



**Board of
Elections**

Maintaining Voter Registration Records

State Board of Elections

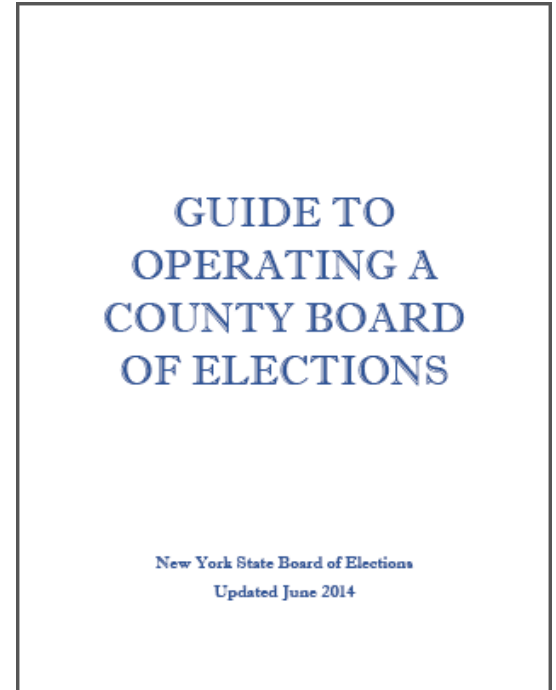
July 26, 2018

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Importance of Accurate Voter Records

Resources for List Maintenance

- Proper list maintenance is a year-round activity that takes many forms. The State Board is committed to providing County Boards with useful information and tools to aid them in this important task.
- The “Guide to Operating a County Board of Elections” is a great place to start to familiarize yourself with, amongst other things, list maintenance activities and sample notices.



Importance of Accurate Voter Records

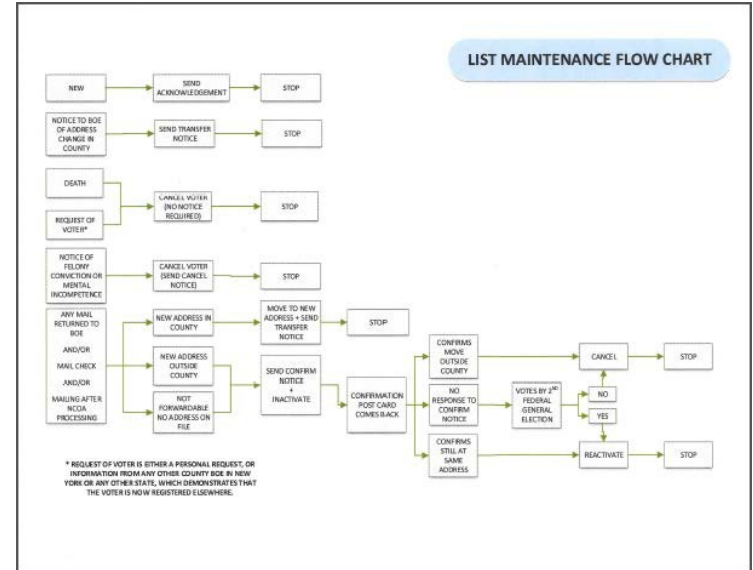
- The **Help America Vote Act (HAVA)** requires that election officials perform computerized list maintenance in order to remove duplicate names and the names of ineligible voters in coordination with State death and felony record databases.
- The **National Voter Registration Act (NVRA)** contains certain requirements regarding the removal of names from official voter rolls. It requires States to conduct a program that removes individuals from voting registration lists who have died or changed residence. These requirements include the notification of individuals prior to their removal from the list.

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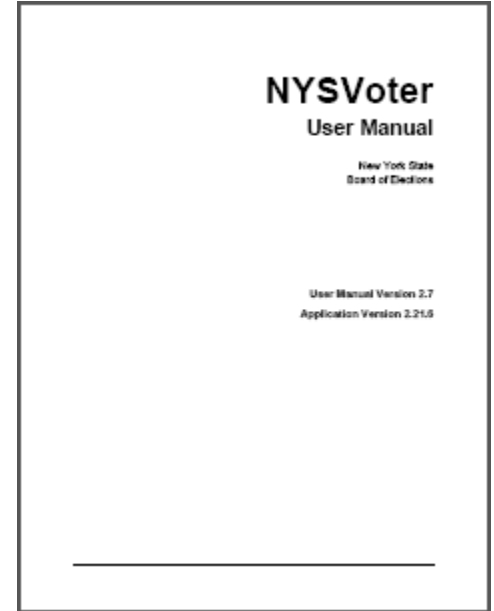
Resources for List Maintenance

- Also contained in the Guide is the List Maintenance Flow Chart which provides a helpful visual reference for determining both the necessary steps and notifications for each type of list maintenance activity.



Resources for List Maintenance

- Each county has access to the statewide NYSVoter system, which helps facilitate:
 - Duplicate Management
 - Felon Management
 - Death Management
 - Miscellaneous data validation reports
- The NYSVoter manual, which provides more detailed information on how to make the most of the various tools available to County Boards through the NYSVoter system can be found under the “Help” section of NYSVoter.



Resources for List Maintenance

On May 23, 2018, NYSBOE issued guidance concerning Executive Order 181 – Restoring Voting Rights.

In summary, the general rules related to felony forfeiture are not changed. Upon conviction of a felony for which an incarceration is part of the sentence, the voter registration record for such person must be purged. Such person thereafter remains ineligible to register and vote until reaching their maximum sentence of imprisonment, being discharged from parole or receiving a pardon or restoration of rights.

A voter on parole who has been issued a conditional voting pardon may thereafter lawfully register to vote even while on parole.

Resources for List Maintenance

A voter who NYSVOTER identifies as a likely felon match must not be purged if the voter registered to vote *after* having received a conditional pardon.

Boards of Elections may use the parolee look-up tool to identify whether a person has been issued a pardon restoring voting rights. As relevant, the board may wish to scan the parolee page showing that the pardon has been issued and include the document with the voter's record, as this will document the board's action

Resources for List Maintenance

- NYSVoter Audit Visits
 - NYSBOE visits each County Board at least once every two years to review list maintenance procedures with appropriate staff and to ensure that they are fully trained in using NYSVoter and are performing the required list maintenance activities on a continual basis.
 - If you have new staff or require additional training in using NYSVoter or in understanding proper list maintenance procedures, please contact the State Board.

Resources for List Maintenance

NYSVOTER User access should be reviewed on an on-going basis.

Only current employees who need access to NYSVOTER should have credentials to the system.

Please review your NYSVOTER employee list on an annual basis and as employees are hired and/or finish employment.

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Questions?