



**STATE BOARD OF ELECTIONS**  
6400 Mail Service Center • Raleigh, North Carolina 27699-6400

**KEITH LONG**  
Voting Systems Director

**Mailing Address:**  
**P.O. BOX 27255**  
**RALEIGH, NC 27611-7255**  
**(919) 715-0886**  
**FAX (919) 715-0135**

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To: All County Board of Elections  
From: Keith Long  
Subject: Ballot Printing for the General Election

The SBE staff has completed a readiness analysis for the 2008 General Election and is recommending that all counties adhere to the following ballot ordering guidelines:

- Counties with Model 100 Optical Scan units in each precinct should order ballots equal to a minimum of 100% of the registered voters in the county. Consider adding additional ballots where you have multiple ballot styles in a precinct to account for voter registration increases between the ballot order time and close of registration.
- Counties that use iVotronic DRE units in each precinct should order backup paper ballots at a minimum rate equal to the highest number of voters that vote on Election Day in any 4 hour time frame or 40% of the registered voters in the county.

Ordering ballots in these recommended quantities should provide ample paper ballots to continue the voting process during catastrophic failures, natural disasters or unforeseen circumstances.