of Elections’ a copy of the official results export file for the applicable election by transmitting the file at the same time that the official results of the election are certified.

(6) Precinct-level election results reports. The following requirements apply until superseded by the requirements set out in Section 98.0981(2), Florida Statutes, as amended by section 11 of chapter law 2011-40, Laws of Florida, which take effect July 1, 2012:

(a) Compilation. After each presidential preference primary election, special election and general election only, the Supervisor shall aggregate and record for each precinct the total number of ballots cast by all voters voting in the election. The Supervisor shall compile separately within those reports the precinct-level election results for the primary or special primary election preceding the general or special election, as applicable.

(b) Transmission. The Supervisor shall submit electronically precinct-level election results, including summary results to the Division no later than noon Eastern Standard Time of the 45th day after the applicable election cycle.

(c) File specifications. The files containing the precinct-level election results shall be created in accordance with the applicable file specifications for either of the following two methodologies:

1. Manual method.

a. The precinct level results file shall be created or converted into a tab-delimited text file.

b. Alphanumeric data shall not be enclosed in quotes.

c. The row immediately before the first data record shall contain the column names of the data elements that make up the data records. There should be one header record followed by multiple data records.

Table 4 Precinct-Level Election Results Header Layout		
Data Element Name		Data Format Rules
County Name	County providing summary	Char(3)
Election Number	Election identifier	Numeric
Election Date	Date of the election	MM/DD/YYYY
Election Name	Name of Election	Char(35)
Record header	Column names	Tab-delimited

d. The information in each record of the file shall be in the specified format:

Table 5 Precinct-Level Election Results Data Record Footer Layout		
Data Element Name		Data Format Rules
Precinct Code	County precinct identifier	Char (6)
Precinct Location	Precinct location name	Alphanumeric
Contest Name	Contest title	Numeric
Candidate/Retention/Issue Name	Candidate name/retention or issue identifier for approval or rejection	Char (35)
Candidate Party	Major, Minor or No Party Affiliation	Char (3)
Undervote Total	Undervote total	Numeric
Overvote Total	Overvote total	Numeric
Write-in Total	Write-in total	Numeric
Vote Total	Vote total	Numeric

2. File export method. In accordance with the specifications for the applicable voting system, the precinct-level election results created by the file export function shall include precinct-level election results from the voting system database used in the election.

(7) Voting history activity reports. The following requirements in paragraphs (a)-(c) apply until superseded by the requirements set out in Section 98.0981(1), Florida Statutes, as amended by section 11 of chapter law 2011-40, Laws of Florida, which take effect July 1, 2012:

(a) Compilation. After each general election only, each Supervisor shall compile an electronic file that includes voting history activity information on each of the individual voters who were qualified to vote for the primary or the general election, and who cast a ballot in the primary or general election.

(b) Transmission. The Supervisor shall transmit electronically to the Division complete voting history no later than 45 days after the general election. The files shall be transmitted to the specified voting history subdirectory under each county's existing transfer directory using secure file transfer protocol (SFTP).

(c) File specifications.

1. The file shall contain records for only one county for each election.

2. The file shall contain records for all qualified voters who, regardless of the voter's county of residence or active or inactive registration status at the time the file is created:

- a. Voted a regular ballot at a precinct location.
- b. Voted at a precinct location using a provisional ballot that was subsequently counted.
- c. Voted a regular ballot during the early voting period.
- d. Voted during the early voting period using a provisional ballot that was subsequently counted.
- e. Voted by absentee ballot.

- f. Attempted to vote by absentee ballot but the ballot was not counted.
- g. Attempted to vote by provisional ballot but the ballot was not counted in that election.
- 3. Each file shall be created or converted into a tab-delimited format.
- 4. File names shall adhere to the following convention:
 - a. Three character county identifier followed by underscore.
 - b. Followed by four character file type identifier of 'VH03' followed by an underscore.
 - c. Followed by FVRS election ID followed by an underscore.
 - d. Followed by Date Created followed by an underscore.
 - e. Date format is MMDDYYYY.
 - f. Followed by Time Created – HHMMSS.
 - g. Followed by '.txt'.
- 5. Numeric data and date information shall be provided as specified in subparagraph 9.
- 6. Alphanumeric data shall not be enclosed in quotes.
- 7. The file shall contain a header record as the first row in the file as follows:

Table 6 Voting History Header Record Layout						
Field Position	Field	Type	Length	Required	Format	Comment
1	OperatorID	varchar2		N		May be blank
2	CountyID	varchar2	3	Y		Source of FTP File. Valid County ID, or FVRS or HSMV
3	TargetedCountyID	varchar2	3	Y		Intended Recipient. Valid County ID, or FVRS or HSMV
4	File Creation_TimeStamp	datetime		Y	MM/DD/YYYY HH24:MM:SS	Originating System TimeStamp
5	Source_Address	varchar2		Y		
6	FVRS County Interface Version	varchar2		Y		For supporting roll out of new system versions
7	County_Message_Identifier	varchar2	10	Y		10 character field that may be used by the county system to identify a specific FTP File.
8	Test_File	varchar2	1	Y		Y Indicates that the FTP file is a test file and should not update primary database.

- 8. The file shall contain a footer record as the last row in the file as follows:

Table 7 Voting History Footer Record Layout						
Field Position	Field	Type	Length	Required	Format	Comment
1	TrailerId	varchar2	5		"TRALR"	Fixed string
2	Number of Response Rows	integer	8		Non zero integer	Number excludes header and trailer
3	MessageDigest	varchar2			128 or 160 bits	Length to be determined

4	End of Message Marker	varchar2	7		\\ETX\\	
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9. The information in each record of the file shall be in the specified format for each voter who qualified to vote in the presidential preference primary, the primary election or the general election:

Table 8 Voter's Voting History Record				
	Field Name	Max Length	Valid Codes/ Format	Description
1	Record Identifier	4	'VH03'	
2	FVRS Voter ID Number	10	Numeric	
3	FVRS Election ID Number	10	Numeric	
4	Vote Date		MM/DD/YYYY	Date vote was cast
5	Vote History Code	1	Y = Voted at the Polls A = Absentee Voted E = Voted Early B = Absentee Ballot Not Counted P = Provisional Ballot Not Counted F = Provisional Ballot counted as voted at an early voting site Z = Provisional Ballot counted as voted at the polls	
6	Precinct	6	text	
7	Congressional District	3	999	
8	House District	3	999	
9	Senate District	3	999	
10	County Commission District	40	text	
11	School Board District	40	text	

(d) Access. The Division shall post within ~~560~~ days a public access link to the legislative report on the Division's website at: <http://election.dos.state.fl.us> that also includes the file layout and codes. Such report shall also be made available upon request.

Rulemaking Authority 20.10(3), 97.012(1), 98.0981(5), 101.62(3), 101.657(2), 102.141(10) FS. Law Implemented 98.0981, 101.62, 101.657, 102.141 FS. History--New 2-4-10, Amended 10-27-10,_____.