1986 VOTE VALIDATION STUDY

PART OF THE 1986 NATIONAL ELECTION STUDY

P. 495829 (09)
SPRING, 1987
SURVEY RESEARCH CENTER
UNIVERSITY OF MICHIGAN

STUDY MANAGER: ZOANNE BLACKBURN

OFFICE: 313/936-3094 HOME: 313/482-6970

## TABLE OF CONTENTS

Purpose of Vote Validation	1
A. Whose Voter Records we will be checking	1
B. Why the Election Administration Interview	1
C. Why the Individual Voter Record Form	1
Special Problems	2
Study Dates	3
Materials for Each Election Office	3
Procedure	3-6
Facsimile of Letter to Election Official	4
Election Administration Questionniare:  Question-by Question Instructions	
Facsimile of "Checklist of Materials to be Collected"	
Facsimile of "Listing of Segment Addresses"	
"Listing of Segment Addresses" Instructions	
Individual Voter Record Form	
Ouestion-by-Ouestion Instructions and fassimil	_

#### BACKGROUND AND GENERAL INFORMATION ON STUDY

#### PURPOSE OF VOTE VALIDATION:

In the Vote Validation Study, you will be checking the official voting registration lists to determine the registration status and voting participation of some of the 1986 NES Post-Election Study respondents. In order to collect this information, you will visit the local office which is responsible for maintaining the election records. Usually this is a county clerk, or county board of elections. In order to understand the record keeping arrangement, you will conduct a short interview with an election official before checking the election records. Most of these offices were visited for this same purpose in 1985 when vote validation was done on the 1984 NES respondents. There are some offices new to the study this time because the sample was increased to include some new areas in 1986.

Vote Validation has been a part of the National Election Studies since 1972. It has been a characteristic of all election study samples that we have many more people tell us they voted than could have voted in a sample that was truly representative of the electorate. For example — if 56% of the eligible voters in the nation actually turn out to vote for an election, something like 68% of our National Election Studies sample for that year will tell us they voted. How can that be true if the sample is a representative subset of the electorate? After looking carefully at the sample, the conclusion was that the sample was not the problem — the respondents were the problem. Some of them must be telling us they voted when they didn't. The point of Vote Validation is to determine how many of our respondents actually did vote.

## WHOSE VOTER RECORDS WILL WE BE LOOKING UP?

We will only be looking up vote records for those 1986 NES Post-Election Study respondents that told us that they were registered to vote and gave us their name. You should expect to find a registration and voter record for each name you have to check.

#### WHY THE ELECTION ADMINISTRATION INTERVIEW?

There has been some question as to why we want to do an Election Administration Interview when we have already collected this information the last time we did the Vote Validation Study. First, not all of the offices were contacted in 1985. New areas were added to the sample in 1986 and we have no information as to how their records are kept and what their practices are. In "repeat" offices from the last VV study, we need to confirm the information we have and see if any changes have been made in the way their records are organized and the rules for access to those records. We are also asking for more detail about the types of records kept and the procedures used. The 1985 interview did not

give us enough information because we did not ask the right questions. In either case, the EAI provides an introduction to the office and helps ease your way into the actual record checking.

WHY THE VOTER RECORD FORM?

It might seem easier to simply give you a list of respondents and let you work from that rather than one form per respondent. The Voter Record Form takes the interviewer through all the various steps in order to determine whether a respondent is registered where s/he said s/he was and whether s/he voted.

## SPECIAL PROBLEMS

The principal problem with locating individual vote records is figuring out how election records are kept. Variations we know about include: registration and vote records kept in separate files, sometimes in different offices and maintained by different staffs; sometimes all information is computerized, sometimes it's in the form of hand-written lists, and sometimes records are on 3x5 cards in a shoebox in the county clerk's basement. addition, the method used for keeping track of records varies. Some places use the voter's name, others use the address which determines election district. Some places keep registration records by name and vote records by district and others are just the opposite. To try and make your job a little easier, we will be sending you the EAI from the last Vote Validation Study for the offices you will be visiting so you will have some idea of what you are going into. You will still need to conduct the entire Election Administration Interview with an election official.

For offices new to this study, the Election Administration Interview will help you, and us, figure out how the records are kept and whether there is a chance of misfiling someone's record, whether records can be lost, whether records are sufficiently updated, and whether "purged" and "cancelled" files are maintained and how well they are maintained.

You will have instructions and materials that should cover all eventualities. We know, and you should know, that you may run into problems that we have not anticipated. You can always call me (ZoAnne Blackburn 313/936-3094 - day, 313/482-6970 - evening), but, in the long run, you will be solving problems as best you can on the spot. Please document what problems you find and how you solve them -- and send us this information along with the rest of the materials for the election office. It will help greatly when we go back to do Vote Validation after the 1988 election.

#### STUDY DATES

We intend to mail all materials by March 25. We would like to have everything back in our office by May 21. The schedule for interviewing and validating is up to you, but the sooner the better.

## MATERIALS FOR EACH ELECTION OFFICE

- 1 Letter to the Election Official
- 1 Franked envelope to mail the letter
- 1 Election Administration Questionnaire
- 1 Set of Individual Voter Record Forms w/respondent information
- 1 Set of Individual Voter Record Forms w/o respondent information
- Information about where the office is and whom to contact Extra Election Administration Questionnaires
- \*For repeat offices the EAI from 1985 (ivory cover)
- \*\*For offices that did not respond to our request for precinct information 1 set of "Listing of Segment Addresses" forms, listing all the addresses of the respondents whose records we will be searching for. This will help you determine the correct precinct/district for our respondents if we don't have that information.
- \*\*\*For "new" offices a Checklist of Information to be Collected

## PROCEDURES

The following is a list of steps you will go through in order to complete the validation task:

- a. Mail the letter to the election official. (We realize that this will not always be possible, and that you will have to hand-deliver in some cases. We also realize that you may get to an office and the letter will have never gotten there or have been misplaced. Extra letters are provided for this reason.)
- b. Call the election official to set up an appointment. The following is a suggested introduction of yourself to this person:

May I please speak with (NAME/the person responsible for the registration and voting records?

Hello, my name is \_\_\_\_, and I'm calling for the Survey Research Center of the University of Michigan. (Perhaps you recall having received a letter letting you know that I would be calling.) In 1986, we conducted a survey of political opinions with a national sample of U.S. citizens, including some in your area. We are now adding to the data we collected from individuals by collecting information concerning the registration and voting procedures used in the areas where these individuals live. (You may recall someone from the University of Michigan talking to you about this in 1985.)

Winter, 1987

SURVEY RESEARCH CENTER

Dear Election Official:

This letter is to introduce our

The Survey Research Center of the University of Michigan is presently conducting a study of election administration and voter participation. We are interested in obtaining from your office information about election procedures and organization, and also information relating to individuals in your jurisdiction — some of whom were interviewed as part of the Center's 1986 National Election Studies.

The Institute for Social Research, of which the Survey Research Center is a part, is a national academic research organization whose reputation is based on 40 years of data collection for scientific purposes.

There are two central elements of our current study. First, we would like to conduct a 15-20 minute interview concerning voter registration and the procedures your office uses to maintain voting records. Second, we are attempting to ascertain, through an examination of election records, the accuracy of the reported voting behavior we received from our 1986 National Election Studies respondents. We would, therefore, appreciate your cooperation with our representative in allowing her to examine the registration and voting records for 1986.

inis letter is to incloduce our
, and to reassure you that she is
a University of Michigan employee. She carries University identifi-
cation, which she will be happy to show you. If you wish to
confirm her employment with us, or have other questions you would
like answered, please do not hesitate to call me collect at
(313) 764-8356.

Sincerely,

Zoanne Blackburn Study Manager

National Election Studies

Zoane Gackluisa

INSTITUTE FOR SOCIAL RESEARCH

THE UNIVERSITY OF MICHIGAN

ANN ARBOR, MICHIGAN 48106 In order to gather this information, we are talking with the election officials in the areas in which we had sample. I would like to come an talk to you about registration and voting procedures in your office. The interview takes 15-20 minutes. I will be in town on <u>DATE</u>. Would it be possible for you to talk to me (at TIME/on that day)?

- Conduct the Election Administration interview with the election official. If you can't talk to the person whose name we have given you, that's o.k. You can talk to someone lese, e.g. a deputy registrar, as long as the person is knowledgeable about how registration and vote records are maintained. It is also possible that you will have to conduct two Election Administration interviews -- this arises when registration records and election records are kept in different offices and the registration official says s/he cannot answer questions about how voting records are maintained. This is why extra questionnaires are provided. The interview with the person in charge of voting records will be somewhat abbreviated because many of the questions in the EAI will not apply to voting records only. There are specific instructions in the EAI Q by Q's as to which questions should be asked of the person in charge of voting records only. When you do take two interviews, please enter an "A" after the election office code for the first questionnaire and a "B" on the second so we know what was going on.
- d. At the conclusion of the interview, and depending upon records being kept by geographic area (as opposed to alphabetically) you should hand your EAI respondent the "Listing of Segment Addresses" and ask him/her to provide election district/precinct information for those addresses. If you were not sent a "Listing of Segment Addresses", but you do have Voter Record forms that are missing precinct information, ask for that precinct information at this point. \*\*This step may not be necessary if all of your IVR's have precinct information and you were not sent a "Listing of Segment Addresses" form.
- e. For "new" offices, go to the "Checklist of Materials to be Collected" and ask the respondent whether s/he has any printed information which was not given to you during the course of the Election Administration Interview concerning:
  - 1. registration laws
  - 2. laws governing absentee voting
  - laws governing the purging process of election records

PLEASE NOTE: Asking for the materials concerning laws does not appear as an instruction written into the questionnaire, not does it appear anywhere on the forms. Remember that you may have already received some of the materials during the course of the interview; do not ask for them again. REMEMBER TO ASK FOR THE MATERIALS!

- f. For "repeat" offices, ask for any materials that may be new or have been revised since the 1985 interview.
- g. You should now be ready to look up the registration and vote records. You need access to the registration records first. Completing the Individual Voter Record forms will take you from one set of records to the next. if registration and vote records are kept separately, you should complete the registration information on all forms before going to the vote records and completing vote information on all forms.
- h. MAILING INSTRUCTIONS: The materials relevant to a particular office have been sent to you in Field Office return envelopes, with the office code number on the outside of the envelope. Please return the following in this envelope:
  - the Election Administration interview(s)
  - 2. the Individual Voter Record Forms
  - the 1985 Election Administration interview(s)
  - 4. the Listing of Segment Addresses (if applicable)
  - 5. the Checklist of Materials to be Collected and the accompanying materials
  - 6. any notes you would like us to have about the office, the respondent records, etc.

# ELECTION ADMINISTRATION QUESTIONNAIRE QUESTION-BY-QUESTION INSTRUCTIONS

#### GENERAL INSTRUCTIONS:

This questionnaire is used to obtain information from local election officials or members of their staffs, about the conduct of elections. It is important to emphasize here, and to reassure those you interview, that this is <u>not</u> a study to evaluate their operation — the efficiency or effectiveness or their work. Rather, you are in their offices because, in the past, we have interviewed voters who resided in their jurisdictions. Our interest is in the procedures and laws which have governed registration and voting and the conduct of the general election in which our respondents may have voted.

An eliqible respondent for this interview is a <u>regular</u> employee of the office responsible for administering elections in this area. This person may be a Clerk, Registrar, or Director of Elections. We would prefer the senior official, but this is not required. It is essential, however, that you talk to someone who is very well informed about the operations of the office(s) in which the election records are maintained.

PLEASE NOTE: It is possible that you will have to administer two Election Administration Questionnaires if registration and voting records are kept in different offices. Talk to the official handling the registration records first. If s/he says s/he cannot answer questions about the voting records, conduct as much of the interview as you can with this person. There is a skip built in to route around the questions that pertain only to voting records if the voting records are kept in a different office. Then go to the voting official and conduct a second interview. Voter records official should only be asked questions 23 through 26 as these are the only questions that apply to voting records. Add the letter "A" to the "election office code" on the face sheet of the interview with the registration records official. Add the letter "B" to the code on the interview with the voter records official.

The information requested in the EAI is all factual in nature. You are therefore authorized to take some liberties (directive probing, rewording of the questions, etc.) to get the respondent to understand the sense of the question. Make sure you get answers that you understand and can convey to us in a manner that we can understand. I have included the reason for the question and examples whenever possible in the instructions for the question so you will have an understanding of the sense of the question and why it is phrased the way it is. The answer boxes are our "best guess" of all the possibilities of responses. Use them when they are appropriate; use the margin or extra sheets of paper when they are not appropriate.

For Office Use Only	1987 VOTER	VALIDATION STUDY	P. 495829 (009) Spring, 1987
		(Do Not Write in A	Above Space)
1. Interviewer's	s Label	ELECTION OFFIC	CE CODE NUMBER
EI	LECTION ADMINI	STRATION SURVEY	
1. Date of Intervi	iew:		
2. Length of Inter	rview:		
3. Respondent Info	ormation:		
3a. NAME			
3b. TITLE OR I	POSITION:		
4. Office Informat	tion:		
4a. OFFICE			
4b. ADDRESS _			
_			

AREA CODE/ NUMBER

4c. OFFICE PHONE\_

#### FACE SHEET:

Record the "Election Office Code". It appears as OFC # on the listing of election offices you have been sent. It also appears on the Individual Voter Record forms which have respondent information on them. If you take two interviews, please add an "A" to the "election office code" on the interview with the registration records official, and a "B" to the code on the interview with the voter records official.

- 1. Interviewer; s Label: affix your label here.
- (I just noticed that there are two 1's sorry) Enter the date of the interview here. if the interview is taken on a different day from your election record search, we still want the interview date here.
- 2. Enter the length of the interview in minutes.
- 3,4. This is information from the EAI respondent that is asked at the end of the interview. Note that the usual disclaimer about confidentiality is missing. This was done on purpose because it will not be possible for us to guarantee total anonymity to the respondent. Since all that is required is factual information, there should not be a problem.

EXACT TIME NOW:				
he first part of this interview deals with the way your registration ecords are kept and updated.				
. Are registration records of individuals ever deleted from the <u>currently</u> <u>active</u> file solely because of <u>not voting?</u>				
1. YES  5. NO UNCLEAR  NEXT PAGE, lg.  la. After what time interval or number of general elections?				
YEARS OR# OF GENERAL ELECTIONS				
lb. What happens to these records that are deleted because of non-voting? Are the registration records for these people file or discarded?				
1. FILED 5. DISCARDED>NEXT PAGE, lg.				
lc. Are these registration records called <u>purged</u> , <u>inactive</u> , or what?				
1. PURGED 7. OTHER, SPECIFY 2. INACTIVE				
ld. Are these purged records accessible?  [1. YES				
le. What does an <u>inactive</u> registrant have to do in order to be able to vote?				

lf. Are these inactive records accessible?

5. NO

1. YES

- 1-1c. These items relate to the administrative practice known as purging (deleting or removing) the names of inactive or non-participating voters from the registration lists. Some offices never delete records from their files, while others clear their files routinely. In many areas, the purged records are simply discarded, but in some areas, they are retained in special files of inactive voters. It is important for you to be aware of the existence of "dead", "inactive", and "purge" files as they may have to be checked for the names of 1986 NES respondents. Please note that in 1 we want to know whether records are purged solely for non-voting.
- 1d. We need to know if you will be able to check these records. "Accessible" means can you have access to these records, even if it means bringing them up from storage.
- le. In some states, it is very easy for an "inactive" voter to be reinstated and be able to vote, while other areas make the person re-register. We want to know exactly what the process is for this area.
- 1f. See 1d

lg. What happens to the record of people regist :ed e w of this jurisdiction and registered elsewhere? Are the registration records for these people filed or discard	e
[1. FILED] [5. DISCARDED]>GO TO 2	
lh. What is this file called?	
Do you have a standard procedure to see if registered voters at the address on their registration records?	still live
2a. Is this address check triggered by a person's not havi	ng voted?
1. YES 5. NO ->GO TO Q2c	
2b. After what time interval or number of general election	ns?
YEARS OR# OF GENERAL E	LECTIONS
2c. Is this address check or reidentification program done specific time interval, for example, every two years?	at some
1. YES 5. NO ->NEXT PAGE, 2f	
2d. After what time interval or number of general election	
YEARS OR# OF GENERAL E	LECTIONS

2.

- lg,h We need to know what happens when someone moves out of an area and the election office in the "old" area is notified by the office in the "new" area that the person has reregistered. This becomes important, because it has now been 4 months or more since we spoke with our respondents, and a certain percentage of them have moved. This gives us one more place to check in case we cannot find a record for our respondent in any of the other files.
- 2-2g. Some states routinely check the validity of their registration addresses. Some send postcards to registrants with "do not forward" instructions. Cards that come back as "undeliverable" cause the record to be flagged as "inactive" or cause it to be purged. Other areas have different procedures for these residency checks. This series of questions checks to see if this office checks their registrant's addresses, the procedure they use to check, and what they do if the check shows that the registrant is no longer living at the registration address. Get as much detail as possible at 2e.

NEXT PAGE, Q3  2. INACTIVE  Can an inactive registrant vote by showing proof of new addreselection day, do they have to send in a change of address befthe registration books close prior to an election, or what?  1. CAN VOTE BY SHOWING PROOF PROOF OF NEW ADDRESS ON ELECTION DAY  2. MUST SEND IN CHANGE OF ADDRESS BEFORE BOOKS CLOSE PRIOR TO AN ELECTION DAY  8. OTHER, DESCRIBE	1. PURGED, SO MUST REREGISTER	8. OTHER, SPECIFY
Can an inactive registrant vote by showing proof of new addreselection day, do they have to send in a change of address befthe registration books close prior to an election, or what?  1. CAN VOTE BY SHOWING PROOF PROOF OF NEW ADDRESS ON ELECTION DAY  2. MUST SEND IN CHANGE OF ADDRESS BEFORE BOOKS CLOSE PRIOR TO AN ELECTION		
Can an inactive registrant vote by showing proof of new addreselection day, do they have to send in a change of address bef the registration books close prior to an election, or what?  1. CAN VOTE BY SHOWING PROOF PROOF OF NEW ADDRESS ON ELECTION DAY  2. MUST SEND IN CHANGE OF ADDRESS BEFORE BOOKS CLOSE PRIOR TO AN ELECTION DAY	NEXT PAG	E, Q3
election day, do they have to send in a change of address bef the registration books close prior to an election, or what?  1. CAN VOTE BY SHOWING PROOF PROOF OF NEW ADDRESS ON ELECTION DAY  2. MUST SEND IN CHANGE OF ADDRESS BEFORE BOOKS CLOSE PRIOR TO AN ELECTI	2. INACTIVE	
election day, do they have to send in a change of address bef the registration books close prior to an election, or what?  1. CAN VOTE BY SHOWING PROOF PROOF OF NEW ADDRESS ON ELECTION DAY  2. MUST SEND IN CHANGE OF ADDRESS BEFORE BOOKS CLOSE PRIOR TO AN ELECTI		
1. CAN VOTE BY SHOWING PROOF PROOF OF NEW ADDRESS ON ELECTION DAY  2. MUST SEND IN CHANGE OF ADDRESS BEFORE BOOKS CLOSE PRIOR TO AN ELECTI		
PROOF OF NEW ADDRESS ON ELECTION DAY  ADDRESS BEFORE BOOKS CLOSE PRIOR TO AN ELECTI		
	PROOF OF NEW ADDRESS ON	ADDRESS BEFORE BOOKS
8. OTHER, DESCRIBE	ELECTION DAY	CLOSE PRIOR TO AN ELECTION
6. OTHER, DESCRIBE		

	file?	
	1. YES	5. NO>TURN TO P. 6,13
3a.	Is this master file	
	1. YES	5. NO
3b.	Is precinct number o	n the record of each person registered?
	I. YES	5. NO
		ne's exact address or precinct to find their , or is the person's name sufficient?
1	MUST HAVE PRECINCT/ADDRESS	5. NAME IS ENOUGH
	entries made on the m d in a particular ele	aster file to indicate whether or not a person ction?
	1. YES	5. NO>TURN TO P. 6, 13
5a.	Is this entry proces	s complete for the 1986 general election?
	1. YES	5. NO
5b.		ook like that shows that someone voted in the
5b.	What does an entry 1	ook like that shows that someone voted in the
And mast	What does an entry l 1986 general electio  now, about the proces er file: First, are inct sent out and mar	ook like that shows that someone voted in the n?  s by which vote information gets put onto the the registration cards themselves for each
And mast	What does an entry l 1986 general electio  now, about the proces er file: First, are inct sent out and mar	ook like that shows that someone voted in the n?  s by which vote information gets put onto the the registration cards themselves for each
And mast prec.	What does an entry 1 1986 general electio  now, about the proces er file: First, are inct sent out and mar es?	s by which vote information gets put onto the the registration cards themselves for each ked by an election official at the time someone [5. NO]>NEXT PAGE, Q 7

Does this office have a  $\underline{\text{master}}$  file where all the registration records

- 3. The question series 3-12, 13-20, and 21-26 we hope, will yield the information you need in order to look up records. In some places, registration and vote records are maintained as one file. This may be a computer file or it may be a card on which the voter's registration appears along with the vote history. Some places have both. If there is a master file, you will ask questions Other places maintain two files, one for registration and one for voting. In that case, the skip is to question 13 and you will ask 13-20. If the records are kept both ways (as they are in Ann Arbor), you would mark the "yes" box at question 3 and follow that skip.
- 3a-4. These items tell you what kind of records you will be dealing with in your search and what kind of information you will need to find the records for our respondents.
- 5-5b. This tells us whether or vote information is kept with the registration records or if you will have to check the vote records as well. If the registration records are updated with vote information, we need to know if this is complete for the 1986 election. If the answer to 5a is "no", then you will need to check the voting records as well.
- 6. If vote information is put on the registration records, we want to know what the update looks like.

7. Are lists of persons who are eligible to vote in a particular precinct sent out to that precinct on election day?
1. YES 5. NO>GO TO 8
7a. What are these lists called?
7b. Are these lists marked by officals to indicate that someone vote
1. YES 5. NO>GO TO 8
7c. What does that mark look like?
8. Do you keep files of ballot applications?
1. YES 5. NO
9. Do you keep a record when someone applies for an absentee ballot?
1. YES 5. NO
10. Do you mark a person's registration record as having voted when an absentee ballot is <u>returned?</u>
1. YES 5. NO
<pre>11. Are there any other ways that you keep track of people who voted on</pre>
12. Now, thinking about all the records we have just talked about, can you summarize for me the way in which information about whether someone voted or not gets put onto the master file?

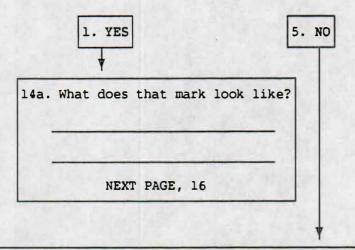
- 7-7c. This lets us know how information is recorded on election day, what the lists are called, and, if the lists are marked when someone votes, what the mark looks like.
- 8. If these files are kept, they should be checked if you cannot find a record for our respondent anywhere else.
- 9,10. The procedures for absentee ballots vary widely from place to place. We are most interested to know what mark, if any, is made when an absentee ballot is returned.
- 11,12. These two questions are to get at any other types of records that are kept or any other procedures they may use that we have not asked about. Get as much detail as possible to make sure their procedures are clear to you (and to us).

## OFFICE DOES NOT HAVE MASTER FILE

13. Is there any version or set of registration records where information about a person's voting participation also appears?

1. YES	5. NO	>TURN	TO	P.	8,	21
		ALC: NO				

14. And now about the process by which vote information gets put onto the registration record. First, are the registration cards themselves for each precinct sent out and marked by an election official at the time someone votes?



15. Are lists of persons who are eligible to vote in a particular precinct sent out to that precinct on election day?

15a. What are these lists called?

15b. Are these lists marked by officals to indicate that someone voted?

15c. What does that mark look like?

13. This series is asked of offices that do not have a master file or do not update their master file with vote information. if none of the registration records are updated with vote information, you are skipped to 21, which asks only about vote information.

14-15c. See 6-7c

16.	Do you keep files of ballot applications?
	1. YES 5. NO
17.	Do you keep a record when someone applies for an absentee ballot?
	1. YES 5. NO
18.	Do you mark a person's registration record as having voted when an absentee ballot is <u>returned?</u>
	1. YES 5. NO
19.	Are there any other ways that you keep track of people who voted (Please describe)
20.	Now, thinking about all the records we have just talked about, can you summarize for me the way in which information about whether someone voted or not gets put onto the registration record?
	TIPN TO P 10 26

16-20. See 8-12

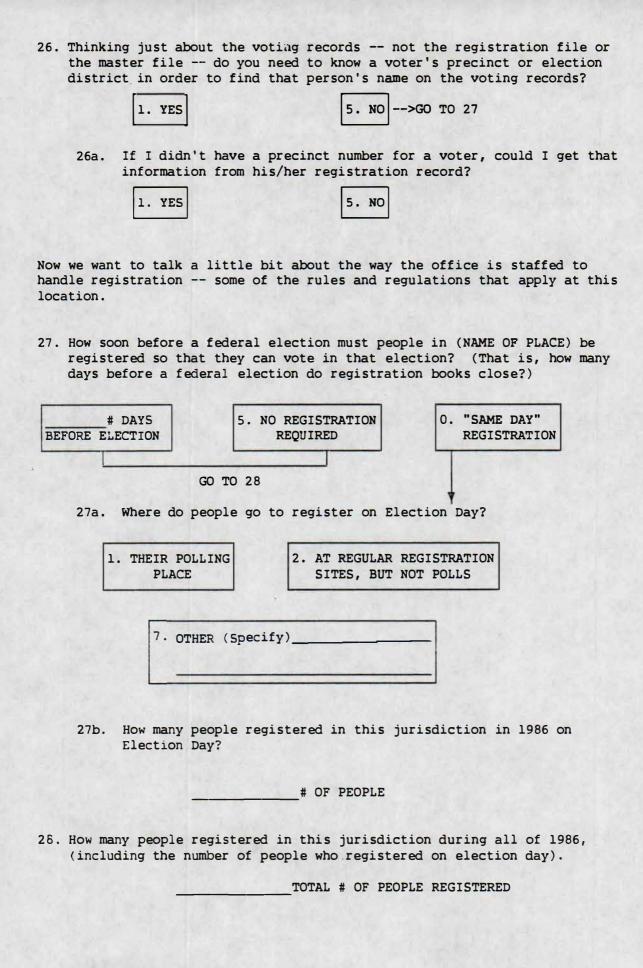
21. If I understand what you've told me correctly, in order to find out

	1 Vns
	1. YES 5. NO
	GO TO 22
21a.	Is the information about voting kept on a registration matrice, on a set of registration records, or what?
	1. REGISTRATION MASTER FILE>GO BACK AND RE-ASK 3 - 1
	5. SET OF REGISTRATION RECORDS>GO BACK AND RE-ASK 4
	7. OTHER, SPECIFY
Are th	ne vote records kept in this office or kept in a different
Are th	ne vote records kept in this office or kept in a different
	ne vote records kept in this office or kept in a different  EPT IN THIS OFFICE 5. KEPT IN ANOTHER OFFICE
1. KE	EPT IN THIS OFFICE 5. KEPT IN ANOTHER OFFICE
1. KE	
1. KE	EPT IN THIS OFFICE  NEXT PAGE, 23
1. KE	DEPT IN THIS OFFICE  Solve to the service of the se
1. KE	EPT IN THIS OFFICE  NEXT PAGE, 23
1. KE	DEPT IN THIS OFFICE    5. KEPT IN ANOTHER OFFICE
1. KE	DEPT IN THIS OFFICE  Solve to the service of the se
1. KE	DEPT IN THIS OFFICE    5. KEPT IN ANOTHER OFFICE
1. KE	DEPT IN THIS OFFICE    S. KEPT IN ANOTHER OFFICE

- 21. This series is asked of offices that do not have vote information on the registration records. 21 and 21a are double-checks to see that we have not missed some way that the registration records might be updated with vote information.
- 22. Even though vote records are kept separate from the registration records, they may be kept in the same office. If they are not kept in the same office, you need to find out where they are kept and who is in charge of them. If it is a different office, you are skipped out of the questions that deal with vote records. These questions will be asked when you do the "B" interview with the vote records official.

23. I have a few questions about the voting records and what they consist of. First of all, are lists of persons who are eligible to vote in a particular precinct sent out to that precinct on election day?
1. YES 5. NO>GO TO 24
23a. What are these lists called?
23b. Are these lists marked by officals to indicate that someone voted
1. YES 5. NO>GO TO 24
23c. What does that mark look like?
24. Are voters required to sign their names in order to vote?
1. YES 5. NO>GO TO 25
24a. Do you keep these signatures on file?
1. YES 5. NOGO TO 25
24b. How do you refer to these lists of signatures? What are they called?
25. What other kinds of voting records do you have that you can describe fo me?
NEXT PAGE, 26

- 23-23c. See 7-7c
- 24-24b. Many areas require a signature before a person is allowed to vote. The signature is sometimes the only record that a person voted. If they are kept, we need to know what they are called so that you can ask to see them when checking to see if our respondent voted.
- 25. This should pick up any records that we have neglected to ask about. Get as much detail as possible.



- 26. This tells you whether or not you will need to have the correct precinct in order to find the person's name on the records. We have made every effort to provide this information for each respondent, but it might not be necessary, for instance, if records are kept alphabetically.
- 27. This question relates to how soon before a <u>federal</u> election the registration lists are closed in order to leave time for administrative tasks to be performed on them. In some places, registration goes on every day, but a person must be registered a minimum number of days before an election in order to vote in it. In a few states, Wisconsin for example, a voter can register and vote in a federal election on the same day. A box has been provided for this response. The answer to this question is usually determined by state law. The emphasis here should be on <u>federal</u> elections, since the closing date for books varies for federal, state, local, and primary elections. All of the questions in this series refer to "<u>federal</u>" elections.
- 27a. If there is "same day" registration, we want to know where a person can register.
- 27b. If there is "same day" registration, we want to know the impact of such a practice how many people took advantage of this practice in the last election.
- 28. If the respondent cannot give an exact number, ask for their best estimate. If they want to check the records, encourage them to do so.

29.	Generally, how much time to vote and the day this registration record? (He	offic	e comple	etes its p	processing of	the new
	#DAYS OR	-11-	#WEE	ks <u>of</u>	<u> </u>	#MONTHS
30.	Is this office the only pregister?	place a	at Which	n people i	in this jurisd	iction can
	1. NO	[	5. YES	>TURN TO	) P. 13, Q32	
	30a. I will read you some register. Please to jurisdiction can rec	ell me	in which			
1.	Area offices that are permanently open?	5. NO	1. YES	> 30b	o. What hours of are the are open for re	a offices
2.	(Additional) area office open temporarily?	s 5. 1	NO 1. Y	ES> 30	Oc. During what period are offices open	t time
		¥				
3.	Libraries?	5. NO	1. YES			
4.	Fire Houses?	5. NO	1. YES			
5.	Drivers License Renewal Locations?	5. NO	1. YES			
6.	Post Offices?	5. NO	1. YES			
7.	Other Public Buildings?	5. NO	1. YES			

29,30. This series of questions is here to find out whether registration occurs in offices other than the one the respondent is sitting in. The reason for this is that it takes time for a registration record accepted at a remote office to end up in the permanent election records at a clerical office. We want to know whether there could be "stashes" of unprocessed records somewhere. Q 30 offers as many alternatives as we could think of for other possible registration sites.

31.	Does	this jurisdiction have deputy registrars?
		1. YES 5. NO ->NEXT PAGE, Q32
	3la.	How many deputy registrars worked in this jurisdiction to register voters?
	31b.	How does a person qualify as a deputy registrar?
	31c.	Are there limits on the number of deputy registrars that can work in this jurisdiction?
		1. YES 5. NO>GO TO 31e
	31d.	What are they?
	3le.	Are there limitations on where deputy registrars can go to register voters?
	31f.	1. YES 5. NO ->GO TO 31g  What are they?
	3lg.	Are there any limitations on the hours deputy registrars can work?  1. YES  5. NO>NEXT PAGE, Q32
	31h.	What are they?

31-31h. The use of "deputy registrars" is sometimes mandated by law. Some offices may use them under protest and may be somewhat sensitive to answering questions about them. If you find your respondent becoming upset or resistant to these questions, make a note of it and skip to question 32.

32.	Can people register initially by mail for example, using a postcard?  1. YES  5. NO ->GO TO 33						
	32a. Where do people pick up postcards or mail applications?						
	32b. Are these postcards or applications on display at these places, or do people have to ask for them?  [1. DISPLAYED]  [5. MUST ASK]						
33.	What hours of the day is your office open for registration? TO						
	33a. Are there times other than Monday thru Friday, 9am to 5pm, when people can register?  1. YES  5. NO>GO TO 34						
	33b. What are they? TO ON DAY OF WEEK						
34.	Is there a publication you might give a person who is new to this area, or someone who has just turned 18, to explain eligibility and procedures for registering in this jurisdiction?						
	1. YES 5. NO ->GO TO 35						
	1. YES 5. NO						
	TITLE OF PUBLICATION						
35.	Now, just a few more factual questions. How long must a person have lived in this county in order to register to vote in a <a href="federal">federal</a> election?						
	#DAYS OR #WEEKS OR #MONTHS						

- 32-33. This gives us a better idea of the opportunities people in this area have to register and how easy/difficult it may be to register.
- 34. This is the only time we ask for materials during the interview. Remember to use the "Checklist of Materials" for "new" offices and to ask for any materials that are new since 1985 or may have been changed since 1985 at the end of the interview.
- 35. Again, remember to stress "<u>federal</u>". The rules differ for federal, state, local, and primary elections.

36.	How many people are living in your jurisdiction?
	# PEOPLE
37.	How many precincts are there in this jurisdiction?
	# PRECINCTS
38.	What do you estimate is the <u>average</u> number of registered voters pe precinct?
	# AVERAGE # REGISTERED VOTERS
39.	Thank you for your cooperation. Could I have your exact name and title, the name of your office and your phone number?  NAME:
	TITLE:
	OFFICE NAME:
	PHONE:
EXAC	T TIME NOW:

END OF INTERVIEW. PLEASE TURN TO NOTES.

- 36-38. These are for our benefit, to give us an idea of the magnitude of record keeping and election administration required from this office.
- 39. You may already know this information. If so, please confirm what you have.

## Don't forget to record the time.

At this point, you should ask your respondent to provide you with "election district" information for any of your IVR's that came without this information and to provide this information for the addresses on your "Listing of Segment Addresses", if you have one. This is also the time to ask for any publications listed on the "Checklist of Materials" or any new or revised publications since 1985.

This task completed, you are now ready to go to the records themselves and begin your search for information with which to complete the Individual Voter Record forms.

When you are finished with the office, please make sure you fill out the "Notes and Thumbnail" section. This will tell us more about what you had to do and how helpful the people in the office were. Here is where you would record any information about this office that you feel we should know or that might be helpful to know if we were to recontact this office after the 1988 election.

# NOTES and THUMBNAIL

1.	Were yo	ou allowed to to	ouch or hand	le the record	s yourself?	
		1. YES		5. NO		
		Was the retrieva		or all) infor	mation done by	y someon
		1. YES		5. NO		
		Describe:				
2.	Please were?	describe how he	elpful, (or	not helpful)	people in this	office
	4					
3.	How man	ny precinct book	s are there	?		
			-	_# BOOKS		

1.	Excellent. I'm very confident that if the respondent is registered, a record would be found.
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	Poor. It is very possible that a registration record does exist for respondents for whom I have been unable to locate one, but the way this office is organized, it would take an infinite amount of time to find it.
	ase add anything else you think would be helpful in interpreting ults from this office.

Please indicate (by an X on appropriate number) on the scale below how

SURVEY RESEARCH CENTER P. 495829 (09) UNIVERSITY OF MICHIGAN INTERVIEWER'S LABEL ELECTION OFFICE CODE: CHECKLIST OF MATERIALS TO BE COLLECTED Publications listing the registration requirements or laws used by this office. 1. COLLECTED DURING EAI INTERVIEW 2. COLLECTED AFTER EAI INTERVIEW 3. NOT COLLECTED/NOT AVAILABLE. CAN BE OBTAINED FROM: (OFFICE/ADDRESS) 2. Publications listing laws governing absentee voting. 1. COLLECTED DURING EAI INTERVIEW 2. COLLECTED AFTER EAI INTERVIEW 3. NOT COLLECTED/NOT AVAILABLE. CAN BE OBTAINED FROM: (OFFICE/ADDRESS) 3. Publications listing laws governing the purging process of election records. COLLECTED DURING EAI INTERVIEW 2. COLLECTED AFTER EAI INTERVIEW NOT COLLECTED/NOT AVAILABLE. CAN BE OBTAINED 3. FROM: (OFFICE/ADDRESS)

# LISTING OF SEGMENT ADDRESSES

PA: 334 OFFICE: 159

Segment: 08 County: Saginaw

Place: Thomas Twp

Census Tract: 0120.00 Block Group: Enum. Dist: MCD:

STREET ELECTION DISTRICT

3700, 3800 blocks of Leaman Court
10000, 10100 blocks of W Beamish Lane

#### LISTING OF SEGMENT ADDRESSES

The "Listing of Segment Addresses" forms list, by segment, the addresses of our respondents in the Vote Validation study. Specifically, the following information appears on this form:

- 1. the PA number,
- 2. the PA name,
- 3. the office code number,
- 4. the segment number
- 5. the county in which the segment is located
- the "place", i.e. the election office under whose jurisdiction the segment is,
- census information (tract, block group, enumeration district, etc.)
- B. street address of the respondent

You may not have any of these forms. Between the information collected in 1985 and the updating we did by phone and by mail earlier this year, we only have a few offices where this will be needed. If the office keeps their records alphabetically, this will not be necessary. Return lists to us in the envelope with the other materials for the election office.

VO. RESPONDENT INFORMATION	P. 495829 (009)
ID: PA: NAME	ORG #
Name of R Street Address PRECINCT # OR NAME: City, State ZIP  Birthdate:	OFC #:
V1. Does the respondent have a registration recor	rd in this office?
Vla. Where did you find the record? 1. ACTIVE/CUR	
Vlc. INTERVIEWER  1. PURGE DA	DAY YEAR
FILES  MONTH  Vie. INTERVIEWER  1. APPLICAT 11/4/86-	TION DATE AFTER
V2. Does R's name, as given on label, match exact registration record?  1. YES 5. NO>V2a. Please print R's name the registration records.	ne <u>exactly</u> as it appears on
V3. What is R's birthdate, as listed on the regis	stration record?

MO/ DAY

/YR

#### THE INDIVIDUAL VOTER RECORD FORM

This is the form on which you will record the information from the administrative records on administration and voting for the 1986 Election Study respondents who told us they were registered.

#### QUESTION-BY-QUESTION\_INSTRUCTIONS:

- VO. RESPONDENT INFORMATION The following information appears in the box on the top of the Individual Voter Record form:
  - a. The unique sample ID which was assigned to the respondent.
  - b. The primary area name.
  - c. The election office number (corresponds to the OFC # on your list of election offices).
  - d. The respondent's name and address. This is the address that the respondent gave as their registration address. In some cases, this address could appear on election records in a different way; for example, a respondent may live on Maple Street, but use a P.O. Box as their mailing address. The address listed here is the one they gave as their registration address.
  - e. Precinct number/name. We have made every effort to provide ward/precinct/election district information here. There are some cases however where this is listed as N/A either because the election office never replied to our request for this information (in this case you will have a Listing of Segment Addresses to ask the Election official about) or because the respondent is registered at an address other than the sample address but still in the same area.
  - f. In case we were wrong, a space for corrected precinct number/name.
  - g. The respondent's birthdate.
- V1. This would include finding a registration record in any of the possible places. It assumes that you have checked all possible files for a record for the respondent.
- Vla. This is to let us know where the record was found.

- Vic. Please note that if the date of the purge was before the last election, you stop here. We have to assume that the respondent's registration was not valid at the time of the election and s/he could not vote.
- Vie. Again, please note that if the date of the application was after the election, the respondent could not have voted and you stop here.
- V2-4 These questions ask you to verify the name, registration address, and the respondent's birthdate. We tried to give you some reasonable leeway for slight misspellings, typos, and some age variation. We don't want you to assume that because the information on the registration record does not match exactly the respondent information in VO, that you must have the wrong person. We would prefer to take the chance that you might be getting information on the wrong person, rather than miss information on the right person because of minor misspellings, differences in addresses, or because the respondent decided to shave a few years off his or her age.

Does R's address, as it appears on label, match exactly the address on V4. the registration record? V4a. Please print R's address exactly 5. NO --> 1. YES as it appears on the registration record. Does the precinct listed on the registration record match exactly the precinct listed at VO? 1. MATCHES EXACTLY 2. DOES NOT MATCH EXACTLY ENTER NEW PRECINCT #/NAME AT VO V5. Which of the following sources of registration records, whether accessible to you or not, are kept by this office? (CHECK ALL THAT APPLY)

3. PURGED

V5a. Of these sources, which ones were not accessible to you for checking?

3. PURGED

4. TO BE PROCESSED

4. TO BE PROCESSED

2. INACTIVE

2. INACTIVE

1. ACTIVE

1. ACTIVE

(CHECK ALL THAT APPLY)

5. NONE WERE ACCESSIBLE

V4a. If there is a difference between what we have listed at VO and what is on the registration record, please copy exactly what is on the record here.

PLEASE NOTE: There is a chance that you will come to a situation when you find two records, either of which could be for our respondent, neither of which has exactly the same information as that provided in V1. Complete this IVR for one of the possible respondents. Then, on on one of the extra IVR forms we have provided which has no information in V1, complete the information for the other possible respondent. BE CERTAIN YOU IDENTIFY THE SECOND FORM CAREFULLY BY ENTERING IN V1 THE:

- 1. SAMPLE ID NUMBER
- 2. ELECTION OFFICE NUMBER
  BOTH TAKEN FROM THE ORIGINAL IVR FORM. THEN FROM THE
  REGISTRATION RECORD ITSELF, ENTER:
  - 3. THE RESPONDENT'S NAME/ADDRESS/BIRTHDATE
- 4. THE RESPONDENT'S ELECTION DISTRICT
  Then complete the second IVR form. All of this
  information will be used to determine which, if either,
  of the records is for our respondent. Please clip the
  two IVR's together so we will know to check them against
  our 1984 Post-NES interview.
- V4b. Here we want you to double check the precinct listed on the registration record against what we have listed at V0. If they do not match, please record the correct precinct number/name in the space provided at V0. It is important that you have this correct if you have to check voting records separately because they are frequently kept by precinct.
- V4c. Is a double check to make sure that all possible sources were checked to try to find a registration record for the respondent. We want to know which records might be unavailable for checking.

- V6. This information was obtained in the Election Administration Interview at Q21.
- V8. The skip from V7 is correct. Even if you were not able to find a registration record for the respondent, we do want you to check the vote records to see if the respondent voted. It is remotely possible that the respondent is registered and did vote, but you were unable to locate his/her registration record.

PLEASE FEEL FREE to write us notes about what you did and didn't find, information which might clear up discrepancies for us, other information we might use to verify that the record you examined is indeed for our respondent, or anything else you think we should know.

FOR OF	FICE USE ONLY:
OFC1.	Are records in this office organized in such a way (e.g., by precinct only) that R's exact address is needed to locate (him/her) in the registration files?  YES NO
OFC2.	Were all registration records available to our (interviewer/supervisor)?  YES NO
OFC3.	Is R's name (or someone of R's surname) listed in the telephone book and/or city directory at address listed at VO?  YES NO
OFC4.	Transfer ease of access rating code from Election Administration Iw thumbnail.
	CODE

Please note any ambiguities in the registration/voting record or any other pertinent information that you think project staff should know about this case.

TO: Interviewers/Supervisors working on Vote Validation Study

FROM: ZoAnne

RE: Correction Memo

I had hoped to get through this study without needing a correction memo, but, unfortunately, I just couldn't do it. Un the Individual Voter Record forms at V5a there no box to mark if all sources were available to you. It turns out that in many areas, all sources are available and the interviewer is left hanging. If that happens to you, simply write in "All were available" and go on to the next question. I'm sorry if this has caused you any delay or confusion.

# INDIVIDUAL VOTER RECORD FORM

RESPONDENT INFORMATION	ON	P. 495829 (009
):	PA:	OFC #:
	PRECINCT # OR N	VAME:
	CORRECTED PRECI	
rthdate:	- CORRECTED PRECT	inci:
Does the respondent	have a registration	record in this office?
1. YES 5. NO>N	EXT PAGE, V5	
<b>T</b>		
a. Where did you find	the record? 1. ACTIV	VE/CURRENT FILES 2. INACTIVE F
		GO TO V2
3. PURGED/CANCE	LLED -> Vlb. What wa	as the date of the purge?
DECEASED FIL	ES	
	MONT	TH DAY YEAR
	Vlc. INTERV	IEWER CHECKPOINT
	1. PUF	RGE DATE <u>BEFORE</u> 11/4/86>END
	2. ALI	L OTHERS>GO TO V2
4. TO BE PROCES	SED -> Vld. What w	as the date of the application?
FILES		
	MONT	TH DAY YEAR
	Vle. INTERV	IEWER CHECKPOINT
		PLICATION DATE AFTER
		/4/86>END
	2. ALI	L OTHERS>GO TO V2
Does R's name, as gi registration record?		exactly the name in the
		's name <u>exactly</u> as it appears o
1. 125 J. NO>V	the registration	on record.
•		
What is R's birthdat	e, as listed on the	registration record?
BIRTHDATE:MO/_D		9. NOT LISTED OR NOT ACCESSIBLE

Does the precinct listed on the registration record match exactly 4b. the precinct listed at VO?

1. MATCHES EXACTLY 2. DOES NOT MATCH EXACTLY ENTER NEW PRECINCT #/NAME AT VO

Which of the following sources of registration records, whether V5. accessible to you or not, are kept by this office? (CHECK ALL THAT APPLY)

1. ACTIVE 2. INACTIVE 3. PURGED 4. TO BE PROCESSED

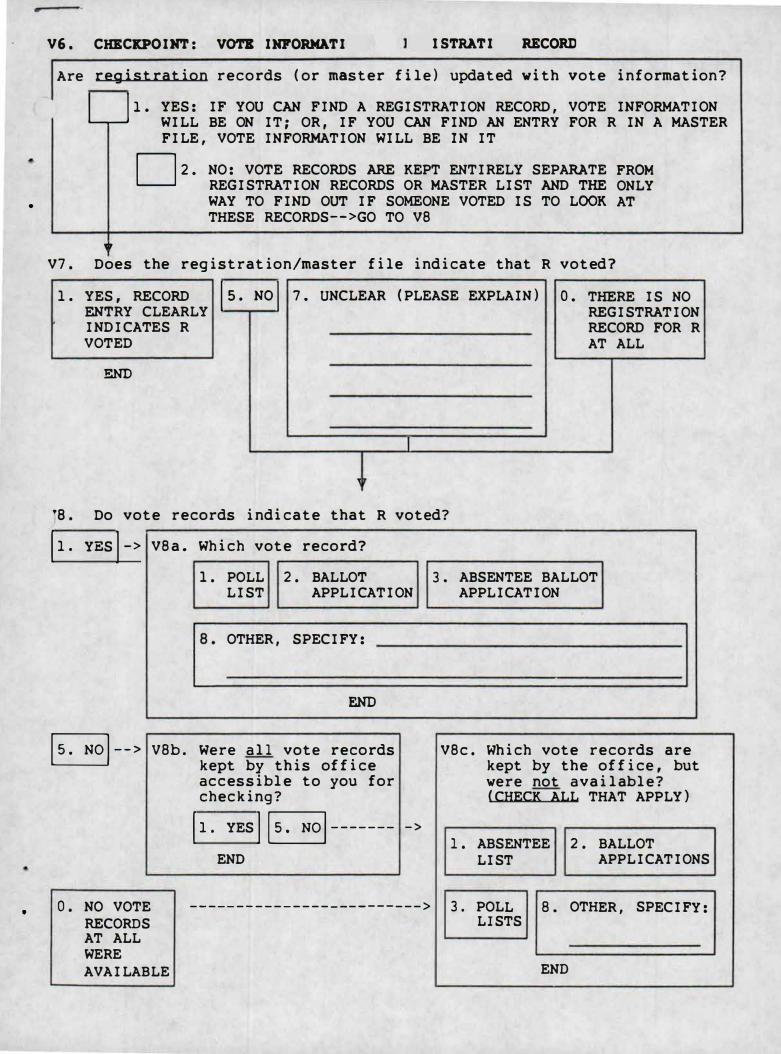
V5a. Of these sources, which ones were not accessible to you for checking? (CHECK ALL THAT APPLY)

5. NONE WERE ACCESSIBLE

V4.

YES

2. INACTIVE 1. ACTIVE 3. PURGED 4. TO BE PROCESSED



FOR OF	FICE USE ONLY:
OFC1.	Are records in this office organized in such a way (e.g., by precinct only) that R's exact address is needed to locate (him/her) in the registration files?  YES NO
OFC2.	Were all registration records available to our (interviewer/supervisor)?
	YES NO
OFC3.	Is R's name (or someone of R's surname) listed in the telephone book and/or city directory at address listed at VO?
	YES NO
OFC4.	Transfer ease of access rating code from Election Administration Iw thumbnail.
S. Straw	CODE

Please note any ambiguities in the registration/voting record or any other pertinent information that you think project staff should know about this case.

INTERVIEWER'S LABE	L
--------------------	---

ELECT	ION	OFFICE
CODE:		

## CHECKLIST OF MATERIALS TO BE COLLECTED

	CHE	CKLI	SI OF MATERIALS TO BE COLLECTED
1.			ons listing the registration requirements or by this office.
		1.	COLLECTED DURING EAI INTERVIEW
		2.	COLLECTED AFTER EAI INTERVIEW
		3.	NOT COLLECTED/NOT AVAILABLE. CAN BE OBTAINED FROM: (OFFICE/ADDRESS)
2.	Publi	cati	ons listing laws governing absentee voting.
		1.	COLLECTED DURING EAI INTERVIEW
		2.	COLLECTED AFTER EAI INTERVIEW
		3.	NOT COLLECTED/NOT AVAILABLE. CAN BE OBTAINED FROM: (OFFICE/ADDRESS)
3.			ns listing laws governing the purging process n records.
		1.	COLLECTED DURING EAI INTERVIEW
		2.	COLLECTED AFTER EAI INTERVIEW
		3.	NOT COLLECTED/NOT AVAILABLE. CAN BE OBTAINED FROM: (OFFICE/ADDRESS)



### SURVEY RESEARCH CENTER

Dear Election Official:

The Survey Research Center of the University of Michigan is presently conducting a study of election administration and voter participation. We are interested in obtaining from your office information about election procedures and organization, and also information relating to individuals in your jurisdiction — some of whom were interviewed as part of the Center's 1986 National Election Studies.

The Institute for Social Research, of which the Survey Research Center is a part, is a national academic research organization whose reputation is based on 40 years of data collection for scientific purposes.

There are two central elements of our current study. First, we would like to conduct a 15-20 minute interview concerning voter registration and the procedures your office uses to maintain voting records. Second, we are attempting to ascertain, through an examination of election records, the accuracy of the reported voting behavior we received from our 1986 National Election Studies respondents. We would, therefore, appreciate your cooperation with our representative in allowing her to examine the registration and voting records for 1986.

inis letter is to introduce our	,
, an	nd to reassure you that she is
a University of Michigan employee.	She carries University identif
cation, which she will be happy to	show you. If you wish to
confirm her employment with us, or	have other questions you would
like answered, please do not hesita	ate to call me collect at
(313) 764-8356.	

Zoan Glackluin

Zoanne Blackburn Study Manager National Election Studies

\* INSTITUTE FOR SOCIAL RESEARCH

THE UNIVERSITY
OF MICHIGAN

ANN ARBOR, MICHIGAN 48106