

Affirmation Envelope Records Review:

Elections Staff will present a box of affirmation envelopes for review by the records requestor.

Reviewers will be able to inspect all areas of the envelope, but may not take video, photos, or photocopies of any of the signature portions of an envelope.

If a copy of an envelope is requested, elections staff will photocopy the envelope for the requestor and omit the signature area of the envelope. Photocopies will be charged at the standard rate of \$.50 for the 1<sup>st</sup> and \$.25 for each subsequent page. The requestor may also provide a photocopy machine and the elections staff will be able to assist with any copies.

After reviewing a box of affirmation envelopes, elections staff will seal the reviewed box and open another one for review.

There are a few areas I would like to clarify about these affirmation envelopes.

UOCAVA affirmation envelopes will not be available as they were sealed with the UOCAVA ballots and would require a court order to open. We received 61 mail UOCAVA ballots.

Voters may make changes to their mailing address on the affirmation envelope. As we receive these, we process them for scanning to be added images to the system and records retention. We have these separate from the others, but the envelopes have been trimmed to be able to be scanned. We will complete processing address changes and have these included for review before going into retention.

COVID-19 Protocols:

We will reserve a space which will meet social distancing requirements for requestors and associated elections staff. The current capacity limit is 25 people and if this changes between now and scheduled review, there may be a limit on those who are able to attend and additional charges for additional rental days and staffing.

There will be a health check station and PPE will need to be provided by the requestor. Masks will be required for all to participate.

Billing:

We have received payment for preparatory work and staffing for presentation. These are costs estimates and any additional charges for preparation, building rentals, staffing for review, or photocopies will be billed accordingly.