February 23, 2010

San Mateo County
Attn: Warren Slocum
40 Tower Road
San Mateo, CA 94402

RECEIVED
SAN MATEO COUNTY

FEB 25 2010

REGISTRATION
ELECTIONS

Subject: Agreement Number 09G30358

Complete the following item(s) and return to the address stated above within ten (10) business days, if necessary:

☐ STD. 213, Standard Agreement with attached exhibits. Please acquire the appropriate signature on the first page of the STD. 213, and the additional three single STD 213's and return to the address above. Fax and photocopies are not acceptable. A fully executed copy will be returned to you.

☐ STD. 213A, Standard Agreement Amendment. Please acquire the appropriate signature for the first page of the STD. 213A and the additional three single STD. 213A's and return. Fax and Photocopies are not acceptable. A fully executed copy will be returned to you.

☐ STD. 210, Short Form Contract. Please acquire the appropriate signature for the four single STD. 210's and return. Fax and Photocopies are not acceptable. A fully executed copy will be returned to you.

☐ STD. 65, Contract / Delegation Purchase Order. Enclosed is an executed copy for your records. You are now authorized to provide services.

☐ The enclosed agreement is signed on behalf of the Secretary of State. Please process and mail an executed copy of the agreement to the address above.

☒ Executed copy for your records.

☐ STD. 204 Payee Data Record (STD. 204) - Complete and return.

☐ CCC 307 Contractor Certification Clause - Complete and return.

☐ Please submit a copy of your Seller's Permit.

☐ Please submit a copy of the resolution, order, motion, or ordinance of your local governing body, which by law has granted the authority to enter into the proposed contract, authorizing execution of the agreement.

STANDARD AGREEMENT

STD 213 (Rev 06/03)

AGREEMENT NUMBER
09G30358
REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

Secretary of State

CONTRACTOR'S NAME

San Mateo County

2. The term of this Agreement is:

February 1, 2010 or upon approval by Dept. of General Service, if required, whichever is later **through** December 31, 2011.

3. The maximum amount of this Agreement is:

$155,012.20

One hundred fifty five thousand and twelve dollars and twenty cents.

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work	4 pages
Exhibit B – Budget Detail and Payment Provisions	3 pages
Exhibit C – General Terms and Conditions	GTC-307

Check mark one item below as Exhibit D:

X	Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement)	2 pages
☐	Exhibit - D* Special Terms and Conditions	

Exhibit E – Additional Provisions	2 pages
Exhibit F – County Resolution	pages
Exhibit G – HAVA Activity Report ("Timesheet")	1 page
Exhibit H – Elections Management System Migration Validation	3 pages
Exhibit I – 2007 CalVoter and CalValidator Data Standards	40 pages

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at www.ols dgs.ca.gov/Standard+Language

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		California Department of General Services Use Only
CONTRACTOR'S NAME *(if other than an individual, state whether a corporation, partnership, etc.)* San Mateo County		
BY *(Authorized Signature)* ✍	DATE SIGNED *(Do not type)*	
PRINTED NAME AND TITLE OF PERSON SIGNING Warren Slocum, Assessor-County Clerk-Recorder		
ADDRESS 40 Tower Road San Mateo, CA 94402		

STATE OF CALIFORNIA	
AGENCY NAME Secretary of State	
BY *(Authorized Signature)* ✍	DATE SIGNED *(Do not type)*
PRINTED NAME AND TITLE OF PERSON SIGNING Dora Mejia, Chief, Management Services	
ADDRESS 1500 11ᵗʰ Street, Sacramento, CA 95814	

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BY (Authorized Signature)	DATE SIGNED(Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Warren Slocum, Assessor-County Clerk-Recorder		
ADDRESS 40 Tower Road San Mateo, CA 94402		

STATE OF CALIFORNIA	
AGENCY NAME Secretary of State	
BY (Authorized Signature)	DATE SIGNED(Do not type)
PRINTED NAME AND TITLE OF PERSON SIGNING Dora Mejia, Chief, Management Services	
ADDRESS 1500 11th Street, Sacramento, CA 95814	

EXHIBIT A
VoteCal Statewide Voter Registration Project: County Contract
SCOPE OF WORK

A.   NAME OF PROJECT

This project shall be known as "VoteCal Statewide Voter Registration System Project."

B.   PURPOSE OF AGREEMENT

The purpose of this Agreement is to provide the County of San Mateo ("County") with federal funds ("HAVA funds"), CFDA Number 90.401, administered by the U.S. Election Assistance Commission (EAC), to assist the County in, or reimburse the County for, complying with the requirements of Section 303 (a) of the Help America Vote Act of 2002 (P.L. 107-252) ("HAVA"), subject to the provisions of this Agreement and all requirements of state and federal law, regulations and procedures. Section 303(a) of HAVA requires that each state election official implement a single, uniform, official, centralized, interactive computerized statewide voter registration list, defined, maintained, and administered at the state level that contains the name and registration information of every legally registered voter in the state.

The provisions of this Agreement are to be interpreted to further this purpose and County compliance with the mandates of HAVA Section 303(a).

Secretary of State (SOS), requests County participation in the following activities:

1.   Workshops and Meetings. Attendance and participation in informational workshops and advisory meetings conducted as necessary for the purposes of project education, transition planning, and assisting the VoteCal project team. Meetings will be scheduled by the VoteCal Project Manager as needed. For the workshops and meetings involving travel, VoteCal will reimburse County, as specified in Section D, paragraph 1 below.

2.   VoteCal System Training. County will assign their elections staff to participate in regionally- based training sessions to learn the VoteCal system. The VoteCal Project currently estimates training will consist of one (1) training day per staff member provided on the same day in two 3-hour sessions. This training approach is subject to change. For the regional VoteCal training sessions, VoteCal will reimburse County as specified in Section D, paragraph 2 below.

3.   EMS Modification Training. County will assign their elections staff to participate in local training sessions conducted by their elections management system (EMS) provider to learn about VoteCal-mandated modifications to the County's EMS. For the EMS training sessions, VoteCal will reimburse County as specified in Section D, paragraph 3 below.

4.   Data Conversion, Correction and Verification and VoteCal Implementation. County will assign their elections staff to participate in data format and accuracy validation activities prior to upload of County data to the centralized statewide database. Activities will likely include reviewing data samples for data format, accuracy and other errors that might occur when County data is migrated into the VoteCal-compliant database structure; correcting these errors; and revalidating final versions of County data. The current data conversion approach expects County to assign staff full time for approximately 15 days and ½ time for approximately 15 days (30 days total). County may also have to make some modifications to their in-house procedures to accommodate VoteCal-required changes. VoteCal will reimburse County as specified in Section D, paragraph 4 below.

EXHIBIT A
VoteCal Statewide Voter Registration Project: County Contract
SCOPE OF WORK

5. Pilot Testing and Implementation. In order to ensure the VoteCal system and VoteCal's training, conversion and implementation approaches are appropriate to small, medium and large counties across California, selected counties undergoing local elections will be invited to act as pilot counties for the VoteCal system. If County is selected as a pilot, County will implement a compliant version of their EMS system; conduct conversion, validation and verification of County data; and receive training on the system and associated business procedures. Pilot counties will begin using the VoteCal system as their production system in a designated election in advance of other California counties. Counties participating in the pilots will have the opportunity to help refine training and implementation procedures for the statewide rollout. VoteCal will reimburse County as specified in Section D, paragraph 5 below.

6. Migration from County EMS to a Different CA EMS Vendor. Prior to VoteCal system implementation a county may need to migrate to a different California EMS provider if their existing EMS provider cannot guarantee timely compatibility with the VoteCal system. The county's new EMS system must conform to data and file transfer standards provided in Exhibit I. County is responsible for ensuring SOS verifies the county's implementation. Migration must be fully accomplished by June 30, 2011. VoteCal will reimburse County as specified in Section D, paragraph 6 below.

C. PROJECT CONTACTS

For contract administration purposes, the program representatives during the term of Agreement will be:

For County: Warren Slocum, Assessor-County Clerk-Recorder 40 Tower Road San Mateo, CA 94402	For State: Maria Harris, Contract Administrator Secretary of State Contract Services 1500 11th Street Room 460 Sacramento, CA 95814
Phone: (650) 312-5222 Fax: (650) 312-5348	(916) 653-5974

For contract management purposes, the program representatives during the term of Agreement will be:

For County: Warren Slocum, Assessor-County Clerk-Recorder 40 Tower Road San Mateo, CA 94402	For State: Roxanne Moger, VoteCal Project Contract Manager California Secretary of State 1500 11th Street Sacramento, CA 95814
Phone: (650) 312-5222 Fax: (650) 312-5348	(916) 653-6113

EXHIBIT A
VoteCal Statewide Voter Registration Project: County Contract
SCOPE OF WORK

For VoteCal Project management purposes, the program representatives during the term of Agreement will be:

For County: Warren Slocum, Assessor-County Clerk-Recorder 40 Tower Road San Mateo, CA 94402	For State: Mary Winkley, CIO and VoteCal Project Director California Secretary of State 1500 11th Street Sacramento, CA 95814
Phone: (650) 312-5222 Fax: (650) 312-5348	(916) 654-8365

D. **USE OF FUNDS**

Any HAVA funds received pursuant to this program shall be used by County only for one or more of the following purposes:

1. Workshops and Meetings. For workshops and meetings, County will be reimbursed the reasonable cost of transportation to and from the VoteCal workshops or meetings. Rates for transportation expenses may not exceed the rates and conditions established by the California Department of Personnel Administration (DPA) or the normal county reimbursement rate, whichever is lower. Funds allocated for mileage reimbursement for workshop and meeting attendance may not exceed $468 cumulatively for contract duration.

    VoteCal will not pay meal expenses or wages for county staff participating in informational workshops or meetings.

2. VoteCal Training. For VoteCal system training, County will be reimbursed the reasonable cost of "fully loaded" staff time (inclusive of payroll taxes and benefit expenses) for the county staff participating in VoteCal training sessions. Such reimbursement will be at the employee's normal hourly rate or prorated salary plus benefits for the actual hours participating in VoteCal training sessions.

    Should authorized travel expenses be incurred, reimbursement for travel and meal expenses may not exceed the rates and conditions established by the California Department of Personnel Administration (DPA) or the normal county reimbursement rate, whichever is lower. All travel and meal expenses must be substantiated with original written receipts.

    If the training approach is modified to conduct VoteCal and EMS training conjointly, County will be reimbursed as stated above for attendance at joint training sessions.

3. EMS Training. For the EMS training sessions, County will be reimbursed for the reasonable cost of "fully loaded" staff time (inclusive of payroll taxes and benefit expenses) for the county staff participating in VoteCal-related EMS training sessions. Such reimbursement will be at the employee's normal hourly rate or prorated salary plus benefits for the actual hours participating in VoteCal-related EMS training sessions.

    Should authorized travel expenses be incurred, reimbursement for travel and meal expenses may not exceed the rates and conditions established by the California Department of Personnel Administration (DPA) or the normal county reimbursement rate, whichever is lower. All travel and meal expenses must be substantiated with original receipts.

EXHIBIT A
VoteCal Statewide Voter Registration Project: County Contract
SCOPE OF WORK

If the training approach is modified to conduct VoteCal and EMS training conjointly, County will be reimbursed as stated above for attendance at the joint session.

4. <u>Data Conversion, Correction and Verification and VoteCal Implementation</u>. For County data conversion, correction and verification activities and for the development and implementation of modified business processes, County will be reimbursed the reasonable cost of "fully loaded" staff time (inclusive of payroll taxes and benefit expenses) for County staff participating in these activities. Such reimbursement will be at the employee's normal hourly rate or prorated salary plus benefits for the actual hours participating in these activities. No travel is anticipated for these activities.

5. <u>Pilot Testing and Implementation</u>. If County is selected to participate in the VoteCal Pilot, County will be reimbursed for the reasonable cost of "fully loaded" staff time (inclusive of payroll taxes and benefit expenses) for County staff participating in these activities. Such reimbursement will be at the employee's normal hourly rate or prorated salary plus benefits for the actual hours participating in these activities. No travel is anticipated for these activities.

6. <u>EMS Migration</u>. If County migrates to another California EMS vendor prior to implementation of the statewide VoteCal system, County will be reimbursed for the one-time cost of EMS migration including initial licensing, installation, data migration/conversion and data validation, and user training as described in Exhibit H County EMS Migration. County will also be reimbursed for the reasonable cost of "fully loaded" staff time (inclusive of salary, payroll taxes and benefit expenses) for County staff participating in these activities. Such reimbursement will be at the employee's normal hourly rate or prorated salary plus benefits for the actual hours participating in these activities. Should authorized travel expenses be incurred, reimbursement for travel and meal expenses may not exceed the rates and conditions established by the California Department of Personnel Administration (DPA) or the normal county reimbursement rate, whichever is lower. All travel and meal expenses must be substantiated with original written receipts. Per the estimate below, funds allocated for EMS Migration may not exceed $154,544.20 cumulatively for contract duration.

County wages	$78,387.20
HW/SW-OS replacement (3 servers and associated OS)	34,557.00
DFM EIMS SW installation, conversion and training	35,000.00
LeadTools License	600.00
Pitney Bowes Interface Re-integration	6,000.00
	$76,157.00
Migration total	**$154,544.20**

No reimbursement will be paid to County for indirect or overhead costs distributed to county administrative support services that may be associated with this Agreement.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

BUDGET DETAIL AND PAYMENT PROVISIONS

1. **Invoicing and Payment**

   A. For services satisfactorily rendered, and upon receipt and approval of the invoices submitted with supporting documentation, the State agrees to compensate the County for actual expenditures incurred in accordance with the rates specified herein.

   B. Invoices shall include the Agreement Number and shall be submitted in triplicate not more frequently than monthly in arrears to:

   > Office of Secretary of State
   > Attention: Accounts Payable
   > P.O. Box 944260
   > Sacramento, CA 94244-2600

2. **Budget Contingency Clause**

   A. It is mutually agreed that if the Budget Act or a HAVA Spending Plan or Spending Plan amendment of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to County or to furnish any other considerations under this Agreement and County shall not be obligated to perform any provisions of this Agreement.

   B. If funding for any fiscal year is reduced or deleted by the Budget Act or a HAVA Spending Plan or Spending Plan amendment for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to County to reflect the reduced amount.

   C. The department has the option to invalidate the contract under the 30-day cancellation clause or to amend the contract to reflect any reduction in funds.

      1. Failure To Properly Claim Maximum Amount Of HAVA Funds

         Notwithstanding any provision of Agreement, County shall be entitled to receive only those amounts for fully supported and appropriate claims which are properly submitted, pursuant to the provisions of Agreement and all applicable state and federal laws, regulations, and procedures.

      2. Basis of Claims

         Subject to the provisions of Paragraph 5 below related to the applicability of OMB Circular A-87, all claims for HAVA funds under this program must be based on invoices submitted by County.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

3. Processing of Claims

The Secretary of State shall establish the criteria and processes for submitting claims under this program. Such criteria shall include requirements that all claims:

A. Contain a cover sheet that gives the contract number and summarizes each expenditure made by the categories set forth in Section D, Paragraph 6, of Exhibit A "Scope of Work";

B. Include the total amount of the claim;

C. Include the hourly wage or monthly salary of any employee for which a claim is made for their salaries;

D. Include signed HAVA Activity Reports (aka, "HAVA timesheet", see sample which is Exhibit G) for each employee for whom reimbursement for time is being claimed. HAVA timesheet must show both VoteCal and non-VoteCal hours for the time period being claimed, per OMB Circular A-87, A-102, and A-133.

E. Provide receipts for all travel, accommodation, and meal expenses for which County is seeking reimbursement. VoteCal will reimburse only for the allowable expenses described in Exhibit A that are supported by expense receipts.

4. Application Of OMB Circulars A-87, A-102, and A-133 and their respective Amendments

OMB Circulars A-87, A-102 and A-133 and their respective amendments incorporated herein by reference, to the extent applicable, shall govern with respect to all aspects of this program. These OMB Circulars may be found at http://www.whitehouse.gov/omb/circulars.

5. Payments Of Claims

Payments made by the State with respect to any claim shall be sent directly by the State Controller's Office to the County.

6. Deadline For Submitting Claims

The deadline for submitting any claim under this program is 90 days after the termination date of this Agreement.

7. Multiple Claims

County may submit multiple claims for HAVA funds authorized above, within the aggregate limit established for County.

8. Documentation To Be Submitted

Each claim shall also include originals or true copies of all invoices, agreements, or other documentation that support the claim, including all documentation required by the cited OMB Circulars.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

9. Order Of Processing

   Claims shall be processed by the Secretary of State in order of receipt.

10. Work Outside Of The Scope Of Work

    Counties are not permitted to be paid for work outside the documented scope of work.

EXHIBIT C
GENERAL TERMS AND CONDITIONS

GENERAL TERMS AND CONDITIONS

PLEASE NOTE: This page will not be included with the final agreement. The General Terms and Conditions will be included in the agreement by reference to Internet site: http://www.ols.dgs.ca.gov/Standard+Language.

EXHIBIT D
SPECIAL TERMS AND CONDITIONS

SPECIAL TERMS AND CONDITIONS

A. AUDITING

1. Any recipient of federal funds to meet the Help America Vote Act requirements agrees to be audited pursuant to federal and state law. Accordingly, all documents and electronic files must be produced upon request by the auditors. CFDA Number for this contract is 90.401. The audit may include a review of all books, papers, accounts, documents, or other records of County as they relate to any HAVA funds. County shall also provide access to all employees having knowledge of the HAVA funds program to assist the auditor. County shall provide a copy of any document, paper, or electronic record requested by the auditor.

2. OMB Circular A-133 ("Audits of States, Local Governments, and Non-Profit Organizations"), OMB Circular A-102, and OMB Circular A-87, incorporated herein by reference, shall govern with respect to all aspects of this program. The provisions of these circulars may be found at http://www.whitehouse.gov/omb/circulars;

3. County shall maintain records in a manner that:

    a. Accurately reflects fiscal transactions with necessary controls and safeguards;

    b. Provides complete audit trails, based whenever possible on original documents (purchase orders, receipts, progress payments, invoices, timesheets, cancelled warrants, warrant numbers, etc.);

    c. Provides accounting data so the costs can readily be determined throughout Agreement period.

4. Records shall be maintained for three years after termination of Agreement and for at least one year following any audit or final disposition of any disputed audit finding;

5. If the final disposition of any disputed audit finding is determined to be a disallowed cost that the Secretary of State has paid the County, the County shall return to the Secretary of State an amount equal to the disallowance.

6. County shall permit periodic site visits by the Secretary of State or the Secretary of State's designee or designees to determine if any HAVA funds are being used or have been used in compliance with Agreement and all applicable laws.

B. GENERAL PROVISIONS

1. HAVA funds can only be used for the purposes for which the HAVA funds are made;

2. No portion of any HAVA funds shall be used for partisan political purposes. All County staff providing services are required to sign an agreement (see Exhibit E), to abide by the Secretary of States' policy to refrain from engaging in political activities that call into question the impartiality of the Secretary of State's Office. County is to submit a copy of the agreement signed by each employee of County who worked for County pursuant to this Agreement with the County's first invoice.

EXHIBIT D
SPECIAL TERMS AND CONDITIONS

3. The provisions of the federal *Hatch Act* shall apply to employees working for state and local entities receiving HAVA funds. The *Hatch Act* may be reviewed at http://www.osc.gov/documents/hatchact/ha_sta.pdf.

4. Funds not claimed by County within 90 days of the end date of this contract, or any funds claimed by a county that are not approved for use by the Secretary of State within 180 days of the end date of this contract, shall revert to the Secretary of State for HAVA Section 303(a)-related expenses.

5. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel Agreement with no liability occurring to the State, or offer an Agreement amendment to County to reflect any reduced amount.

6. Agreement is subject to any restrictions, limitations or conditions enacted or promulgated by the United States Government, or any agency thereof, that may affect the provisions, terms or funding of Agreement in any manner.

7. Pursuant to federal policy, Agreement may be terminated by the State with 30-day written notice to County.

8. County warrants by execution of Agreement, that no person or selling agency has been employed or retained to solicit or secure this contract upon agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by County for the purpose of securing business. For breach or violation of this warranty, the State shall, in addition to other remedies provided by law, have the right to annul this contract without liability, paying only for the value of the work actually performed, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

9. Nothing contained in Agreement or otherwise, shall create any contractual relation between the State and any subcontractor or vendor, and no subcontractor shall relieve County of its responsibilities and obligations hereunder. County agrees to be as fully responsible to State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by County. County's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to County. As a result, State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor or vendor of County.

10. Pursuant to federal law, by signing this agreement or execution of this purchase order the SOS certifies under the penalty of perjury that the contracting entity is not excluded or ineligible from federal assistance programs and thereby is not on the federal government's list of suspended or debarred entities.

Pursuant to federal law, as a component of the procurement process, the SOS must review the federal government's list of debarred and suspended vendors and ensure no contract award is provided to a vendor on this list. This list may be viewed at www.epls.gov.

EXHIBIT E
ADDITIONAL PROVISIONS

ADDITIONAL PROVISIONS

SECRETARY OF STATE POLICY REGARDING POLITICAL ACTIVITY IN THE WORKPLACE

The Secretary of State is the state's chief elections officer. It is, therefore, imperative that staff in the Secretary of State's Office, and those who contract with the Secretary of State's Office, refrain from engaging in any political activity that might call into question the office's impartiality with respect to handling election issues. Accordingly, the policy of the Secretary of State's Office with respect to political activity in the workplace, a copy of which will be given to every employee in the Secretary of State's office, is as follows:

A. No employee of or contractor with the Secretary of State's Office shall engage in political campaign-related activities on state-compensated or federal-compensated time, except as required by official duties, such as answering inquiries from the public. This prohibition shall not apply while an employee is on approved vacation or approved annual leave. This prohibition shall not apply to activities engaged in during the personal time of an employee.

B. No employee of or contractor with the Secretary of State's Office shall use any state property in connection with political campaign activities. It is strictly prohibited to schedule political campaign-related meetings or to conduct Secretary of State political campaign-related meetings in state office space, even if after normal working hours.

C. No employee of or contractor with the Secretary of State's Office shall use his or her official status with the Secretary of State's Office to influence political campaign-related activities or to confer support for or indicate opposition to a candidate or measure at any level of government.

D. No employee of or contractor with the Secretary of State's Office may be involved with political campaign-related telephone calls, letters, meetings or other political campaign-related activities on state-compensated or federal-compensated time. Requests by employees to switch to alternative work schedules, such as 4-10-40 or 9-8-80 work weeks, or to take vacation in order to accommodate political campaign-related activities or to attend political campaign functions, will be judged in the same manner and on the same basis as any other requests of this nature (i.e., existing needs of the office and discretion of the division chiefs).

E. The receipt or delivery of political campaign contributions or photocopies thereof on state property is strictly prohibited, as is the use of office time or state resources (e.g., intra-office mail or fax machines) to solicit or transmit political campaign contributions.

F. No employee of or contractor with the Secretary of State's Office may authorize any person to use his or her affiliation with the Secretary of State's Office in an attempt to suggest that the employee's or contractor's support or opposition to a nomination or an election for office or a ballot measure is of an "official," as distinguished from private, character.

G. No employee of or contractor with the Secretary of State's Office may display political campaign-related buttons, posters, or similar materials in areas visible to individuals who are in public areas of the Secretary of State's Office; nor may an employee of or contractor with the Secretary of State's Office display political campaign-related posters or other materials on windows facing out of the state office building.

EXHIBIT E
ADDITIONAL PROVISIONS

H. No employee of or contractor with the Secretary of State's Office may use official authority or influence for the purpose of interfering with or attempting to affect the results of an election or a nomination for any public office.

I. No employee of or contractor with the Secretary of State's Office may directly or indirectly coerce or solicit contributions from subordinates in support of or in opposition to an election or nomination for office or a ballot measure.

J. An employee who is paid either partially or fully with federal funds, including the Help America Vote Act of 2002 (HAVA), is subject to the Secretary of State provisions of the federal Hatch Act, and is, therefore, prohibited from being a candidate for public office in a partisan election, as defined in the federal Hatch Act. However, any employee who is to be paid either partially or fully with funds pursuant to HAVA shall first be consulted about the proposed funding and be informed about the prohibitions of the federal Hatch Act. The employee, whenever possible, shall be given the opportunity to engage in employment that does not involve HAVA funding. Provisions limiting participation in political campaign-related activities as provided for in this policy statement shall be included in every contract with the Secretary of State's Office.

If you have questions concerning these restrictions, please refer them to your contract manager.

EXHIBIT G
HAVA ACTIVITY SHEET (TIMESHEET)

EMPLOYEE HAVA TIME REPORT

NAME		Division:		Days/Hours	Month/Year

| CLASS TITLE | | | | 5/40 | |

TIMEBASE
EMPLOYEES
FULL ☐   PART ☐

HAVA ACTIVITY HOURS

31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1

PROGRAM TIME REPORTING

ACTIVITY CODE	PC	ORG	REG. HRS
Access		5900	0.00
Maint		5900	0.00
PMO		5900	0.00
VoteCal Reg		5900	0.00
VoteCal Disc		5900	0.00
VoteCal Tr		5900	0.00
VoteCal Mig		5900	0.00
VoteCal Imp		5900	0.00
Non-HAVA		5900	0.00
Sub-total HAVA			0.00
Total Hrs Worked			0.00

SIGNATURE OF EMPLOYEE	DATE	SIGNATURE OF SUPERVISOR	DATE

EXHIBIT H
Elections Management System Migration Validation

1. Contacts and Responsibilities

The SOS must verify that County continues to meet state compliance standards (attached as Exhibit I) once the migration to the new state-approved elections management system (EMS) vendor is completed. No reimbursement for migration will be made without SOS validation of County's EMS compliance with state data standards.

The validation process is a coordinated effort between the County and SOS. To initiate the validation process, County must contact CalVoter staff and indicate County is ready to test data file transfers. The SOS contact persons for the CalVoter validation process will be

Jenny Chernis-Giorgi: (916) 657-2080, Jennifer.Chernis-Giorgi@sos.ca.gov
Jay Martin: (916) 653-4245, Jay.Martin@sos.ca.gov,
Steven Carda: (916) 657-2305, Steven.Carda@sos.ca.gov.

To accomplish the validation process:

SOS CalVoter staff will
- Arrange for access to the CalVoter test environment
- Verify receipt of County's data file; process the "production file" in the test environment
- Monitor file processes and analyze the transferred data
- Report to county test deficiencies, if any
- Prepare the CalVoter EMS Migration Checklist
- Provide County with a copy of the signed migration checklist via fax or email indicating all required files have processed successfully to the county
- Notify the County's migration project manager, vendor contact, contract manager, and the County Registrar of successful completion of the production tests indicating compliance with the CalVoter system.

County staff will
- Manage their own migration to the new vendor's EMS system
- Notify SOS of readiness to conduct testing
- Submit the required transactions in the standard manner via the CalVoter workstation.
- Resolve test deficiencies reported by CalVoter staff
- Submit the completed CalVoter EMS Migration Checklist and copy of the emailed notice of compliance with any request for reimbursement for migration expenses.

2. Use of Funds:

The SOS will reimburse the County with federal HAVA funds, for any and all work related to migration from County's existing elections management system to another California certified elections management system, including migration of data and verification of all required external interfaces; modification of county data interfaces to communicate with the new system; and reimbursement of County staff wages for participation in migration activities, including user and operational support training. In order to receive the reimbursement for wages County must submit

- Completed HAVA timesheets for each employee engaged in reimbursable activities. HAVA timesheet must represent *all* employee activities, both HAVA reimbursable *and* County reimbursable hours.
- A copy of the CalVoter EMS Migration Checklist signed by a member of the CalVoter staff.
- Copies of all invoices for all hardware, software, and services to be reimbursed as EMS migration expenses.

EXHIBIT H
Elections Management System Migration Validation

Upon receipt of both certifications of completion and a county invoice accompanied by vendor invoices and other appropriate documentation of costs, County will be reimbursed for an amount in an amount not to exceed $154,544.20, as specified in the Statement of Work, Section D, paragraph 6.

EXHIBIT H
Elections Management System Migration Validation

County Name: _____   Phone: _____
County Contact: _____   Email: _____

Vendor Name: _____   Phone: _____
Vendor Contact: _____   Email: _____

TESTING PROCEDURES

1   Prepare CalVoter test environment to receive County files.

2   Receive, process and audit all file types in CalVoter I test environment.
     A. Use Testing Checklist for CalVoter File Processing
     B. Use Testing Checklist for WS-FTP for file transfer and connectivity.

3   Upon successful completion of all file types in test, advise all interested parties (county contact, vendor contact, contract manager) that all voter registration processing files received from test environment processed successfully and are certified to begin submitting files in production.

4   Update CVAdmin database

		Testing Checklist		
		Test OK? Y/N	Date	Tester Initials Comments
CALVOTER FILE PROCESSING				
1	Load			
2	Update			
3	PCTPRT			
4	RORDATA			
5	DMV-COA			
6	Duplicate Check Process			
7	DL			
8	NCOA			
9	CDPH			
10	CDCR			
11	DMV Non-Match - (M File)			
12	BP Extract			
13	History			
WS-FTP				
14	Move file to county workstation CalVoter\Inbox			
15	Move file to SOS sosprod\datafiles\county\Inbox			
16	Move file to SOS sosprod\datafiles\county\Stage			

_____ County has successfully completed all required tests for verifying compliance with CalVoter/ CalValidator data standards.

Signed: _____   Date: _____
         SOS CalVoter Operations

Exhibit I

San Mateo County
09G30358
Page 1 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

CALIFORNIA
Secretary of State DEBRA BOWEN

State of California
Secretary of State

Calvoter and Calvalidator
Data Standards

May 17, 2007

Exhibit I

San Mateo County
09G30358
Page 2 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

Table of Contents

Exhibit I

San Mateo County
09G30358
Page 3 of 40

Exhibit I

San Mateo County
09G30358
Page 4 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

I. Calvoter File Types and Standards

A. Registrant Transaction File Conventions

File Structure

All these files are tab-delimited text files. As each field is a text field, no special characters should be used to indicate text data. Each record is 95 fields in length and an end of record is indicated by a carriage return [CR] and line feed [LF]. Each record must include all fields: i.e., trailing null fields cannot be omitted from a record. There is no header record to the file. After the last record, the file must end with the literal characters: 'EOF' (for *end of file*) as the last line of the file.

Naming Convention

All files must adhere to the following naming convention:

CCNNNNNNA.txt

Where 'CC' is the designated county number (with leading zeroes); 'NNNNNN' is a six digit sequential number (with leading zeroes), incremented for each successive file sent to Calvoter; and 'A' is an uppercase alpha character to indicate the type of file, according to the following table:

L	LOAD file (copy of all registered voters in county)
U	UPDATE file (transactions for all incremental registrant changes that have occurred since the last Load or Update was sent
H	Contains voting HISTORY data for registrants
M	Verification MAILING Request – Requests OSP (Office of State Publishing) to send a VRC (Voter Registration Card) to all registrants in the file who attempted to change their address at DMV under motor voter for whom a valid, existing registration could not be found.

Example: Amador County (#03) sends a Load file to Calvoter, followed by a Voting History file and then a registrant Update file. The last file they had sent to Calvoter was the sixtieth file. The names for the new files sent would be, respectively, 03000061L.txt, 03000062H.txt and 03000063U.txt.

Sending Requirements

Load (L) and Update (U) Files

State regulations require that a county should send a registrant Load or Update file any day they have *any* change to their voter registration data.

Counties with systems that support registrant Update files - Day-to-day changes should be sent as Updates. At periodic intervals determined by the Secretary of State or at the request of the Secretary of State, a full Load file must be sent for verification and synchronization purposes.

Counties with systems that do not support registrant Update files – A full Load file must be sent on any day there is a change to registrant data.

Exhibit I

San Mateo County
09G30358
Page 5 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

Voting History (H) Files

Voting history files must be sent by E+120 after every election involving a federal or state office (e.g., statewide elections and special elections to fill a vacancy.)

Verification Mailing Request (M) Files

This optional file may be sent at the county's convenience. The data will be aggregated and sent by batch to the OSP once per month. Counties should use care to send only one transaction request per applicant.

B. Precinct/District Mapping File Conventions

File Structure

All these files are tab-delimited text files. As each field is a text field, no special characters should be used to indicate text data. Each record is 5 fields in length and an end of record is indicated by a carriage return [CR] and [LF]. Each record must include all fields: i.e., trailing null fields cannot be omitted from a record. There is no header record to the file. After the last record, the file must end with the literal characters: 'EOF' (for *end of file*) as the last line of the file.

Naming Convention

All files must be named:

<div align="center">

PCTPRT.txt

</div>

Sending Requirements

These files should be sent on any day when existing precincts are deleted, new precincts are added, or when there is a change to any of the statewide jurisdictions (Congressional, State Senate, Assembly or Board of Equalization) to which any precinct is mapped.

C. Deficiency Files

In addition to the notices and files the counties currently receive from the Calvoter system there will be additional files sent if records do not meet the criteria in this document. There are two deficiency record formats that may be received by the county. One deficiency notice is on a registrant record and the other deficiency notice is on a precinct/district mapping file.

The deficiency notices will let the county know which field invalidated and which validation rule was violated. The entire record will be checked for accuracy, so one county record with many deficiencies will create multiple deficiency records. Failure to pass a validation will produce either a fatal flaw or a deficiency. A fatal flaw prevents the record from being processed into Calvoter. A deficiency allows the record to be processed into Calvoter, but notifies the county that those fields should be corrected.

Exhibit I

San Mateo County
09G30358
Page 6 of 40

File Structure

Deficiency files are tab-delimited text files. As each field is a text field, no special characters will be used to indicate text data. An end of record is indicated by a carriage return [CR] *and* [LF]. Each record includes all fields: i.e., trailing null fields are not omitted from a record. There is no header record to the file.

Naming Convention

Registrant Transaction Deficiency File

Registrant Transaction Deficiency Files are named:

CCNNNNNNA_DEF.txt

Where 'CCNNNNNNA' is the name of the file which was processed, "_DEF" indicates the file is a deficiency file, and ".txt" extension indicates a text file.

Precinct/District Mapping Deficiency File

Precinct/District Mapping Deficiency Files are named:

PCTPRT_DEF.txt

D. *Report of Registration File Record Conventions*

File Structure

All these files are fixed-width files. (Please see "Report of Registration Files, File Format" section for more information on the file structure.) Records are fixed length with an end of record indicated by a carriage return and a line feed.

Naming Convention

All files must be named:

RORDATA.txt

Sending Requirements

These files should be sent after the close-of-registration for any reporting period for those counties who wish to submit their data electronically.

Exhibit I

San Mateo County
09G30358
Page 7 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

II. Calvoter File Formats

A. Registrant Transaction Files

File Format

Field No.	Field Name	Max Length	Data Type	Data Restrictions	Description
TRANSACTION INFORMATION					
1	Transaction Code	2	Alphanumeric	Must match valid code in Table C-1a or C-1b	A code that tells how each record is to be processed. Each number in this field shall be two digits; e.g., "01".
2	County Code	2	Alphanumeric	Must match valid code in Table C-2	A code identifying the county that generated or is the intended recipient of a transaction record.
BASIC REGISTRANT INFORMATION					
3	Registrant ID	10	Alphanumeric		The Registrant ID is the County's identification number for a registrant.
4	Document Number	10	Alphanumeric		The number on the document which initiates a registrant application (affidavit number), removal, felony conviction, county death record, etc.
5	Last Name	25	Alphanumeric		The registrant's last name.
6	First Name	25	Alphanumeric		The registrant's first name.
7	Middle Name	25	Alphanumeric		The registrant's middle name.
8	Name Suffix	4	Alphanumeric	Must match valid code in Table C-3	A suffix to the registrant's name, such as JR, SR, II, III, etc.
9	Residence Street Number	9	Alphanumeric		The building number associated with the registrant's current residence, not to be confused with the "number of the street".
10	Residence Street Number Suffix	4	Alphanumeric		A suffix, such as 'A', '1', or '1/2' associated with the registrant's current residence building number. Example 123-A Main St. or 456 1/2 Elm Ave.
11	Residence Street Name	30	Alphanumeric		The name (or number) of the street associated with the registrant's current residence address. (Non standard address can be placed in this field.) Counties may put the text "non-standard residence address" or put as much of the description as will fit in that field.
12	Residence Street Direction Prefix	2	Alphanumeric	Must match valid code in Table C-4	N, S, E, W, NE, NW, SE, SW Example: W Main Street.
13	Residence Street Direction Suffix	2	Alphanumeric	Must match valid code in Table C-4	N, S, E, W, NE, NW, SE, SW Example: Main Street SW.
14	Residence Street Type	4	Alphanumeric	Must match valid code in Table C-5	Common Street types such as, RD, ST, AVE.

Exhibit I

San Mateo County
09G30358
Page 8 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

Field No.	Field Name	Max Length	Data Type	Data Restrictions	Description
15	Residence Unit Type	20	Alphanumeric		The type of unit located within a multi-residential community such as, Apartment, Building, Lot, etc.
16	Residence Unit Number	10	Alphanumeric		The number pertaining to a registrant's mailing unit number within a multi-residential community.
17	Residence City	25	Alphanumeric		The name of the city associated with the registrant's current residence address.
18	Residence State Code	2	Alphanumeric	Must match valid code in Table C-6	The USPS state code for the registrant's current residence address. This will always be "CA" for registrant data stored in County VR Systems.
19	Residence Zip Code	10	Alphanumeric	#####-#### or #####	The zip code for the registrant's current residence address.
20	Telephone Number	13	Alphanumeric	(###)###-####	The registrant's most recent telephone number.
21	Mailing Address Field 1	40	Alphanumeric		A freeform field for the registrant's current mailing PO Box or mailing street address. *(Optional - use only if mailing address is different then residence address.)*
22	Mailing Address Field 2	40	Alphanumeric		A freeform field for additional mailing address information. *(Optional – use only if mailing address is different then residence address.)*
23	Mailing Address City	60	Alphanumeric		If domestic: The city name of the registrant's current mailing address. **If foreign: include city, nation, and postal code in this field.** *(Optional use only if mailing address is different then residence address.)*
24	Mailing Address State Code	2	Alphanumeric	Must match valid code in Table C-7	If domestic: The USPS state code of the registrant's current mailing address. **If foreign: this field must be left blank (see Description of field 23).** *(Optional – use only if mailing address is different then residence address.)*
25	Mailing Address Zip Code	10	Alphanumeric	#####-#### or #####	If domestic: The zip code associated with the registrant's current mailing address. **If foreign: this field must be left blank (see Description of field 23).** *(Optional - use only if mailing address is different then residence address.)*
26	-- Not Used --			<null>	

Exhibit I

San Mateo County
09G30358
Page 9 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

Field No.	Field Name	Max Length	Data Type	Data Restrictions	Description
27	Date of Birth	10	Date	MM-DD-YYYY Valid dates only (for example "00-00-1900" is invalid)	The registrant's date of birth. **Required for all new registrations and all registrants with registration date (field 33) after 1/1/1990. For those registrants registered before date of birth was required and for whom date of birth is unknown must use literal characters "01-01-1850"**
28	Gender Code	1	Alphanumeric	Must match valid code in Table C-8	A code for the registrant's gender. Use <null> if unknown.
29	-- Not Used --			<null>	
30	Party Code	3	Alphanumeric	Must match valid code in Table C-9	A code identifying the registrant's political party affiliation.
31	Registration Status Code	1	Alphanumeric	Must match code in Table C-10	Code for registrant's status (e.g. Active, Inactive)
32	-- Not Used --			<null>	
33	Registration Date	10	Date	MM-DD-YYYY Valid dates only (for example "00-00-1900" is invalid	**The effective date of registration for a voter. (This date will be used by the SOS to determine those voters qualified for a given election).**
34	Security Flag	1	Alphanumeric	Must be "Y" or null	A flag indicating the registrant is a legally qualified "Confidential Voter".
35	Precinct	7	Alphanumeric		The local code representing the registrant's precinct. **NOTE: The data used to identify a registrant's Precinct and Precinct part MUST EXACTLY match the codes used in the PCTPRT file to map precincts to State political jurisdictions.**
36	Precinct Part	3	Alphanumeric		The local code representing the registrant's precinct part. (Use <null> if precinct parts not used in County. See note for field 35.)
37	Registration Method Code	1	Alphanumeric	Must match valid code in Table C-12	A code identifying the means by which a registrant's application to vote was received.
38	Assistance Flag	1	Alphanumeric		A flag identifying a registrant who has requested special assistance at a polling place. 'Y' = a request was made; <null> = no such request.
39	ID Verified Per HAVA	1	Alphanumeric	Must match valid code in Table C-13	A code indicating whether the unique identifier (field 83) was verified against DMV or SSA records. Must be "Y" or "N"

Exhibit I

San Mateo County
09G30358
Page 10 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

Field No.	Field Name	Max Length	Data Type	Data Restrictions	Description
40	ID Requirement for Voters Who Register by Mail	2	Alphanumeric	Must match valid code in Table C-14	A code for first time voters who register by mail indicating whether the registrant must show ID when voting. This field should be <null> if field 37 is not "M", otherwise the field should contain a valid value from table C-14.
41	Out of State Mailing Address flag	1	Alphanumeric	Must match valid code in Table C-15	A code indicating whether the registrant's mailing address is outside California. Must be "Y" or "N"
42	Place of Birth Name	20	Alphanumeric		Freeform text of the name of the registrant's place of birth. (See Place of Birth Code [field 84] for this field's companion code).
43	8d2 Mailing	12	Alphanumeric	Must match valid code in Table C-16	Field indicates the last 8d2 mailing for the voter and the date of that activity.
44	Inactive Date	10	Date	MM-DD-YYYY Valid dates only (for example "00-00-1900" is invalid	Required for voters with Inactive status (field 31 = "I"), otherwise should be <null>.
45	Registration Source Code	3	Alphanumeric	Must match valid code in Table C-18	A code identifying the source by which the registrant registered to vote, such as DMV, etc.
PREVIOUS REGISTRATION INFORMATION					
46	Previous Registrant ID	10	Alphanumeric		Identification number from the registrant's previous election jurisdiction or if updated by a county (Transaction Code 22). (Data not usually available)
47	Previous County Code	2	Alphanumeric	Must match valid code in Table C-2	A code identifying the registrant's previous county of registration.
48	Previous Last Name	25	Alphanumeric		The registrant's previous last name.
49	Previous First Name	25	Alphanumeric		The registrant's previous first name.
50	Previous Middle Name	25	Alphanumeric		The registrant's previous middle name.
51	Previous Name Suffix	4	Alphanumeric	Must match valid code in Table C-3	A suffix to the registrant's previous name, such as JR, SR, II, III, etc.
52	Previous Residence Street Number	9	Alphanumeric		The building number associated with the registrant's previous residence, not to be confused with the "number of the street".
53	Previous Residence Street Number Suffix	4	Alphanumeric		A suffix, such as 'A', '1' or '1/2' associated with the registrant's previous residence building number. Example 123-A Main St. or 456 1/2 Elm Ave.
54	Previous Residence Street Name	30	Alphanumeric		The name (or number) of the street associated with the registrant's previous residence address.

Exhibit I

San Mateo County
09G30358
Page 11 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

Field No.	Field Name	Max Length	Data Type	Data Restrictions	Description
55	Previous Residence Street Direction Prefix	2	Alphanumeric	Must match valid code in Table C-4	N, S, E. W, NE, NW, SE. SW Example: W Main Street.
56	Previous Residence Street Direction Suffix	2	Alphanumeric	Must match valid code in Table C-4	N, S, E, W, NE, NW, SE, SW Example: Main Street SW.
57	Previous Residence Street Type	4	Alphanumeric	Must match valid code in Table C-5	Common Street types such as, RD, ST, AVE.
58	Previous Residence Unit Type	20	Alphanumeric		The type of unit located within a multi-residential community such as, Apartment, Building, Lot, etc.
59	Previous Residence Unit Number	10	Alphanumeric		The number pertaining to a registrant's previous residence unit within a multi-residential community.
60	Previous Residence City	25	Alphanumeric		The name of the city associated with the registrant's previous residence address.
61	Previous Residence State Code	2	Alphanumeric	Must match valid code in Table C-6	The USPS state code for the registrant's previous residence address.
62	Previous Residence Zip Code	10	Alphanumeric	######-##### or #####	The zip code associated with the registrant's previous residence address.
63	New County Code	2	Alphanumeric	Must match valid code in Table C-2	
VOTING HISTORY INFORMATION					
64	Election Code	2	Alphanumeric	Must match valid code in Table C-19	A code identifying a specific election when associated with the Election Year (field 65).
65	Election Year	2	Numeric		Last two digits of the year of an election. Validated in conjuction with Election Code (field 64).
66	Absentee Code	1	Alphanumeric	Must match valid code in Table C-20	A code identifying a registrant who voted as an absentee in a specified election: A = voted absentee, Null if voted in person.
67	Voted Party Code	3	Alphanumeric	Must match valid code in Table C-9	A code identifying how a registrant voted in the last election.
68	Voting Precinct and Precinct Part	11	Alphanumeric	See description	The code identifying a registrant's voting precinct in a specified election. The value is expressed as "Precinct" or "Precinct . Precinct Part", e.g., "1234567" or "1234567.123".
69	-- Not Used --			<null>	
70	-- Not Used --			<null>	
71	-- Not Used --			<null>	
72	-- Not Used --			<null>	
73	-- Not Used --			<null>	
NVRA REPORTING INFORMATION *(not currently used)*					
74	-- Not Used --			<null>	

Exhibit I

San Mateo County
09G30358
Page 12 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

Field No.	Field Name	Max Length	Data Type	Data Restrictions	Description
75	-- Not Used --			\<null\>	
76	-- Not Used --			\<null\>	
77	-- Not Used --			\<null\>	
LIST MAINTENANCE TRANSACTION INFORMATION					
78	Origin of Transaction Code	4	Alphanumeric	Must match valid code in Table C-23	A code identifying the organization that created the data being transmitted.
79	Transaction Reason Code	4	Alphanumeric	Must match valid code in Table C-24	A code identifying additional information about various transaction types.
80	Match Score	3	Numeric	Must match valid code in Table C-25	A numeric value that identifies the relative significance of a match.
81	Match Criteria Code	4	Alphanumeric	Must match valid code in Table C-26	A code identifying which criteria was used to identify a registrant as a possible duplicate.
82	Effective Date	10	Date	MM-DD-YYYY Valid dates only ("00-00-1900" is invalid)	The effective date for the information being transmitted (i.e. the date of death for a DHS death notice; the date a move card was completed at the DMV for a DMV change of address; and the date that a move card was submitted to the USPS for a NCOA notice).
OTHER REGISTRANT INFORMATION					
83	Unique Identifier	12	Alphanumeric	See Table C-27 for data requirements.	The registrant's driver's license or ID number assigned by the DMV or other unique identifier assigned per Regulation 20108.70
84	Place of Birth Code	4	Alphanumeric	Must match valid code in Table C-28	The US state or nation where a registrant was born. (A code for the Place of Birth Name included as field 42).
85	Language Preference Code	1	Alphanumeric	Must match valid code in Table C-29	A code identifying the a registrant's election material language preference.
OTHER LIST MAINTENANCE TRANSACTION INFORMATION					
86	Transaction Creation Date	10	Date	MM-DD-YYYY Valid dates only ("00-00-1900" is invalid)	The date this transaction record was created by a county, by an agency or by the SOS.
87	Transaction Creation Time	8	Alphanumeric	HH:MM:SS	The time this transaction record was created by a county, by an agency or by the SOS.
88	Transaction ID	15	Alphanumeric		An identification number created by Calvoter for a transaction record sent to a county.
89	Other County Code	2	Alphanumeric	Must match valid code in Table C-2	A code identifying a registrant's county of registration for a registrant THAT IS PAIRED (Potential Duplicate) WITH THE SUBJECT REGISTRANT.

Exhibit I

San Mateo County
09G30358
Page 13 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

Field No.	Field Name	Max Length	Data Type	Data Restrictions	Description
90	Other Registrant ID	10	Alphanumeric		An identification number for a registrant THAT IS PAIRED (Potential Duplicate) WITH THE SUBJECT REGISTRANT.
91	Duplicate Match Group ID	20	Alphanumeric		An identification number for a group of registrant pairs that are associated with the same duplicate match criteria field values.
92	-- Not Used --			<null>	
93	NCOA Reason Code	6	Alphanumeric	See Table C-30 for interpretation of code	The code string generated by the NCOA vendor.
OTHER REGISTRANT INFORMATION					
94	Name Prefix Code	4	Alphanumeric	Must match valid code in Table C-31	The registrant's name prefix, i.e., MR, MRS, MS or MISS. This field is used in conjunction with the current name data in fields 5-8.
95	Previous Name Prefix Code	4	Alphanumeric	Must match valid code in Table C-31	The registrant's previous name prefix, e.g., MR, MRS, MS, or MISS. This field is used in conjunction with the previous name data in fields 48-51.

Types of Registrant Transaction Records

Each Transaction Record is for a specific type of transaction identified with a Transaction Code. These Transaction Codes tell Calvoter what to do with the data in the Transaction Record or, conversely, tells the county what to do with the transaction. Each of these transaction types is discussed further below. The heading shown for each transaction type is the Transaction Code and the Transaction Description.

Records in Registration UPDATE files (type 'U')

<u>19   New Registrant</u>

A new registrant. This record will be added to the Calvoter database.

<u>22   Registrant Update/Change</u>

A change of information for a registrant already in the Calvoter Database. The existing record in Calvoter is replaced with this record. A change in status (field 31) for an existing registrant in Calvoter should be sent as an Update. (Note: registrants who are canceled are to be transmitted using Transaction Code 23 transaction; there is no "canceled" status in Calvoter.)

Exhibit I

San Mateo County
09G30358
Page 14 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

23   Registrant Deletion

A delete for a registrant already in the Calvoter Database. The record for this registrant is removed from the Calvoter database.

Records in Voting HISTORY files (type 'H')

24   New Voting History

A transaction which gives a registrant credit for voting in a particular election. The data is added to the existing voting history record for the registrant.

25   Voting History Change

A change to a voting history record that already exists in the Calvoter Database for a registrant. The existing voting history record in Calvoter is replaced with this record.

26   Voting History Deletion

A deletion of a voting history record that already exists in the Calvoter Database for a registrant. The existing voting history record is removed from Calvoter.

Records in Registrant or Vote History LOAD files (type 'L')

62   Registrant Load

Transaction type to be used when sending copy of the entire county registrant database. All Transaction Records of this type must be sent in a file containing only Transaction Type 62 records. All existing registration records from the county will first be deleted from Calvoter and then replaced with the records included in the Registrant Load file.

63   Voting History Load

Transaction type to be used when sending all county registrant voting history to the Calvoter database. All Transaction Records of this type must be sent in a file containing only Transaction Type 63. All existing voting history records from the county will first be deleted from Calvoter and then replaced with the records included in the Voting History Load file.

Records in verification MAILING request files (type 'M')

30   Request for a Voter Registration Card Mailing

Transaction type used to tell the SOS to mail a registration application card to the person and address included in the Transaction Record. This transaction type is intended to be used in the case where the county cannot find a person in their County VR System and a new application is needed. This would include persons who have requested at DMV that the county change their registration address in that county.

Exhibit I

San Mateo County
09G30358
Page 15 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

Field Requirements by Transaction Type

R – Required data, may not be <null>

A – Applicable data to be provided if available, may be null as appropriate

O – Optional data

Blank – Not applicable, field must contain null value

Field No.	Field Name	'U' Registrant Update Files			'H' Vote History Update Files			'L' Load Files		'M'	Notes
		19- New	22- Update	23- Delete	24- New	25- Update	26- Delete	62- Registrant	63- Voting History	30- VRC Mailing	
1	Transaction Code	R	R	R	R	R	R	R	R	R	Validation #1
2	County Code or Agency ID	R	R	R	R	R	R	R	R	R	Validation #2
3	Registrant ID	R	R	R	R	R	R	R	R		Validation #3
4	Document Number	R	R	R	A	A	A	R			Validation #4
5	Last Name	R	R	R	A	A	A	R		A	Validation #5
6	First Name	A	A	A	A	A	A	A		A	
7	Middle Name	A	A	A	A	A	A	A		A	
8	Name Suffix	A	A	A	A	A	A	A		A	Validation #6
9	Residence Street Number	A	A					A		A	
10	Residence Street Number Suffix	A	A					A		A	
11	Residence Street Name	A	A					A		A	
12	Residence Street Direction Prefix	A	A					A		A	Validation #8
13	Residence Street Direction Suffix	A	A					A		A	Validation #9
14	Residence Street Type	A	A					A		A	Validation #10
15	Residence Unit Type	A	A					A		A	
16	Residence Unit Number	A	A					A		A	
17	Residence City	A	A					A		A	
18	Residence State Code	A	A					A		A	Validation #11
19	Residence Zip Code	A	A					A		A	Validation #12
20	Telephone Number	A	A					A			
21	Mailing Address Field 1	A	A					A		A	
22	Mailing Address Field 2	A	A					A		A	
23	Mailing Address City	A	A					A		A	
24	Mailing Address State Code	A	A					A		A	Validation #11
25	Mailing Address Zip Code	A	A					A		A	Validation #12
26	Not used (null field)										
27	Date of Birth	A	A					A			Validation #7, 13, 14, 15
28	Gender Code	A	A					A			Validation #16

Exhibit I

San Mateo County
09G30358
Page 16 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

Field No.	Field Name	'U' Registrant Update Files			'H' Vote History Update Files			'L' Load Files		'M'	Notes
		19- New	22- Update	23- Delete	24- New	25- Update	26- Delete	62- Registrant	63- Voting History	30- VRC Mailing	
29	Not used (null field)										
30	Party Code	R	R					R			Validation #17
31	Registration Status Code	R	R					R			Validation #18
32	Not Used (null field)	A	A					A			
33	Registration Date	R	R					R			Validation #7, 19, 20
34	Security Flag	A	A					A			Validation #21
35	Precinct	R	R					R			Validation #22
36	Precinct Part	A	A					A			Validation #22
37	Registration Method Code	R	R					R			Validation #23
38	Assistance Flag	A	A					A			Validation #24
39	ID Verified Per HAVA	R	R					R			Validation #25
40	ID Requirement for voters who register by mail	A	A					A			Validation #26
41	Out of State Mailing Address Flag	R	R					R			Validation #27
42	Place of Birth Name	A	A					A			
43	8d2 Mailing	A	A					A			Validation #28
44	Inactive Date	A	A					A			Validation #29, 30
45	Registration Source Code	A	A					A			Validation #31
46	Previous Registrant ID	A	A					A			
47	Previous County Code	A	A					A			Validation #32
48	Previous Last Name	A	A					A			
49	Previous First Name	A	A					A			
50	Previous Middle Name	A	A					A			
51	Previous Name Suffix	A	A					A			Validation #6
52	Previous Residence Street Number	A	A					A			
53	Previous Residence Street Number Suffix	A	A					A			
54	Previous Residence Street Name	A	A					A			
55	Previous Residence Street Direction Prefix	A	A					A			Validation #8
56	Previous Residence Street Direction Suffix	A	A					A			Validation #9
57	Previous Residence Street Type	A	A					A			Validation #10
58	Previous Residence Unit Type	A	A					A			
59	Previous Residence Unit Number	A	A					A			

Exhibit I

San Mateo County
09G30358
Page 17 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

Field No.	Field Name	'U' Registrant Update Files			'H' Vote History Update Files			'L' Load Files		'M'	Notes
		19- New	22- Update	23- Delete	24- New	25- Update	26- Delete	62- Registrant	63- Voting History	30- VRC Mailing	
60	Previous Residence City	A	A					A			
61	Previous Residence State Code	A	A					A			Validation #11
62	Previous Residence Zip Code	A	A					A			Validation #12
63	New County Code			A				A			Validation #32
64	Election Code				R	R	R		R		Validation #33
65	Election Year				R	R	R		R		Validation #34
66	Absentee Code				A	A	A		A		Validation #35
67	Voted Party Code				A	A	A		A		Validation #17
68	Voting Precinct and Precinct Part				R	R	R		R		
69	Not used; include as null field										
70	Not used; include as null field										
71	Not used; include as null field										
72	Not used; include as null field										
73	Not used; include as null field										
74	Not used; include as null field										
75	Not used; include as null field										
76	Not used; include as null field										
77	Not used; include as null field										
78	Origin of Transaction Code			A	A	A	A	A	A		
79	Transaction Reason Code										
80	Match Score										
81	Match Criteria Code										
82	Effective Date										
83	Unique Identifier	R	R	R				R	A		Validation #36
84	Place of Birth Code	A	A	A				A	A		Validation #37
85	Language Preference Code	A	A	A				A	A		Validation #38
86	Transaction Creation Date	R	R	R	R	R	R	R	R	R	Validation #39
87	Transaction Creation Time	R	R	R	R	R	R	R	R	R	Validation #40
88	Transaction ID	A	A	A	A	A	A	A	A	A	

Exhibit I

San Mateo County
09G30358
Page 18 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

Field No.	Field Name	'U' Registrant Update Files			'H' Vote History Update Files			'L' Load Files		'M'	Notes
		19- New	22- Update	23- Delete	24- New	25- Update	26- Delete	62- Registrant	63- Voting History	30- VRC Mailing	
89	Other County Code										
90	Other Registrant ID										
91	Duplicate Match Group ID										
92	Not used; include as null field										
93	NCOA Reason Code										
94	Name Prefix Code	A	A	A				A			Validation #41
95	Previous Name Prefix Code	A	A	A				A			Validation #41

Description of Field Validations

Validation Rule	Description	Transaction Type	Severity
1	Record will be rejected if transaction code (Field 1) is absent or invalid	All	Fatal
2	Record will be rejected if county code (field 2) is absent or invalid	All	Fatal
3	Record will be rejected if registrant id (field 3) is absent	19, 22, 23, 24, 25, 26, 62, 63	Fatal
4	Deficiency notice will be sent if document number (field 4) is absent. County must correct within 5 business days	19, 22, 23, 62	Deficiency
5	Record will be rejected if registrant last name (field 5) is absent	19, 22, 23, 62	Fatal
6	Deficiency notice will be sent if invalid Name Suffix code (field 8, 51) is used. County must correct within 5 business days	19, 22, 62	Deficiency
7	Deficiency notice will be sent if date of registration is prior to date of birth.	19, 22, 62	Fatal
8	Deficiency notice will be sent if invalid Street Direction Prefix (field 12, 55) is used. County must correct within 5 business days	19, 22, 62, 30	Deficiency
9	Deficiency notice will be sent if invalid Street Direction Suffix (field 13, 56) is used. County must correct within 5 business days	19, 22, 62, 30	Deficiency
10	Deficiency notice will be sent if invalid Street Type (field 14, 57) is used. County must correct within 5 business days	19, 22, 62, 30	Deficiency
11	Deficiency notice will be sent if invalid State Code (field 18, 24, 61) is used. County must correct within 5 business days	19, 22, 62, 30	Deficiency
12	Deficiency notice will be sent if Zip Code (field 19, 25, 62) is incorrectly formatted. County must correct within 5 business days	19, 22, 62, 30	Deficiency
13	Record will be rejected if date of birth is missing and registration date is after 1/1/1990	19, 22, 62	Fatal
14	Record will be rejected if date of birth is incorrectly formatted	19, 22, 62	Fatal
15	Record will be rejected if age of registrant is < 17	19, 22, 62	Fatal
16	Deficiency notice will be sent if invalid Gender Code (field 28) is used. County must correct within 5 business days	19, 22, 62	Deficiency

Exhibit I

San Mateo County
09G30358
Page 19 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

17	Deficiency notice will be sent if invalid Party Code (field 30, 67) is used. County must correct within 5 business days	19, 22, 24, 25, 26, 62, 63	Fatal
18	Record will be rejected if invalid Registration Status Code (field 31) is used.	19, 22, 62	Fatal
19	Record will be rejected if Registration Date (field 33) is missing or incorrectly formatted.	19, 22, 62	Fatal
20	Record will be rejected if Registration Date (field 33) is after the Transaction Creation Date (field 86).	19, 22, 62	Fatal
21	Deficiency notice will be sent if invalid Security Flag Code (field 34) is used. County must correct within 5 business days	19, 22, 62	Fatal
22	Deficiency notice will be sent if Precinct (field 35) + Precinct Part (field 36) do not match existing precinct/precinct part records submitted by the county in a precinct mapping file (PCTPRT.TXT)	19, 22, 62	Deficiency
23	Deficiency notice will be sent if invalid Registration Method Code (field 37) is used. County must correct within 5 business days	19, 22, 62	Deficiency
24	Deficiency notice will be sent if invalid Assistance Flag Code (field 38) is used. County must correct within 5 business days	19, 22, 62	Deficiency
25	Record will be rejected if ID Verified Per HAVA Flag (field 39) is missing or invalid.	19, 22, 62	Fatal
26	Record will be rejected if Registration Method Code (field 37) = 'M' and ID Requirement for Voters Who Register By Mail (field 40) is missing or invalid.	19, 22, 62	Fatal
27	Deficiency notice will be sent if invalid Out of State Mailing Address Flag Code (field 41) is used. County must correct within 5 business days	19, 22, 62	Deficiency
28	Deficiency notice will be sent if invalid 8d2 Mailing (field 43) data is invalid. County must correct within 5 business days	19, 22, 62	Deficiency
29	Deficiency notice will be sent if Status Code (field 31) is 'A' and Inactive Date (field 44) is not <null>	19, 22, 62	Deficiency
30	Deficiency notice will be sent if Status Code (field 31) is 'I' and data in Inactive Date (field 44) is invalid	19, 22, 62	Deficiency
31	Deficiency notice will be sent if invalid Registration Source Code (field 45) is used. County must correct within 5 business days	19, 22, 62	Deficiency
32	Deficiency notice will be sent if invalid County Code (field 47, 63) is used. County must correct within 5 business days	19, 22, 62	Deficiency
33	Record will be rejected if Election Code (field 64) is missing or invalid	24, 25, 26, 63	Fatal
34	Record will be rejected if Election Year (field 65) is invalid for Election Code (field 64).	24, 25, 26, 63	Fatal
35	Deficiency notice will be sent if invalid Absentee Code (field 66) is used. County must correct within 5 business days	24, 25, 26, 63	Deficiency
36	Record will be rejected if Unique Identifier (field 83) is missing or invalid	19, 22, 23, 62	Fatal
37	Deficiency notice will be sent if invalid Place of Birth Code (field 84) is used. County must correct within 5 business days	19, 22, 62	Deficiency
38	Deficiency notice will be sent if invalid Language Preference Code (field 85) is used. County must correct within 5 business days	19, 22, 62	Deficiency
39	Deficiency notice will be sent if Transaction Creation Date (field 86) is missing or invalid. County must correct within 5 business days.	All	Deficiency
40	Deficiency notice will be sent if Transaction Creation Time (field 87) is missing or invalid. County must correct within 5 business days.	All	Deficiency
41	Deficiency notice will be sent if Name Prefix Code (field 94, 95) is invalid. County must correct within 5 business days.	19, 22, 23, 62	Deficiency
42	If Registration Date (field 33) is greater than December 31, 2005, then ID Verified Per HAVA Flag (field 39) must be "Y".	19, 22, 62	Fatal
43	Record will be rejected if Registration Date (field 33) is after E-15 and before E+29 (known as the blackout period) and the current date is within this same blackout period.	All	Fatal

Exhibit I

San Mateo County
09G30358
Page 20 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

Tables of Codes for Fields in Registrant Transaction Files

Table C-1a

CODES FOR COUNTY-GENERATED TRANSACTION RECORDS

Used in Transaction Record Field Number 1

Transaction Code	Transaction Type Description	File Type
19	New Registrant	U
22	Registrant Update/Change	U
23	Registrant Deletion	U
24	New Voting History	H
25	Voting History Change	H
26	Voting History Deletion	H
30	Request for Voter Registration Card Mailing	M
62	Registrant Load	L
63	Voting History Load	L

Table C-1b

CODES FOR CALVOTER-GENERATED TRANSACTION RECORDS

Used in Transaction Record Field Number 1

Transaction Code	Transaction Type Description
09	DMV COA: Move Within County Notification or NCOA: Address update
10	DHS: Death Notification
11	CDC: Felony Conviction
15	DMV COA: Move Out of County Notification
28	Possible Duplicate Registrant
31	DMV COA: Move Into County Notification

Exhibit I

San Mateo County
09G30358
Page 21 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

Table C-2

COUNTY CODES

Used in Transaction Record Field Number 2, 47 & 63

Used in Precinct/District Record Field Number 1

Null is invalid if the field is applicable or required

County Code	County Name	County Code	County Name
01	Alameda	30	Orange
02	Alpine	31	Placer
03	Amador	32	Plumas
04	Butte	33	Riverside
05	Calaveras	34	Sacramento
06	Colusa	35	San Benito
07	Contra Costa	36	San Bernardino
08	Del Norte	37	San Diego
09	El Dorado	38	San Francisco
10	Fresno	39	San Joaquin
11	Glenn	40	San Luis Obispo
12	Humboldt	41	San Mateo
13	Imperial	42	Santa Barbara
14	Inyo	43	Santa Clara
15	Kern	44	Santa Cruz
16	Kings	45	Shasta
17	Lake	46	Sierra
18	Lassen	47	Siskiyou
19	Los Angeles	48	Solano
20	Madera	49	Sonoma
21	Marin	50	Stanislaus
22	Mariposa	51	Sutter
23	Mendocino	52	Tehama
24	Merced	53	Trinity
25	Modoc	54	Tulare
26	Mono	55	Tuolumne
27	Monterey	56	Ventura
28	Napa	57	Yolo
29	Nevada	58	Yuba

Exhibit I

San Mateo County
09G30358
Page 22 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

Table C-3

NAME SUFFIX CODES

Used in Transaction Record Field Numbers 8 and 51

Name Suffix Code	Name Suffix
JR	Junior
SR	Senior
I	1st
II	2nd
III	3rd
IV	4th
V	5th
VI	6th
VII	7th
VIII	8th
IX	9th
X	10th
<null>	Blank or none

Table C-4

RESIDENCE STREET DIRECTION CODES

Used in Transaction Record Field Numbers 12, 13, 55 and 56

Street Direction Code	Street Direction
N	North
S	South
E	East
W	West
NE	Northeast
NW	Northwest
SE	Southeast
SW	Southwest
<null>	Blank/None

Table C-5

RESIDENCE STREET TYPE CODES

Used in Transaction Record Field Numbers 14 and 57

Valid Codes for this field will be supplied by the Secretary of State

Exhibit I

San Mateo County
09G30358
Page 23 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

Table C-6

RESIDENCE STATE CODES*

Used in Transaction Record Field Numbers 18 & 61

Null is invalid if the field is applicable or require

State Code	State Name
AK	Alaska
AL	Alabama
AR	Arkansas
AS	American Samoa
AZ	Arizona
CA	California
CO	Colorado
CT	Connecticut
DC	District of Columbia
DE	Delaware
FL	Florida
FM	Federated States of Micronesia
GA	Georgia
GU	Guam
HI	Hawaii
IA	Iowa
ID	Idaho
IL	Illinois
IN	Indiana
KS	Kansas
KY	Kentucky
LA	Louisiana
MA	Massachusetts
MD	Maryland
ME	Maine
MH	Marshall Islands
MI	Michigan
MN	Minnesota
MO	Missouri
MS	Mississippi
MT	Montana
NE	Nebraska

State Code	State Name
NH	New Hampshire
NV	Nevada
NY	New York
NJ	New Jersey
NM	New Mexico
NC	North Carolina
ND	North Dakota
MP	Northern Mariana Islands
OK	Oklahoma
OH	Ohio
PW	Palau
OR	Oregon
PA	Pennsylvania
PR	Puerto Rico
RI	Rhode Island
TX	Texas
SC	South Carolina
SD	South Dakota
TN	Tennessee
UT	Utah
VT	Vermont
VA	Virginia
WI	Wisconsin
WV	West Virginia
VI	Virgin Islands, U.S.
WA	Washington
WY	Wyoming

*This set of codes is the same as Mailing Address State Codes (Table C-7) with non-states (AA, AP and AE) and null removed.

Exhibit I

San Mateo County
09G30358
Page 24 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

Table C-7

MAILING ADDRESS STATE CODES*

Used in Transaction Record Field Number 24

State Code	State Name	State Code	State Name
AK	Alaska	NM	New Mexico
AL	Alabama	NC	North Carolina
AR	Arkansas	ND	North Dakota
AS	American Samoa	MP	Northern Mariana Islands
AZ	Arizona		
CA	California	OK	Oklahoma
CO	Colorado	OH	Ohio
CT	Connecticut	PW	Palau
DC	District of Columbia	OR	Oregon
DE	Delaware	PA	Pennsylvania
FL	Florida	PR	Puerto Rico
FM	Federated States of Micronesia	RI	Rhode Island
		TX	Texas
GA	Georgia	SC	South Carolina
GU	Guam	SD	South Dakota
HI	Hawaii	TN	Tennessee
IA	Iowa	UT	Utah
ID	Idaho	VT	Vermont
IL	Illinois	VA	Virginia
IN	Indiana	WI	Wisconsin
KS	Kansas	WV	West Virginia
KY	Kentucky	VI	Virgin Islands, U.S.
LA	Louisiana		
MA	Massachusetts	WA	Washington
MD	Maryland	WY	Wyoming
ME	Maine	AA	Armed Forces of the Americas
MH	Marshall Islands		
MI	Michigan	AE	Armed Forces Europe
MN	Minnesota		
MO	Missouri	AP	Armed Forces Pacific
MS	Mississippi		
MT	Montana	<null>	Unknown
NE	Nebraska		
NH	New Hampshire		
NV	Nevada		
NY	New York		
NJ	New Jersey		

*This set of codes is the same as Residence
State Codes with non states (AA, AE and AP)
and null added.

Exhibit I

San Mateo County
09G30358
Page 25 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

Table C-8

GENDER CODES

Used in Transaction Record Field Number 28

Sex Code	Sex Description
M	Male
F	Female
<null>	Unknown

Table C-9

PARTY CODES

Used in Transaction Record Field Numbers 30 & 67

Valid Codes for this field will be supplied by the Secretary of State

Table C-10

REGISTRATION STATUS CODES

Used in Transaction Record Field Number 31

Registration Status Code	Registration Status Description
A	Active voter
I	Inactive voter

Table C-11

STATUS REASON CODES

Used in Transaction Record Field Number 32

Not currently used – should be <null>

Table C-12

REGISTRATION METHOD CODES

Used in Transaction Record Field Number 37

Registration Method Code	Registration Method Description
D	DMV
I	In Person
M	Mail (must have a postmark)
R	Registration Drive
O	Other social service agencies
U	Unknown or Secretary of State

Exhibit I

San Mateo County
09G30358
Page 26 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

Table C-13

ID VERIFIED PER HAVA FLAG

Used in Transaction Record Field Number 39

Code	Description
Y	Yes (the ID number was verified against DMV or SSA records)
N	No (the ID number was not verified against DMV or SSA records)

NOTE: "All registrations on or after January 1, 2006 must be checked through the Calvalidator process. This requirement is separate from the requirement to show ID at the polls. For new registrants as of January 1, 2006 who have been put through the HAVA Verification Process, this field must be 'Y'." (see Table C-27)

The HAVA Verification Process includes both the check through Calvalidator and then, if necessary, the appropriate county business processes. Refer to §20108.65 of the regulations: Verification of Driver's License Numbers, State Identification Numbers, and Social Security Numbers Listed on Affidavits of Registration Submitted on and after January 1, 2006.

Table C-14

ID REQUIREMENT FOR VOTERS WHO REGISTER BY MAIL

Used in Transaction Record Field Numbers 40

HAVA mandates that all voters who register by mail and haven't previously voted in a federal election in California must show an ID the first time they vote in a federal election unless they meet one of several conditions. This field is used to track whether a mail registrant is required to provide ID, or if not, the reason for that exemption. (See regulation 20108.38)

Field may not be null if Registration Method (field 37) is 'M' (Mail)

Code	Description
Y	Voter is required to show ID the first time he or she votes in a Federal election
A	Registrant has previously voted in a federal election in California
B	Registrant submitted copy of identification with their registration application
C	Registrant's ID was verified against DMV or SSA records
D	Registrant is entitled to vote absentee under the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)
E	Registrant is entitled to vote otherwise than in person under the Voting Accessibility for the Elderly and Handicapped Act (VAEHA)
F	Registrant is entitled to vote otherwise than in person under other federal law
G	Voter has provided ID prior to voting
<null>	Registrant has not registered by mail

Note: Once a registrant who is flagged 'Y' above has provided ID or voted in a Federal election, their record should be updated with the appropriate code above to indicate the requirement no longer applies to the registrant.

Table C-15

OUT OF STATE MAILING ADDRESS FLAG

Used in Transaction Record Field Number 41

Code	Description
Y	Registrant's mailing address is not in California
N	Registrant's mailing address is in California

Exhibit I

San Mateo County
09G30358
Page 27 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

Table C-16

8d2 MAILING

Used in Transaction Record Field Numbers 43

Character	Code	Description
1	A	8d2 notice mailed – awaiting response
	B	8d2 notice – voter response received
2	-	Dash
3-12	Date in 'MM-DD-YYYY' Format	Date notice mailed or voter response received

Example: If an 8d2 notice was mailed to the registrant on May 8, 2004, this field would be coded 'A-05-08-2004'

Table C-18

REGISTRATION SOURCE CODES*

Used in Transaction Record Field Number 45

Registration Source Code	Registration Source Description
DMV	Department of Motor Vehicles
PAA	Public Assistance Agencies
DSO	State-assisted Disability Service Organizations
AFR	Armed Forces Recruiting Centers
ODA	Other Designated Agencies not listed above
MAI	Others received by mail and not included above
<null> or UNK	Unknown

This set of codes is the same as NVRA Source Code with null added.

Table C-19

ELECTION CODES

Used in Transaction Record Field Number 64

Null is invalid if the field is applicable or required

Election Code	Election Description
PP	Presidential Primary
PG	Presidential General
GP	Gubernatorial Primary
GG	Gubernatorial General
SS	Special Statewide
CP	Congressional District Special Primary
CG	Congressional District Special General
SP	Other Legislative District Special Primary
SG	Other Legislative District Special General

Exhibit I

San Mateo County
09G30358
Page 28 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

Table C-20

ABSENTEE CODES

Used in Transaction Record Field Number 66

Absentee Code	Absentee Description
<null>	In person
A	Absentee

Table C-21

NVRA SOURCE CODES

Used in Transaction Record Field Number 75

(NOTE: NVRA reporting is not currently used in Calvoter)

Table C-22

NVRA TYPE CODES

Used in Transaction Record Field Number 76

(NOTE: NVRA reporting is not currently used in Calvoter)

Table C-23

ORIGIN OF TRANSACTION CODES

Used in Transaction Record Field Number 78

Origin of Transaction Code	Origin of Transaction Description
DMV	Department of Motor Vehicles
DHS	Department of Health Services
CDC	Department of Corrections
NCOA	NCOA Vendor
<null>	Not applicable

Table C-24

TRANSACTION REASON CODES

Used in Transaction Record Field Number 79

(NOTE: Used only in DMV COA transactions from SOS.)

Transaction Reason Code	Transaction Reason Description
A	Change in the registrant's address
D	Change in the registrant's Driver's License Number or ID Number.
<null>	Unknown

Exhibit I

San Mateo County
09G30358
Page 29 of 40

Table C-25

MATCH SCORE

Used in Transaction Record Field Number 80

Transaction Reason Code	Transaction Reason Description
1	Very highest confidence level of a valid match
2	Second highest confidence level of a valid match
3 – 998	Varying confidence levels
999	Very lowest confidence level of a valid match

Table C-26

MATCH CRITERIA CODES

Used in Transaction Record Field Number 81

Null is invalid if the field is applicable or required

Match Criteria Code	Match Criteria Description
A	PRIMARY Dup - Unique ID number, FIRST, DOB
B	ALT Dup - Unique ID number
C	ALT Dup - LastName, FirstName, DOB
D	SF - First, DOB, Last
E	SPECIAL Dup - Last, DOB
F	SPECIAL Dup - FirstName, DOB
G	ALT Dup - LastName, FirstName, DOB, POB
H	SPECIAL Dup - First, DOB, Street Name, Place of Birth
I	SPECIAL Dup - FirstName, DOB, POB
J	ALT Dup - Unique ID number, LastName, DOB
K	Special Dup - Last, First, DOB, Unique ID number
L	SPECIAL - FirstName, LastName, MiddleName, DOB, Unique ID number

Exhibit I

San Mateo County
09G30358
Page 30 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

Table C-27

UNIQUE IDENTIFIER

Used in Transaction Record Field Number 83

Regulation 20108.65 & 20108.70 require that if the registrant has a CA DL (Driver's License) or State ID, that number must be used as the Unique Identifier. If not, then the last four digits of the registrant's SSN must be used as the Unique Identifier. Finally, if the registrant has neither a DL or State ID or SSN, a Unique Identifier must be generated and used for the registrant. Please note the requirements below for constructing the unique identifier and transmitting it to Calvoter.

Type of ID	Format of Data
CA Driver's License or State ID	Use the actual number assigned by DMV
Last four digits of the SSN	Construct the unique identifier in the following manner: **1st Character:** the character "X" *(to signify the Unique ID is based on a SSN)* **2nd thru 5th Characters:** Last four digits of the registrant's SSN **6th thru 11th Characters:** Registrant's date of birth in the format "MMDDYY" *Example: A registrant with 8888 for the last four digits of the SSN with a date of birth of June 2nd, 1955 would have the Unique Identifier: X8888060255*
No DL or State ID and No SSN	Construct the unique identifier in the following manner: **1st Character:** the character "I" (to signify the Unique ID is generated for a person without DL or SSN.) *2nd – 6th characters are all upper case* **2nd Character:** First letter of the registrant's First Name, else if no first letter, then use the character "2" (two). **3rd Character:** Third letter of the registrant's First Name, else if no third letter, use second letter of First Name, else if no second letter, use first letter of First Name, else if no first letter, then use the character "3" (three). **4th Character:** First letter of the registrant's Middle Name, else if no first letter, then use the character "4" (four). **5th Character:** First letter of the registrant's Last Name, else if no first letter, then use the character "5" (five). **6th Character:** Third letter of the registrant's Last Name, else if no third letter, use second letter of Last Name, else if no second letter, use first letter of Last Name, else if no first letter, then use the character "6" (six). **7th thru 12th Characters:** Registrant's date of birth in the format "MMDDYY" *Example: A registrant "Mary Vu" with a date of birth of June 2nd, 1955 would have the Unique Identifier: IMR4VU060255. Registrant T Q Smaw born on the same day would have: ITTQSA060255.*

Table C-28

PLACE OF BIRTH CODES

Used in Transaction Record Field Number 84

Valid Codes for this field will be supplied by the Secretary of State

Exhibit I

San Mateo County
09G30358
Page 31 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

Table C-29

LANGUAGE PREFERENCE CODES

Used in Transaction Record Field Number 85

Valid Codes for this field will be supplied by the Secretary of State

Table C-30

NCOA REASON CODE

Used in Transaction Record Field Number 93

Interpret the NCOA Reason Code. The NCOA·Reason Code must be interpreted to determine the meaning of the NCOA address change data sent. The NCOA Reason Code consists of the following individual sub-codes (all sub-codes are a letter followed by a blank):

Response Part	Codes	Explanation
Response Code	Y	Matched to a forwardable address
	O	No other information available
Move Type Code	I	Individual match - only the matched registrant moved
	F	Family match - the entire household moved
Forwarding Information Code	K	Moved and left no address; no address returned from NCOA
	G	Box closed no order; no address returned from NCOA
	F	Foreign new address; no address returned from NCOA
	M	Forwardable (deliverable) address; new NCOA address returned

The NCOA Reason Code is constructed by concatenating these three 2 byte individual sub-codes. For example, an NCOA Reason Code of "Y I M " (three letters with each letter is followed by a blank) would indicate that the input address matched to a forwardable address, only the matched recipient moved, and a new "forwardable" address is included in the transaction record.

Table C-31

NAME PREFIX CODES

Used in Transaction Record Field Numbers 94 & 95

Name Prefix Code	Name Prefix Description
MR	Mister
MS	Ms
MRS	Misses
MISS	Miss
<null>	Unknown

Exhibit I

San Mateo County
09G30358
Page 32 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

B. Precinct/District Mapping Files

File Format

All fields except Precinct Part are required.

Field No.	Field Name	Max Length	Data Type	Data Restrictions	Description
1	County Code	2	Alpha-numeric	Must match valid code in Table C-2	A code identifying a county.
2	Precinct	7	Alpha-numeric	Must be the same precinct coding system used in Transaction Records	The local code identifying the voting precinct.
3	Precinct Part	3	Alpha-numeric	Must be the same precinct part coding system (if any) used in Transaction Records.	The local code identifying the voting precinct part. This field is optional. (Used by only a few counties.)
4	District ID	5	Alpha-numeric	Must match valid code in Table D-2, D-3, D-4 or D-5, as appropriate	A code identifying a statewide election district in a county.
5	Effective Date	10	Date	MM-DD-YYYY	The date the relation between the precinct & precinct part and the district became effective.

Description of Field Validations

Validation Rule	Description	Severity
1	Record will be rejected if County Code (field 1) is absent or invalid	Fatal
2	Record will be rejected if Precinct (field 2) is absent	Fatal
3	Record will be rejected if District ID (field 4) is absent or invalid	Fatal
4	Record will be rejected if Effective Date is incorrectly formatted	Fatal

Tables of Codes for Fields in Precinct/District Mapping Files

Table D-2

DISTRICT CODES FOR STATE BOARD OF EQUALIZATION DISTRICTS

Used in Precinct/District Record Field Number 4

District Code	State Board of Equalization District Number
SE001	1
SE002	2
SE003	3
SE004	4

Exhibit I

San Mateo County
09G30358
Page 33 of 40

Table D-3

DISTRICT CODES FOR U.S. CONGRESSIONAL DISTRICTS

Used in Precinct/District Record Field Number 4

District Code	U.S. Congressional District Number	District Code	U.S. Congressional District Number	District Code	U.S. Congressional District Number
CG001	1	CG019	19	CG037	37
CG002	2	CG020	20	CG038	38
CG003	3	CG021	21	CG039	39
CG004	4	CG022	22	CG040	40
CG005	5	CG023	23	CG041	41
CG006	6	CG024	24	CG042	42
CG007	7	CG025	25	CG043	43
CG008	8	CG026	26	CG044	44
CG009	9	CG027	27	CG045	45
CG010	10	CG028	28	CG046	46
CG011	11	CG029	29	CG047	47
CG012	12	CG030	30	CG048	48
CG013	13	CG031	31	CG049	49
CG014	14	CG032	32	CG050	50
CG015	15	CG033	33	CG051	51
CG016	16	CG034	34	CG052	52
CG017	17	CG035	35	CG053	53
CG018	18	CG036	36		

Table D-4

DISTRICT CODES FOR STATE SENATE DISTRICTS

Used in Precinct/District Record Field Number 4

District Code	State Senate District Number	District Code	State Senate District Number	District Code	State Senate District Number
SS001	1	SS015	15	SS028	28
SS002	2	SS016	16	SS029	29
SS003	3	SS017	17	SS030	30
SS004	4	SS018	18	SS031	31
SS005	5	SS019	19	SS032	32
SS006	6	SS020	20	SS033	33
SS007	7	SS021	21	SS034	34
SS008	8	SS022	22	SS035	35
SS009	9	SS023	23	SS036	36
SS010	10	SS024	24	SS037	37
SS011	11	SS025	25	SS038	38
SS012	12	SS026	26	SS039	39
SS013	13	SS027	27	SS040	40
SS014	14				

Exhibit I

San Mateo County
09G30358
Page 34 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

Table D-5

DISTRICT CODES FOR STATE ASSEMBLY DISTRICTS

Used in Precinct/District Record Field Number 4

District Code	State Assembly District Number	District Code	State Assembly District Number	District Code	State Assembly District Number
SA001	1	SA028	28	SA055	55
SA002	2	SA029	29	SA056	56
SA003	3	SA030	30	SA057	57
SA004	4	SA031	31	SA058	58
SA005	5	SA032	32	SA059	59
SA006	6	SA033	33	SA060	60
SA007	7	SA034	34	SA061	61
SA008	8	SA035	35	SA062	62
SA009	9	SA036	36	SA063	63
SA010	10	SA037	37	SA064	64
SA011	11	SA038	38	SA065	65
SA012	12	SA039	39	SA066	66
SA013	13	SA040	40	SA067	67
SA014	14	SA041	41	SA068	68
SA015	15	SA042	42	SA069	69
SA016	16	SA043	43	SA070	70
SA017	17	SA044	44	SA071	71
SA018	18	SA045	45	SA072	72
SA019	19	SA046	46	SA073	73
SA020	20	SA047	47	SA074	74
SA021	21	SA048	48	SA075	75
SA022	22	SA049	49	SA076	76
SA023	23	SA050	50	SA077	77
SA024	24	SA051	51	SA078	78
SA025	25	SA052	52	SA079	79
SA026	26	SA053	53	SA080	80
SA027	27	SA054	54		

Exhibit I

San Mateo County
09G30358
Page 35 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

C. Deficiency Files

File Format : Registrant Transaction Deficiency

Field No.	Field Name	Max Length	Data Type	Data Restrictions	Description
1	Registrant ID	10	Alpha-numeric		The Registrant ID provided in the Registrant Transaction Record
2	Validation Rule	4	Numeric		The validation rule number violated per the Calvoter Data Standards for the Registrant Transaction Record
3	Severity	1	Alpha-numeric	Must be 'F' or 'D'	'F' for a fatal error. 'D' for a deficiency.

File Format : Precinct/District Mapping Deficiency File

Field No.	Field Name	Max Length	Data Type	Data Restrictions	Description
1	County Code	2	Alpha-numeric		County Code from the uploaded file
2	Precinct	7	Alpha-numeric		Precinct from the uploaded file
3	Precinct Part	3	Alpha-numeric		Precinct Part from the uploaded file
4	District Id	5	Alpha-numeric		District Id from the uploaded file
5	Effective Date	10	Date	MM-DD-YYYY	Effective Date from the uploaded file
6	Validation Rule	4	Numeric		The validation rule number violated per the Calvoter Data Standards for the Precinct/District Mapping Transaction Record
7	Severity	1	Alpha-numeric	Must be 'F' or 'D'	'F' for a fatal error. 'D' for a deficiency.

Exhibit I

San Mateo County
09G30358
Page 36 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

D. Report of Registration Files

File Format

All fields except the Total Registrant Count and Filler fields are required.

Valid fields for file will be supplied by the Secretary of State

Table of Codes for Fields in Report of Registration Files

Table H-2

LINE CODES

Used in ROR Record Field Number 2

Line Code	Line Description
0	County
1	Supervisorial
2	Congressional
3	Senatorial
4	Assembly
5	Board of Equalization
6	City
7	Unincorporated

Exhibit I

San Mateo County
09G30358
Page 37 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

III. Calvalidator Batch Files

A. Calvalidator Batch File Conventions

File Structure

All these files are tab-delimited text files. An end of record is indicated by a carriage return [CR] *and* line feed [LF]. Each record must include all · fields; i.e., trailing null fields cannot be omitted from a record. After the last record, the file must end with the literal characters: 'EOF' (for *end of file*) as the last line of the file.

Naming Convention

Calvalidator Batch File from County to SOS

Outgoing files will be of the following form in the Calvoter County Outbox:

<div align="center">'CC' + 'DL' + 'MMDDYY'.txt</div>

'CC' is the county number. "DL" will be the next two letters of the file name with the date appended to it in the MMDDYY form. The extension 'txt' will be kept so that the existing CFT (County File Transfer) process can continue to function unmodified.

Calvalidator Batch File from SOS to County

Incoming files will be of the following form in the Calvoter County Inbox:

<div align="center">'CC' + 'CL' + 'MMDDYY'.txt</div>

'CC' is the county number. "CL" will be the next two letters of the file name with the date string from the original file appended to it in the MMDDYY form. The extension 'txt' will be kept so that the existing CFT process can continue to function unmodified.

File names may only contain letters and numbers excluding the single "." before the file extension.

Sending Requirements

These files can be sent once a day.

The Calvalidator Batch is based on the counties providing data files and loading those files onto the County Workstation. These files are then FTP'd up to the SOS at night to be processed. The file naming conventions are written such that there is no impact to legacy code from the Calvoter system since this process will share the CFT (County File Transfer) functionality of Calvoter.

On each County Workstation

For each county workstation there is a directory under the C drive which contains the inbox and outbox for the county.

Exhibit I

San Mateo County
09G30358
Page 38 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

Subdirectory 1	Subdirectory 2	Description
C:\CALVOTER	\outbox	Files are placed into the outbox by the counties for processing through the Calvalidator Batch system.
	\inbox	Files are placed into the inbox from the Calvoter CFT process nightly for the counties to use.

B. Calvalidator Batch File Formats

File Format : from Counties to SOS

Field No.	Column Name	Max Length	Data Type	Data Restrictions	Column Description
1	Transaction Code	1	Alpha-numeric		One of two valid values: 'V' - Validate the provided DL number based on the HAVA exact match criteria. 'S' - Suggest a value for the DL number based on one of the following and in order 1. Exact - Last, First, DOB 2. Smart - Last, "Smart First", DOB 3. Sounds Like - "Sounds like Last", "Sounds like First". DOB
2	County Code	4	Alpha-numeric	Use format in Table C-2	The code for the county for which the data is being sent.
3	Registration ID	10	Alpha-numeric		The unique Registration ID assigned by the county to this registrant
4	DL Number	10	Alpha-numeric		The DL Number provided by the new registrant or if not a new registrant then the ID the county has, if any.
5	Last Name	25	Alpha-numeric		The last name of the registrant.
6	First Name	25	Alpha-numeric		The first name of the registrant.
7	Date of Birth	10	Date	MM-DD-YYYY	The date of birth of the registrant.
8	Address	80	Alpha-numeric		The residence address of the registrant.
9	City	60	Alpha-numeric		The city of the registrant.
10	State	2	Alpha-numeric	Must be a valid state code. Use format in Table C-6.	The state of the registrant.
11	Zip	10	Alpha-numeric	##### or #####-####	The zip code of the registrant.
12	SSN4	4	Numeric	####	The last four digits of the registrant's social security number

Exhibit I

San Mateo County
09G30358
Page 39 of 40

File Format : from SOS to Counties

Field No.	Column Name	Data Length	Data Type	Data Restrictions	Column Description
1	Transaction Code	1	Alpha-numeric		'V' - Validate provided DL number based on HAVA exact match criteria. 'S' - Suggest a DL number
2	County Code	4	Alpha-numeric	Use format in Table C-2.	The code for the county for which the data is being sent.
3	Registration ID	10	Alpha-numeric		The unique Registration ID assigned by the county to this registrant
4	DL Number	10	Alpha-numeric		Registrant-provided ID Number.
5	Last Name	25	Alpha-numeric		Registrant-provided last name.
6	First Name	25	Alpha-numeric		Registrant-provided first name.
7	Date of Birth	10	Date	MM-DD-YYYY	Registrant-provided date of birth.
8	Address	80	Alpha-numeric		Registrant-provided home address.
9	City	60	Alpha-numeric		Registrant-provided city.
10	State	2	Alpha-numeric	Must be a valid State code. Use format in Table C-6.	Registrant-provided state.
11	Zip	10	Alpha-numeric	##### or #####-####	Registrant-provided zip code.
12	HAVA Confirmed Value	1	Alpha-numeric	Must be a 'Y' or an 'N'	One of two values: 'Y' – Indicates that the data provided was EXACTLY matched to a DMV record using Last Name, First Name, DOB and Drivers License Number 'N' – Indicates that the data provided could not be matched with the DMV data.
13	Match Method	10	Alpha-numeric	One of the following text values: EXACT MULTIPLE SSA_MULT. DEAD NO_MATCH INVALID SYSTEM_ERR	See Table K-1, Match Method Code Descriptions.
14	Suggested DL Number	10	Alpha-numeric		This is the DMV DL Number that was found instead of any value the county may have provided. This value will be populated ONLY if the DL number provided was unable to be matched with the HAVA criteria. For all cases a suggested DL number will only be provided if exactly ONE result is returned.

Exhibit I

San Mateo County
09G30358
Page 40 of 40
Secretary of State
Calvoter and Calvalidator
Data Standards

Table of Codes for Fields in Calvalidator Batch Files

Table K-1

MATCH METHOD CODE DESCRIPTIONS

Used in Calvalidator Batch File Record Field Number 13

Match Method	Match Method Description
EXACT	Single exact match found
MULTIPLE	Multiple DMV matches found
SSA_MULT	Multiple live SSN4 matches found
DEAD	No live SSN4 match found (all dead)
NO_MATCH	No match found
INVALID	Invalid or insufficient data to start a search
SYSTEM_ERR	Unable to complete a started search