

STATE OF COLORADO
Department of State

1700 Broadway, Suite 270
Denver, CO 80290



Bernie Buescher
Secretary of State
Judd Chaote
Director, Elections

Attn: Scott Doyle
County Clerk and Recorder

2009 Post Election Audit

COUNTY:

LARIMER

Instructions:

Pursuant to Section 1-7-514 C.R.S. and Election Rule 11, the attached documents provide guidance to completing the post election audit. Additional help is available on our web site, or you can contact Stephanie Cegielski at (303) 894-2200 ext. 6327 for additional information. The following information is to be used to resolve "special case" issues that arise from the selection of machines and races by the Secretary of State's office:

If a device was "AVAILABLE FOR USE" but DID NOT HAVE VOTES CAST (i.e. accessible machines for mail ballot counties) on it for this election, please indicate on the form the status as "NO VOTES" in the field for "machine count" and "hand count." This still requires canvass board member signatures for verification.

If a device was "NOT USED" (i.e. backup equipment) but was selected for the audit, please contact the Secretary of State's Office for selection of an alternative device.

If any NON CENTRAL COUNT device (scanner or DRE) has votes on it, but the "RACES SELECTED" for audit do not appear on the device; For Mail Ballot counties, the canvass board may randomly select an alternative race to count. For Polling Place and Vote Center counties, you must contact the Secretary of State's Office for selection of alternative races.

If a CENTRAL COUNT device has votes on it, but the races selected for audit do not appear in the BALLOTS CHOSEN by the canvass board, the canvass board shall continue to randomly select ballots until all races appear and can be audited.

Please complete the highlighted fields in the attached table and fax or e-mail the form back to the Secretary of State at: 303.869.4861 or stephanie.cegielski@sos.state.co.us. This form must be returned no later than: 5:00pm November 20, 2009.

For Internal Use Only

E-mailed by (name): _____

Email Date and Time: _____

Email Address: sdyo@state.or.gov

(Attach copy of E-mail)

Faxed by (name): _____

Faxed Date and Time: _____

Fax Number: 970-498-7847

(Attach copy of fax confirmation)

Phone Number: 970-498-7852

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The following table lists the EQUIPMENT that has been randomly selected for auditing:

Make/Model	Type	Use:	Serial #	Place Name to Audit:	Machine Count:	Manual/Hand Count:	Canvass Board Initials
Accuvote - OS	OS	Mail-in	29	Aims Junior College District - Director District C	1	1	MM MS JK
Accuvote-OS	OS	Mail-In	29	Aims Junior College District - Director District D	1	1	MM MS JK
Accuvote - OS	OS	Mail-in	29	Aims Junior College District - Referred Question 4A	0	0	MM MS JK
Accuvote - OS	OS	Mail-in	29	Aims Junior College District - Referred Question 4A	1	1	MM MS JK
Accuvote - TSx	DRE	Walk-In	272773	City of Loveland - Councilor Ward 1	NO VOTES	NO VOTES	MM MS JK
Accuvote - TSx	DRE	Walk-In	272773	City of Loveland - Councilor Ward 1	NO VOTES	NO VOTES	MM MS JK
Accuvote - TSx	DRE	Walk-In	272773	City of Loveland - Councilor Ward 1	NO VOTES	NO VOTES	MM MS JK
Accuvote - OS	OS	Mail-in	2	City of Loveland - Councilor Ward 2	27	27	MM MS JK
Accuvote - OS	OS	Mail-in	2	City of Loveland - Councilor Ward 2	33	33	MM MS JK
Accuvote - OS	OS	Mail-in	2	City of Loveland - Councilor Ward 3	10	10	MM MS JK

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Accuvote - OS	OS	Mail-in	2	City of Loveland - Councilor Ward 3	Hertwig 7	7	QJM HOS JL
Accuvote - OS	OS	Mail-in	2	City of Loveland - Councilor Ward 3	Bailey 12	12	QJM HOS JL
Accuvote - OS	OS	Mail-in	2	City of Loveland - Councilor Ward 4	Volk 10	10	QJM HOS JL
Accuvote - OS	OS	Mail-in	2	City of Loveland - Councilor Ward 4	McRaven 34	34	QJM HOS JL
Accuvote - OS	OS	Mail-in	2	City of Loveland - Councilor Ward 4	Fritz 7	7	QJM HOS JL
Accuvote - OS	OS	Mail-in	2	City of Loveland - Mayor	Grewal 9	9	QJM HOS JL
Accuvote - OS	OS	Mail-in	2	City of Loveland - Mayor	Gutierrez 86	86	QJM HOS JL
Accuvote - OS	OS	Mail-in	2	City of Loveland - Mayor	Rousey 11	12	QJM HOS JL
Accuvote - OS	OS	Mail-in	2	City of Loveland - Mayor	Clark 46	46	QJM HOS JL
Accuvote - OS	OS	Mail-in	2	City of Loveland - Mayor	Skowron 43	43	QJM HOS JL
Accuvote - OS	OS	Mail-in	29	City of Loveland - Referred Issue 2B	No 25	26	QJM HOS JL
Accuvote - OS	OS	Mail-in	29	City of Loveland - Referred Issue 2B	Yes 47	46	QJM HOS JL

* see report
 * see report
 * see report

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Make/Model	Type	Used	Serial #	Place Name to Audit	Machine Count	Manual/Hand Count	Canvass Board	Initials
Accuvote - OS OS	OS	Mail-In	29	Estes Valley Fire Protection District - District Director (Term Expires May 2010)	26	26	QJM	ABOS DC
Accuvote - OS OS	OS	Mail-In	29	Estes Valley Fire Protection District - District Director (Term Expires May 2010)	20	20	QJM	ABOS DC
Accuvote - TSx DRE	DRE	Walk-In	272773	Estes Valley Fire Protection District - District Director (Term Expires May 2012)	NO VOTES	NO VOTES	QJM	DC ABOS
Accuvote - TSx DRE	DRE	Walk-In	272773	Estes Valley Fire Protection District - District Director (Term Expires May 2012)	NO VOTES	NO VOTES	QJM	DC ABOS
Accuvote - TSx DRE	DRE	Walk-In	272773	Estes Valley Fire Protection District - District Director (Term Expires May 2012)	NO VOTES	NO VOTES	QJM	DC ABOS
Accuvote - TSx DRE	DRE	Walk-In	272773	Estes Valley Fire Protection District - District Director (Term Expires May 2012)	NO VOTES	NO VOTES	QJM	DC ABOS
Accuvote - TSx DRE	DRE	Walk-In	272773	Estes Valley Fire Protection District - District Director (Term Expires May 2012)	NO VOTES	NO VOTES	QJM	DC ABOS
Accuvote - OS OS	OS	Mail-In	29	Estes Valley Fire Protection District - Referred Issue 5D	12	12	QJM	ABOS DC
Accuvote - OS OS	OS	Mail-In	29	Estes Valley Fire Protection District - Referred Issue 5D	25	25	QJM	ABOS DC

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Accuvote - OS OS	OS	Mail-in	2	Estes Valley Fire Protection District - Referred Issue 5E	Yes 38	38	DMW AOS/DE
Accuvote - OS OS	OS	Mail-in	2	Estes Valley Fire Protection District - Referred Issue 5E	No 20	19	DMW AOS/DE * see report
Accuvote - OS OS	OS	Mail-in	29	Estes Valley Fire Protection District - Referred Question 5C	Yes 28	28	DMW AOS/DE
Accuvote - OS OS	OS	Mail-in	29	Estes Valley Fire Protection District - Referred Question 5C	No 10	10	DMW AOS/DE
Accuvote - OS OS	OS	Mail-in	29	Larimer County Public Improvement District - Referred Issue 5A	No 2	2	DMW AOS/DE
Accuvote - OS OS	OS	Mail-in	29	Larimer County Public Improvement District - Referred Issue 5A	Yes 0	0	DMW AOS/DE
Accuvote - TSx DRE	DRE	Walk-In	272773	Larimer County Public Improvement District - Referred Issue 5B	No NO VOTES	NO VOTES	DMW DE-AOS
Accuvote - ISx DRE	DRE	Walk-In	272773	Larimer County Public Improvement District - Referred Issue 5B	Yes NO VOTES	NO VOTES	DMW DE-AOS
Accuvote - OS OS	OS	Mail-in	2	Park School District - Director At-Large	40	39	DMW AOS/DE
Accuvote - OS OS	OS	Mail-in	2	Park School District - Director At-Large	40	40	DMW AOS/DE
Accuvote - OS OS	OS	Mail-in	2	Park School District - Director At-Large	20	19	DMW AOS/DE * see report

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Make/Model	Type	Use:	Serial #	Place Name to Audit	Machine Count	Manual/Hand Count	Canvass Board Initials
Accuvote - OS OS	OS	Mail-in	2	Poudre School District - Director District C	211	211	DMH AOS DC
Accuvote - OS OS	OS	Mail-in	2	Poudre School District - Director District D	218	218	DMH AOS DC
Accuvote - OS OS	OS	Mail-in	29	Poudre School District - Director District E	133	133	DMH AOS DC
Accuvote - OS OS	OS	Mail-in	29	Poudre School District - Director District E	45	45	DMH AOS DC
Accuvote - OS OS	OS	Mail-in	29	Poudre School District - Director District E	112	112	DMH AOS DC
Accuvote - OS OS	OS	Mail-in	29	St. Vrain Valley - Director District B	0	0	DMH AOS DC
Accuvote - OS OS	OS	Mail-in	29	St. Vrain Valley - Director District B	1	1	DMH AOS DC
Accuvote - OS OS	OS	Mail-in	29	St. Vrain Valley - Director District C	1	1	DMH AOS DC
Accuvote - OS OS	OS	Mail-in	29	St. Vrain Valley - Director District C	0	0	DMH AOS DC
Accuvote - OS OS	OS	Mail-in	2	St. Vrain Valley - Director District D	1	1	DMH AOS DC

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Accuvote - OS	OS	Mail-in	2	St. Vrain Valley - Director District F	1	1	DMH AOS JK
Accuvote - OS	OS	Mail-in	29	Thompson School District - Director District B	70	70	DMH AOS JK
Accuvote - OS	OS	Mail-in	29	Thompson School District - Director District D	71	71	DMH AOS JK
Accuvote - TSx	DRE	Walk-In	272773	Thompson School District - Director District E	No VOTES	No VOTES	DMH JL-AOS
Accuvote - TSx	DRE	Walk-In	272773	Thompson School District - Director District E	No VOTES	No VOTES	DMH JL-AOS
Accuvote - TSx	DRE	Walk-In	272773	Thompson School District - Director District E	No VOTES	No VOTES	DMH JL-AOS
Accuvote - OS	OS	Mail-in	2	Thompson School District - Director District F	212	213	DMH AOS JK
Accuvote - OS	OS	Mail-in	2	Town of Berthoud - Referred Issue 2A	1	1	DMH AOS JK
Accuvote - OS	OS	Mail-in	2	Town of Berthoud - Referred Issue 2A	9	9	DMH AOS JK
Accuvote - OS	OS	Mail-in	9	Town of Timnath - Referred Issue 2C	8	8	DMH AOS JK

* See report

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Accuvote - OS	OS	Mail-in	9	Town of Trimmath - Referred Issue 2C	No.	2	2	QJM AOS/OK
Accuvote - OS	OS	Mail-in	29	Weld-Larimer County School District - Director District A		0	0	QJM AOS/OK
Accuvote - OS	OS	Mail-in	29	Weld-Larimer County School District - Director District A Breninger		1	1	QJM AOS/OK
Accuvote - OS	OS	Mail-in	29	Weld-Larimer County School District - Director District C Wilson		1	1	QJM AOS/OK
Accuvote - OS	OS	Mail-in	29	Weld-Larimer County School District - Director District E Shable		1	1	QJM AOS/OK

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Make/Model	Type	Use	Serial #	Face Name to Audit	Machine Count	Manual/Hand Count	Canvass Board Initials
** END OF AUDIT LIST **							
** END OF AUDIT LIST **							

NOTE: In addition to completing the post-election audit report, pursuant to C.R.S. Section 1-7-514(1)(c), the canvass board shall also report a description of the audit process used, including any initial, interim and final results of the completed audit. Please use the attached page to complete this process.

Please complete the highlighted fields in the attached table and fax, or e-mail the form back to the Secretary of State to either (303) 869-4861, or stephanie.cegielski@sos.state.co.us. This form must be returned no later than: 5:00pm November 20, 2008.

By our signatures below, we indicate the completion of the Post Election Audit with notes as indicated on this form:

Designated Election Official:
Signature: *[Signature]* Date: 11/16/09

Canvass Board Members:

Signature: *[Signature]* Date: 11-16-09

Signature: *[Signature]* Date: 11/16/09

Written Name: Jeffrey H. Grazer

Written Name: Andrew D. Slesper

Charllette & McDaniel 11-16-09

CHARLOTTE S. McDANIEL

Provide additional pages and names as necessary.





Larimer County Clerk and Recorder

VOTING SYSTEM SECURITY – INCIDENT REPORT

LARIMER COUNTY 2009 COORDINATED ELECTION NOVEMBER 3, 2009

Pursuant to section 43.8.11.4 of the Security Procedures for Electronic Voting Systems (Secretary of State Rule 43), each county is required to submit a statement to the Secretary of State's office addressing the existence or absence of any security issues related to the county's use of voting equipment.

By checking this box, we are representing that our county **DOES NOT** have any security related incidents to report with the use of our voting equipment for the 2009 Coordinated Election.

By checking this box, we are representing that our county **DOES** have security related incidents to report with the use of our voting equipment for the 2009 Coordinated Election and we will be attaching incident reports to this document.

Jonathan Haag
Authorized Signature



11-16-09
Date

Jonathan Haag
Printed Name

LARIMER COUNTY 2009 COORDINATED ELECTION POST ELECTION AUDIT - PROCEDURES

Per Colorado Revised Statutes 1-7-514(2)(c) - The canvass board and the county clerk and recorder shall promptly report to the secretary of state a description of the audit process undertaken, including any initial, interim, and final results of any completed audit or investigation conducted pursuant to paragraph (a) or (b) of this subsection (2).

Date/Time	Detail Description of Events for Audit
11/16/09 1:30PM	<p><u>Audit Summary</u></p> <ul style="list-style-type: none"> - Found two voter errors leading to discrepancy between original and audit counts <ul style="list-style-type: none"> - Incident Report #2 Voter marked  instead of  - Incident Report #1 Voter marked  - Found two counting errors, likely caused by same root cause <ul style="list-style-type: none"> - Incident Reports #3, #4 One ballot of style 11 run twice Another ballot of style unknown, but blank, not counted. - Incident Report #5 One ballot of style 15 counted twice Another ballot of style 6, 11, 12, or 14 not counted. <u>Possible Root Cause</u> <ul style="list-style-type: none"> - when AccuVote scanner cannot read a ballot, it rejects with "BLANK SHEET REFEED" message. Sometimes ballot sheets under top ballot. If catcher picks top ballot to refeed, one ballot is counted twice, another not at all. We found 2 instances of this error out of 1113 ballots, for an estimated error rate of 0.1797% The race most likely to be overturned is Estes Director 3 The probability that this error could overturn the margin of 49 votes is estimated to be 8.7×10^{-10} Therefore, we conclude there is no need to overturn or correct the official election results

This form is used to record any unusual happenings. For example, ballot problems, a fleeing voter, a problem regarding the DREs or any situation that is abnormal.

INCIDENT REPORT FORM

VC # _____ LOCATION Post Election Audit

Time: 5:05 PM Date: 11-12-09

Describe incident On Poudre District E the hand count was done twice and matched each other both times. Both counts matched the original machine count. In attempting to resolve another issue the secondary machine picked up an over vote not found on original machine.

- Also noted on Incident Report #4

Name of Election Staff Member contacted regarding incident Audit Board

Election Judge(s) reporting incident _____

This form is used to record any unusual happenings. For example, ballot problems, a fleeing voter, a problem regarding the DREs or any situation that is abnormal.

INCIDENT REPORT FORM

VC # _____ LOCATION Post Election Audit

Time: 5:02 PM Date: 11-12-09

Describe incident On Lowland 2B, the no votes hand count did not match the machine count because of the use of a check mark which the machine did not count and did not sort. Ballot is in Box 72 on top of bundle.

Voter Error caused discrepancy between original count and audit count

Name of Election Staff Member contacted regarding incident Audit Board

Election Judge(s) reporting incident _____

This form is used to record any unusual happenings. For example, ballot problems, a fleeing voter, a problem regarding the DREs or any situation that is abnormal.

INCIDENT REPORT FORM

VC # _____ LOCATION Post Election Audit

Time: 5:00 pm Date: 11-12-09

Describe incident Audit Set 29 contained a discrepancy where two hand counts and one machine count yielded 46 yes votes, but the original summary report showed 47. We found no explanation or reason for this discrepancy. Leveland 2B

Explained and resolved on Incident Report #4

Name of Election Staff Member contacted regarding incident _____

Audit Board

Election Judge(s) reporting incident _____

This form is used to record any unusual happenings. For example, ballot problems, a fleeing voter, a problem regarding the DREs or any situation that is abnormal.

INCIDENT REPORT FORM

VC # _____ LOCATION Post Election Audit

Time: 12:15PM Date: 11/16/09

Describe incident Audit of Audit Set 29 comprised two hand counts plus one machine count, all agreeing with each other. But Audit count did not equal original machine count on 10/24/09, for these races:

Race	Candidate	Original Count	Audit Count	Error
Lvld Mayor	Skowron	20	19	+1
Lvld Coun. 2	Shaffer	11	10	+1
Poudre Dir. E	Albright	133	132	+1
Lvld 2B	Yes	47	46	+1

Probable Cause (Albright) - Voter Error one ballot - 
original count added one vote for Albright
audit count rejected as over vote

Probable Cause (other races) - One ballot of style 11 was counted twice. Since total ballot count matched, one other (blank) ballot was not counted.

Scenario: Blank ballot rejected but machine spit it under top ballot. Catcher returned top ballot of stack, a style 11, which was counted twice

Name of Election Staff Member contacted regarding incident Audit Board

Election Judge(s) reporting incident _____

This form is used to record any unusual happenings. For example, ballot problems, a fleeing voter, a problem regarding the DREs or any situation that is abnormal.

INCIDENT REPORT FORM

VC # _____ LOCATION Post Election Audit

Time: 12:15PM Date: 11/16/09

Describe incident During Audit of Audit Set 2, which comprised two hand counts plus one machine count, which all agreed with each other, audit count disagrees with original count on 10/19/09 in these races:

<u>Race</u>	<u>Candidate</u>	<u>Original Count</u>	<u>Audit Count</u>	<u>Error</u>
Lvld Mayor	Rousey	11	12	-1
Thompson B	Breitbarth	208	209	-1
Thompson D	Young	211	212	-1
Thompson F	Sherman	212	213	-1
Park At Large	Paglia	40	39	+1
Park At Large	Tirsa	20	19	+1
Estes Dir 3	Rumley	22	21	+1
Loveland 2B	No	80	81	-1
Estes Valley 5C	No	23	22	+1
Estes Valley 5D	No	30	29	+1
Estes Valley 5E	No	20	19	+1

Vote for 2 <

Probable Cause: One ballot of style 15 (^{Park 4} Estes races) was counted twice. One ballot of style 6, 11, 12 or 14 was counted not at all. Possible scenario: Ballot (6, 11, 12, 14) rejected by machine but machine put it under top ballot. Catcher returned top ballot (style 15) to be counted twice.

Name of Election Staff Member contacted regarding incident Audit Board

Election Judge(s) reporting incident _____

LARIMER COUNTY PROCEDURES

SUBJECT: Post-Election Audit Procedures – Central Count
AccuVote-OS

Last Update Date: November 13, 2009

Last Updated By: JHaag

Due for Review: Annually

Procedure Background:

After an election, to ensure that votes were accurately recorded and tabulated by the Central Count AccuVote-OS, a random audit must be performed.

Reason for Procedure:

- C.R.S. 1-7-514
- SOS Rule 11.5.4

Supplies/Resources Needed:

- Audit Sets
- Results reports by Audit Set
 - Election Summary Reports from GEMS
 - Individual Audit Set Results Reports created in Excel
- Post-Election Audit form from SOS
- Forms/Labels:
(Location - S:\Elections\ACCUVOTE_GEMS\AccuVote Testing\2009\2009 Coordinated\Post-Election Audit)
 - Audit Board Oath
 - Audit Labels for Voted Ballot Retention Box
 - Audit Materials Seal Logs
 - Audit Materials Storage Box Labels
 - Audit Procedures Cover Form
 - Hand Tally Sheets
 - Races to Audit per Audit Set
 - Voting System Security – Incident Report
- Scratch Paper
- Pens
- Rubber Bands
- Rubber Fingers
- Paper Clips
- Calculators
- Audit Materials Storage Box
- Tape Seals (red and blue)
- Combo Seals (wire)
- Clippers

- Scissors
- Post-it Notes
- Timesheets
- Name Tags

File Path:

S:\Elections\PROCEDURES\Voting System\Drafts\AccuVotes\Post-Election Audit Procedures - Central Count AccuVote-OS.docx

What does a person need to know before completing this procedure?

How to perform a hand tally

How long does this procedure take to complete?

1-2 days; depends on how many Audit Sets to verify

When does this procedure take place?

- The SOS will select the Audit Sets and the races to be audited within 48 hours of the close of polls on election night.
- Upon completion of the audit, the results must be reported to the SOS no later than 5:00 pm on the last day of the canvass.

Steps to complete procedure:

Preparation – Counting Board

1. 8 AccuVotes will count two (2) boxes of ballots (≤ 600 ballots).
This group of ballots will be designated as an Audit Set.
2. Counting will stop and an Election Summary Report will be generated from the GEMS server for the Audit Set.
 - a. A copy of the report will be printed.
 - b. A copy of the report will be saved electronically.
3. Repeat steps 1 and 2 with all remaining ballots.

Preparation – Post-Election

This process is internal and does not need to be observed by the Canvass Board.

1. Determine the number of ballots that need to be audited using the chart from Premier Central Count Scanner Condition (2.0.12) 4b:

Total # of Ballots Counted on Device:	Total # of Ballots to audit:	# of errors requiring escalation:
150,000 to 500,000	1,250	6
35,001 to 150,000	800	4
10,001 to 35,000	500	3
3,201 to 10,000	315	2
1,201 to 3,200	200	2
501 to 1,200	125	2
281 to 500	80	1
151 to 280	50	1
91 to 150	32	1
51 to 90	20	1
26 to 50	13	1
16 to 25	8	1
9 to 15	5	1
1 to 8	3 or 100% if less than 3	1

Device = GEMS server **NOT** individual AccuVotes

Example: If 50,000 ballots were processed, 800 ballots (2 Audit Sets) would need to be audited.

2. Randomly select the Audit Sets to be audited.
(Performed by the SOS)
3. Randomly select the races to be audited in each Audit Set.
(Performed by the SOS)

4. Retrieve the selected Audit Sets and the corresponding GEMS Election Summary Reports.

These reports will show the TOTAL results of the election at that specific point in time, not an individual report for the Audit Set.

5. To generate an individual report for the Audit Set, perform the following steps:
 - a. Copy the following folder to the C:\ drive:
S:\Elections\ACCUVOTE_GEMS\AccuVote Testing\Audit Set
 - b. Open the following Excel spreadsheet from the above folder:
Results Report-1.xls
 - c. Enable macros in the spreadsheet.
 - d. Press Control+Q to start a macro that will generate an individual report for an Audit Set.
 - e. Navigate to the location of the first Audit Set (the one being audited) and select it.
 - f. Navigate to the location of the second Audit Set (the one previous to the first Audit Set) and select it.
 - g. Select the tab labeled Difference to see the individual report.
 - h. Save As: Audit Set ## Results.
 - i. Print the report.
 - j. Manually verify the report.
6. Modify the Hand Tally sheets so that only the races selected to audit in an Audit Set appear on the hand tally sheet for that selected Audit Set.

Audit

The audit process must be observed by at least two (2) members of the Canvass Board. C.R.S. 1-7-514(4); SOS Rule 11.5.4.8

Each selected Audit Set will be audited by one (1) audit team. The audit team will be comprised of four (4) people representing both major parties.

1. Administer an oath to the Audit Board:
S:\Elections\ACCUVOTE_GEMS\AccuVote Testing\2009\2009 Coordinated\Post-Election Audit\Audit Board Oath.doc
2. Manually tally all of the votes for the selected races in each Audit Set:
 - a. Using 2 Hand Tally sheets, the audit team will manually tally all of the votes for the selected races in each Audit Set. Two judges will read the votes while the other two judges mark the tally sheets.

- b. Marking judges will also record undervotes, overvotes, and the number of times the selected races are not on the ballot.
- c. Marking judges will use a new Hand Tally sheet for each box in the Audit Set.
- d. Marking judges will alternate black and red pens for each ballot bundle.
- e. When the marking judges get 5 tallies in a box, they will say "Tally" – If both judges do not have a tally, they will find the error and correct it.
- f. If a judge puts a tally in the wrong place, they will place a dot above it to show it is a mistake. When that race gets another vote, the judge will connect the dots.
- g. When a ballot box is completed, the marking judges will produce a total for each set of tallies for a race (votes, undervotes, overvotes, race not on ballot).
- h. The sum of the totals (votes + undervotes + overvotes + race not on ballot) in each race should equal the number of ballots in the box.

Ballot Race / Issue / Question	Hand Tally																				Total	
Row #/DO	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100		
County Commissioner District 3	005	110	115	120	125	130	135	140	145	150	155	160	165	170	175	180	185	190	195	00		
	00	210	215	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00		
	00	310	315	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00		
	00	410	415	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00	00		
Tom Donnelly																						←
Roger Hoffmann																						←
Under-Votes																						←
Over-Votes																						←
Race Not On Ballot																						←

- i. Repeat steps a-h with each remaining ballot box in the Audit Set.
- j. Combine the vote totals from all of the ballot boxes onto one tally sheet.
- k. Once all boxes have been hand tallied, the team will be ready to verify the Audit Set.

3. Verify the vote totals on the Combined Hand Tally sheet for the selected races against the Individual Audit Set Results report.

4. If the hand tally and the results report match:
- a. The Audit Set, hand tally sheets, and results report will be sealed in a separate container and secured with the remainder of the official election records for the election.
 - b. The Canvass Board will certify the audit results and sign the audit report.

5. If the hand tally and the results report do not match, the Canvass Board members will follow these procedures:
 - a. SOS Rule 11.5.4.9:
 - i. Manually verify the results as many times as necessary to confirm that there is no discrepancy in the manual count;
 - ii. Take any additional steps as necessary to check for voter error, which shall include but not be limited to: over-votes, stray marks on the ballot, or other voter intent indicia; and
 - iii. Review the situation and take action as necessary in accordance with the canvass board's powers as set forth in 1-10-1, C.R.S.
 - b. Premier Central Count Scanner Condition (2.0.12) 4b:
 - i. Errors discovered exceeding the error rate identified in the table above (Preparation – Post-Election Step 1) shall require escalation measures including increased audits as prescribed by the Secretary of State's office.
 - ii. County officials shall contact the Secretary of State's office as soon as possible if an audit detects errors above the escalation threshold.

6. Repeat steps 3-5 with the next Audit Set.

7. Upon completion of the audit, report results and a description of the audit process to the SOS no later than 5:00 pm on the last day of the canvass, by means set forth in SOS Rules 11.5.4.11 & 11.5.4.12:
 - a. Include the following:
 - i. Post-Election Audit form provided by the SOS; signed and sealed:

STATE OF COLORADO
Department of State
Division of Elections

Ballot System
Premier Central Count Scanner

Audit Information
County: District: Precinct:

Candidate	Ballot Type	Count							
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9
10	10	10	10	10	10	10	10	10	10
11	11	11	11	11	11	11	11	11	11
12	12	12	12	12	12	12	12	12	12
13	13	13	13	13	13	13	13	13	13
14	14	14	14	14	14	14	14	14	14
15	15	15	15	15	15	15	15	15	15
16	16	16	16	16	16	16	16	16	16
17	17	17	17	17	17	17	17	17	17
18	18	18	18	18	18	18	18	18	18
19	19	19	19	19	19	19	19	19	19
20	20	20	20	20	20	20	20	20	20

LARIMER COUNTY PROCEDURES

SUBJECT: POST-ELECTION AUDIT – ACCUVOTE-TSX

Last Update Date: November 16, 2009

Last Updated By: JHaag

Due for Review: Annually

Filed Under: Voting System

Procedure Background:

After an election, to ensure that votes were accurately recorded and tabulated by the AccuVote-TSx, a random audit must be performed.

Reason for Procedure:

- C.R.S. 1-7-514
- SOS Rule 11.5.4

Supplies/Resources Needed:

- AccuVote-TSx units to be audited (chosen by SOS)
- All V-VPAT canisters from the selected TSx units
- Election night results tapes from the selected TSx units
- Completed AccuVote-TSx and Security Canister Seal Logs from the election for the selected TSx units
- Post-Election Audit form from SOS
- Forms/Labels:
 - Located under: S:\Elections\ACCUVOTE_GEMS\AccuVote Testing\2009\2009 Coordinated\Post-Election Audit
 - AccuVote-TSx Seal Log from the election
 - Audit Board Oath
 - Audit Labels for Voted TSx Canister Retention Box
 - Audit Materials Seal Logs
 - Audit Materials Storage Box Labels
 - Audit Procedures Cover Form
 - Hand Tally Sheets
 - Races to Audit per Audit Set
 - TSx Canister Seal Logs (Audit)
 - Voting System Security – Incident Report
- Digital Camera
- Scratch Paper
- Pens
- Rubber Bands
- Paper Clips
- Calculators
- Audit Materials Storage Box
- Tape Seals (red and blue)
- Spring-Lock Seals
- Combo Seals (wire)

- Clippers
- Scissors
- Post-it Notes
- Timesheets
- Name Tags

File Path:

S:\Elections\PROCEDURES\Voting System\Final\Post-Election Audit -
AccuVote-TSx.docx

What does a person need to know before completing this procedure?

- How to perform a hand tally

How long does this procedure take to complete?

1-2 days; depends on number of TSx units to audit

When does this procedure take place?

- The SOS will select the AccuVote-TSx units to be audited and the races to be verified on each unit within 48 hours of the close of polls on election night.
- Upon completion of the audit, the results must be reported to the SOS no later than 5:00 pm on the last day of the canvass board.

Steps to complete procedure:

Preparation -- Post-Election

This process is internal and does not need to be observed by the Canvass Board.

1. Randomly select the TSx units to be audited.
(Performed by the SOS)
2. Randomly select the races to be audited on each TSx unit.
(Performed by the SOS)
3. Retrieve the selected TSx units.
4. Retrieve all of the V-VPAT canisters for each selected TSx unit.
5. Modify the hand tally sheets so that only the races selected to audit on a TSx unit appear on the hand tally sheet for that selected TSx unit.

Audit

The audit process must be observed by at least two (2) members of the Canvass Board. C.R.S. 1-7-514(4); SOS Rule 11.5.4.8

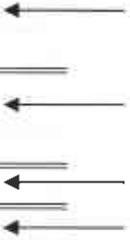
Each selected TSx unit will be audited by one (1) audit team. The audit team will be comprised of four (4) people representing both major parties.

1. Administer an oath to the Audit Board:
S:\Elections\ACCUVOTE_GEMS\AccuVote Testing\2009\2009 Coordinated\Post-Election Audit\Audit Board Oath.doc
2. Verify the Trusted Build on the selected TSx units:
 - a. Turn the unit on, and, once the unit has initiated, touch the umbrella icon in the lower right corner of the screen;
 - b. In the window that appears, verify that the File Signature = b18ab70141bcceff251469e0e45dfefb;
 - c. Take a digital picture of the screen that includes the file signature and TSx serial number. Verify that the picture is in focus.
3. Manually tally all of the votes for the selected races in each canister:
 - a. Using 2 Hand Tally Sheets, the audit team will manually tally all of the votes for the selected races in each canister. Two judges will read the votes while the other two judges mark the tally sheets.

- b. Marking judges will also record undervotes and the number of times the selected races are not on the ballot.
- c. Marking judges will use a new hand tally sheet for each canister.
- d. When the marking judges get 5 tallies in a box, they will say "Tally" – If both judges do not have a tally, they will find the error and correct it.
- e. If a judge puts a tally in the wrong place, they will place a dot above it to show it is a mistake. When that race gets another vote, the judge will connect the dots.
- f. Reading judges will keep track of how many ballots are in a canister.
- g. When a canister is completed, the marking judges will produce a total for each set of tallies for a race (votes, undervotes, race not on ballot).
- h. The sum of the totals (votes + undervotes + race not on ballot) in each race should equal the number of ballots read by the reading judges.

Tally Sheet		Hand Tally																				Total
273677 (Vote Center)																						
Race #	Ballot Race / Issue / Question	1	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100	
State House CD		105	110	115	120	125	130	135	140	145	150	155	160	165	170	175	180	185	190	195	200	
		205	210	215	220	225	230	235	240	245	250	255	260	265	270	275	280	285	290	295	300	
		305	310	315	320	325	330	335	340	345	350	355	360	365	370	375	380	385	390	395	400	
		405	410	415	420	425	430	435	440	445	450	455	460	465	470	475	480	485	490	495	500	
	John Michael Hoffman																					
	Bob McCluskey																					
	Undervotes																					
	Race Not On Ballot																					

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Verify this number using the completed AccuVote TSx Seal Log from the election.

- i. Repeat steps a-h with each remaining canister.
 - j. Combine the vote totals from all of the canisters onto one tally sheet.
 - k. Once all canisters have been hand tallied, the team will be ready to audit the AccuVote-TSx unit.
4. Verify the vote totals on the Combined Hand Tally sheet for the selected races against the Election night results tape from the selected TSx unit.
 5. If the hand tally and the results tape match:
 - a. The security canisters will be resealed.
 - b. The sealed canisters and results tapes will be sealed in a separate container and secured with the remainder of the official election records for the election.
 - c. The Canvass Board will certify the audit results and sign the audit report.

iii. Voting System Security – Incident Report; signed:

Larimer County Clerk and Recorder

2008 2008
2008 2008

VOTING SYSTEM SECURITY - INCIDENT REPORT

LARIMER COUNTY
2008 GENERAL ELECTION
NOVEMBER 4, 2008

Pursuant to Section 45-2-2114 of the Security Procedures for Electronic Voting Systems (revisions of Issue Form 43), each county is required to submit a report to the Secretary of State's office indicating the presence or absence of any security issues related to the use of any type of voting equipment.

By checking this box, we are reporting that our county **DOES NOT** have any security related incidents or issues with the use of the voting equipment for the 2008 General Election.

By checking this box, we are reporting that our county **DOES** have any security related incidents or issues with the use of the voting equipment for the 2008 General Election and we will be attaching relevant reports to this report.

[Handwritten signatures and dates]

County Clerk and Recorder
County Clerk and Recorder
County Clerk and Recorder
County Clerk and Recorder
County Clerk and Recorder

iv. Audit Procedures Cover Form:

LARIMER COUNTY
2008 GENERAL ELECTION
POST ELECTION AUDIT - PROCEDURES

This document describes the audit procedures for the 2008 General Election. The purpose of this document is to provide a clear and concise description of the audit procedures that will be used to verify the accuracy of the election results. This document is intended for use by the audit team and is not to be distributed to the public.

Item	Description	Location	Quantity	Notes
1	Ballots	Ballot Box	100	
2	Ballot Boxes	Ballot Box	1	
3	Ballot Boxes	Ballot Box	1	
4	Ballot Boxes	Ballot Box	1	
5	Ballot Boxes	Ballot Box	1	
6	Ballot Boxes	Ballot Box	1	
7	Ballot Boxes	Ballot Box	1	
8	Ballot Boxes	Ballot Box	1	
9	Ballot Boxes	Ballot Box	1	
10	Ballot Boxes	Ballot Box	1	

- v. A copy of these procedures and hand tally sheets.
- b. Scan all forms into a .pdf file.
 - i. Save the file to the s: drive.
 - ii. Email the file to the SOS.
 - iii. Place the paper forms in the Audit file located in the Equipment Auditor's desk.