Arapahoe County - RLA Information

1. Describe how our scanned ballots will be organized and stored.

All tabulated ballots are kept in the order which they were scanned. ICC Operators should not remove any of the tabulated ballots from the output tray until the entire batch has been completed. Once the expected number from the Ballot Process Tracking Form (Attachment 1) has been verified, the operator will "Accept Batch" from the computer screen, complete the Ballot Process Tracking Form, insert the tracking form into the clear pocket on the outside of the ballot storage folder (Attachment 2), and then place the entire stack of ballots into this folder. Each ICC station has a complete set of pre-printed labels that are in numeric order by batch # (Attachment 3). Operator will record the ballot count for each batch tabulated until this label is completed. (15 batches per container)
Folders are then placed into the clear ballot storage containers in numeric sequence. Once the container is completely full, (15 folders) operator will attach the label to the outside of the container.

2. What we want to adopt as our "ideal" ballot batch size.

100 complete ballots has proven to be the ideal batch size for Arapahoe County. For the 2016 General, we had a 2-card ballot which then made our batches 200 cards.

3. Any enhancements we want to make to our Ballot Process Tracking Form.

This seems to be simple and works well.

4. How to maintain ballot order (imprinting or some other method).

Arapahoe County uses leased scanners to verify the piece count during the ballot opening process. We think this would be the best point in the process to imprint a unique number on the face of each ballot. Also, it is critical that the ICC operators do not remove any ballots from output tray until scanning has been completed and verified.

5. Define how ballots are stored and secured.

After ballots have been tabulated, they are stored in sealed containers and placed on wooden pallets. They are grouped together by ICC station number and in sequential order based on the label attached to the outside of the container.

6. Conducting the audit - comparing the selected ballot to the CVR and the ballot image.
   a. What to do if tabulated ballot selected for audit has been duplicated?

All ballots requiring duplication are marked using the ICX. Batches of 100 ballots are created and then scanned in the same manner as all others. These duplicated ballot batch numbers are hi-lighted on the storage container label. Therefore, if a duplicated ballot is selected for audit, it was in fact the actual ballot that was tabulated.