Comparison Risk-Limiting Audit: Step-By-Step
March 30, 2017

Timeline
October 23rd – County appoints audit board

November 7th – Election Day

November 11th – Veteran's Day

November 16th – Counties submit ballot manifests and CVRs

November 17th – SOS sends audit information to counties

November 18th – Audit begins

November 20th – County reports initial audit results to SOS

November 21st – SOS provides audit feedback to the counties

November 22nd – Counties submit final audit report to SOS

November 23rd – Thanksgiving

November 24th – Canvass deadline

Pre-Audit
County responsibilities
1.   Appoint bi-partisan audit board

2.   Define batch size

3.   Define county-specific processes

SOS responsibilities
1.   Select contest(s) to audit – statewide or countywide

2.   Define risk limit

Audit
1.   County keeps ballots in the same order in which they are scanned or imprints ballots

2.   County creates ballot manifest (county ID, scanner ID, batch number, and number of ballots in the batch), and secures and stores ballots

3. County prints summary report and compares that to the ballot manifest to ensure that the number of ballots cast are the same

4. County exports CVR by 11:59 PM on the 9th day after the election

5. County submits ballot manifest and CVR to the SOS by 11:59 PM on the 9th day after the election

6. On the 10th day after the election, the SOS uses a random seed and RLA software to randomly select ballots to audit and sends the information to the counties

7. Audit board retrieves the selected ballots, records their interpretation of the ballots, and compares them to the CVR

8. County reports results of RLA to the SOS by 5:00 PM on the 13th day after the election

9. SOS determines whether additional auditing is needed. If so, SOS sends county a list of additional ballots to retrieve and inspect.

10. County reports audit results and other pertinent data to SOS at the end of the audit