

# Agenda Item 5b



# PIMA COUNTY RECORDER'S OFFICE

## Voter Registration List Maintenance

### VOTER REGISTRATION – List Maintenance Overview

The Pima County Recorder is responsible for maintaining the voter registration roll of all eligible voters. That responsibility includes active list maintenance to ensure the voter registration roll reflects the most current eligible voters. ARS 16-165 – Causes for Cancellation is the controlling statute governing the voter registration list maintenance activities, while the 2019 Arizona Election Procedures Manual (EPM) Chapter 1, Sec. 8 define the list maintenance procedures used by voter registration staff for daily work.

In addition to the procedures outlined in the EMP, the Pima County Recorder's Office also created internal standard operating procedures (SOPs) to further assist staff to keep the voter rolls clean. Each area noted below also shows whether the task is mandated by statute, EPM or office procedure. Our office has numerous instructions for staff to do all the tasks.

### List Maintenance Tasks

- A. **Returned Election Mail** (anything we mail to voters) – per Federal NVRA (National Voter Registration Act, 52 USCA § 20507; Arizona Revised Statutes A.R.S. § 16-166; EPM p. 38.
  - 1. NVRA process begins.
  - 2. NVRA letters sent.
  - 3. Voters can update. A.R.S. § 16-544(E).
  - 4. After 35 days with no response, voter is moved to Inactive status and no further mail is sent to voter.
  - 5. After 2 Federal Election cycles with no response, voter is canceled. A.R.S. § 165(A)(7).
  
- B. **Deaths** (A.R.S. § 16-165(A)(2))
  - 1. AZ provides monthly AZDHS (AZ Dept of Health Services) list of people who died in Arizona – staff checks for a good match. A.R.S. § 16-165(D); EPM p. 33.
  - 2. ERIC provides a monthly SSA (Social Security Administration) death list – staff checks for a good match. EPM p. 36.

3. Staff reviews all Pima recorded documents for death certificates and checks against voter file monthly. EPM p. 34.
4. Staff reviews obituaries daily from several local publications online and printed. EPM p. 34.
5. If we receive a note from someone not the voter that the voter has passed away, a letter is sent that lets the person know we need either a copy of the death certificate or a paid obituary to cancel them.

C. **AVID** system automatically checks

1. Duplicate matches with other counties in AZ
2. Felony convictions where the courts have notified the AZSOS. EPM p. 34.
3. MVD (Motor Vehicle Department). EPM p. 23
  - i. for F type license (indicating not a citizen)
  - ii. Match number provided or identify a match already in MVD system when driver's license is not provided.
4. SSA verification. EPM p. 23.

D. **SAVE** database (Federal) (Systematic Alien Verification for Entitlements)

1. Checks where necessary for citizenship status. *See* EPM p. 5 n. 6 (stating that “[w]hile the SAVE database may be used to verify citizenship status for initial registration, it shall not be used for list maintenance purposes, *i.e.* to cancel an existing registration.”). *See* A.R.S. § 16-165.
2. Used when a voter just puts their Alien Registration Number on the form and we don't see the actual certificate of naturalization. EPM p. 5 (noting that where only a citizenship number is provided the “number must be verified against U.S. Citizenship and Immigration Services Systematic Alien Verification for Entitlements (SAVE) database before the number can be deemed satisfactory.”). A.R.S. § 16-166(F)(4); *See* Chapter 1, Section II(A)(6) of the Elections Procedure Manual for more about the extensive SAVE verification procedures.

E. **Periodically staff runs reports to check for anomalies in records** – these checks were instituted to verify integrity of our data

1. Duplicate check by AZ Driver's License
2. Duplicate check by same first name, SSN (Social Security Number) & DOB (Date of Birth)
3. Reg date prior to 1/1/20 – checks for entry errors
4. Reg date later than the effective date of change – checks for entry errors

5. Effective date of change is less than or equal to 1/1/1972 – checks for entry errors
6. Records with odd telephone numbers
7. Voters over the age of 100

F. **NCOA** (National Change of Address)

1. Our vendor runs the report with the USPS (US Postal Service)
  - Not federally mandated but permitted under 52 U.S.C. § 20507(c)(1)(A); EPM. p. 38-39; A.R.S. § 16-166(E).
  - Can be used as the “first notice” under NVRA. EPM p. 39. 52 U.S.C. § 20507(d); A.R.S. § 16-166(E).
2. Letters generated based on report. EPM. p. 39; A.R.S. § 16-544(D).
3. Always run before any large mailing
4. Have recently started to run this report monthly

G. **Notifications** that voters have registered in another state

- A. AZSOS forwards these as they are received directly from other states. EPM p. 35.
  - Not all states send this information.
  - Pima does send these notices to other states when voters provide an indication on a new registration that they were previously registered in another state.
- B. ERIC Cross State Mover report. *See also* EPM 37
  - *See ERIC, Electronic Registration Information Center (Eric) FAQ* (Feb. 2, 2022) (describing ERIC as a state-controlled organization “comprised of 31 states and the District of Columbia.”).
  - Cannot use the report as a first notice under NVRA.
  - We send letters to these voters with two options:
    - 1) Confirm their Pima County address.
    - 2) Cancel their registration.
  - We can use that letter as a first notice, so NVRA notices are then generated from any returned mail from the mailing. EPM pg. 37
  - We are also able to confirm many addresses and other voters used the option to go ahead and cancel their registrations.

**How do you identify and contact individuals who may be eligible to vote but have not yet registered?**

We use the ERIC EBU (Eligible But Unregistered) report to do this through the Secretary of State’s office. The Secretary of State should have more information on this project. It is done every other year (even numbered years).