



## STATE BOARD OF ELECTIONS

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**GARY O. BARTLETT**  
Executive Director

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### Memorandum 2006-08

To: County Boards of Elections

From: Gary O. Bartlett, Executive Director  
NC State Board of Elections

Date: March 2, 2006

Re: Security and storage guidelines

Once you have received your voting equipment it is imperative that it be stored and secured properly. The following guidelines have been established:

1. Voting equipment should be securely stored at all times. Only when equipment is being used in its official capacity should it be out of secure storage. Official capacity is defined as logic and accuracy testing, public demonstrations, onestop voting, and election day voting. Secured storage is defined as out of public access and requiring a key or combination or both to access equipment.
2. County board staff may also access equipment for regular maintenance and pre-election set up procedures. An access roster shall be maintained at all times to record all instances where voting equipment is accessed and by whom even in one person offices. Access of equipment by non-election personnel shall not be permitted unless accompanied by county board, director, or county board staff.
3. All voting equipment shall be stored in environmental conditions as recommended by the manufacturer. A listing of such conditions for each type of voting system is attached.
4. All voting equipment shall be delivered directly to the polling place by the county board and any persons designated for such purpose. Precinct officials shall not be required to pick up equipment unless extraordinary circumstances require it. At any time voting equipment is out of secured storage, a chain of custody shall be established and maintained. Documentation of custody shall be kept for the same period of time as all official election materials pursuant to the NC Records and Retention schedule.
5. Regular maintenance shall be performed according to manufacturer's guidelines. Documentation of maintenance shall be maintained on file in county board office.
6. County boards shall develop a security and maintenance plan. This plan shall be sent to the State Board for approval. All approved security and maintenance plans shall be kept on file in the county board office.

If you have any questions or concerns regarding the storage and security of your voting equipment and/or other election materials, please do not hesitate to contact my office or your District Elections Technician.

LOCATION: 506 NORTH HARRINGTON STREET • RALEIGH, NORTH CAROLINA 27603 • (919) 733-7173

Storage Recommendations by Equipment Type

M100

Condition	Minimum	Maximum	Units
Operation	50	104	°F
	10%	50%	Relative Humidity
Storage	-4	140	°F
	10%	85%	Relative Humidity
Transport	-4	140	°F
	10%	85%	Relative Humidity

\*Do not stack more than 5 cases high and do not store on side

M100 Ballot Box w/Diverter

Condition	Minimum	Maximum	Units
Operation	50	104	°F
	10%	50%	Relative Humidity
Storage	-4	140	°F
	10%	85%	Relative Humidity
Transport	-4	140	°F
	10%	85%	Relative Humidity

\*Do not stack more than 2 high

AutoMark

Condition	Minimum	Maximum	Units
Operation	50	104	°F
	10%	50%	Relative Humidity
Storage	-4	140	°F
	10%	85%	Relative Humidity
Transport	-4	140	°F
	10%	85%	Relative Humidity

\*Do not stack more than 5 cases high and do not store on side

IVotronic (15-inch)

Condition	Minimum	Maximum	Units
Operation	40	95	°F
	20%	80%	Relative Humidity
Storage	32	95	°F
	5%	90%	Relative Humidity
Transport	40	95	°F
	32%	95%	Relative Humidity

\*Do not stack more than 6 high. Can be stored in IVotronic booth.

R-TAL Printer/IVotronic Booth

Condition	Minimum	Maximum	Units
Operation	50	104	°F
	10%	50%	Relative Humidity
Storage	-4	140	°F
	10%	85%	Relative Humidity
Transport	-4	140	°F
	10%	85%	Relative Humidity

\*Can be stored on side if printer side is stored (right side if looking at back of booth) up.

\*Do not stack more than 6 high

PEB (Personalized Electronic Ballot)

Condition	Minimum	Maximum	Units
Operation	40	95	°F
	20%	80%	Relative Humidity
Storage	32	95	°F
	5%	90%	Relative Humidity
Transport	32	95	°F
	5%	90%	Relative Humidity

\*Do not store with magnetic windows touching each other