ELECTION ADMINISTRATION SURVEY

1. Date of Interview: __________________

2. Length of Interview: __________________

3. Respondent Information:
   3a. NAME ____________________________________________
   3b. TITLE OR POSITION: ____________________________

4. Office Information:
   4a. OFFICE _________________________________________
   4b. ADDRESS _______________________________________

   4c. OFFICE PHONE ___________________________________
       AREA CODE/ NUMBER
The first part of this interview deals with the way your registration records are kept and updated.

1. Are registration records of individuals ever deleted from the currently active file solely because of not voting?

- 1. YES
- 5. NO
- UNCLEAR

   NEXT PAGE, 1g.

1a. After what time interval or number of general elections?

   YEARS OR # OF GENERAL ELECTIONS

1b. What happens to these records that are deleted because of non-voting? Are the registration records for these people filed or discarded?

- 1. FILED
- 5. DISCARDED

   NEXT PAGE, 1g.

1c. Are these registration records called purged, inactive, or what?

- 1. PURGED
- 7. OTHER, SPECIFY
- 2. INACTIVE

   NEXT PAGE, 1g.

1d. Are these purged records accessible?

- 1. YES
- 5. NO

   NEXT PAGE, 1g.

1e. What does an inactive registrant have to do in order to be able to vote?

   _______________________________________________________

1f. Are these inactive records accessible?

- 1. YES
- 5. NO
1g. What happens to the record of people registered here who moved out of this jurisdiction and registered elsewhere? Are the registration records for these people filed or discarded?

1. FILED  5. DISCARDED  --> GO TO 2

1h. What is this file called?

________________________

2. Do you have a standard procedure to see if registered voters still live at the address on their registration records?

1. YES  5. NO  --> GO TO P. 4, Q3

2a. Is this address check triggered by a person's not having voted?

1. YES  5. NO  --> GO TO Q2c

2b. After what time interval or number of general elections?

______ YEARS  OR  _______% OF GENERAL ELECTIONS

2c. Is this address check or reidentification program done at some specific time interval, for example, every two years?

1. YES  5. NO  --> NEXT PAGE, 2f

2d. After what time interval or number of general elections?

______ YEARS  OR  _______% OF GENERAL ELECTIONS

2e. Please describe this procedure:

________________________

________________________
2f. What happens to the record of registrants if the residency check determines that this person is no longer living at the address on their registration record?

1. PURGED, SO MUST REREGISTER

2. INACTIVE

8. OTHER, SPECIFY

NEXT PAGE, Q3

2g. Can an inactive registrant vote by showing proof of new address on election day, do they have to send in a change of address before 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

8. OTHER, DESCRIBE
3. Does this office have a master file where all the registration records for all the different precincts in this jurisdiction are combined into one file?

1. YES

5. NO ---TURN TO P. 6, 13

3a. Is this master file on a computer?

1. YES

5. NO

3b. Is precinct number on the record of each person registered?

1. YES

5. NO

4. Do you need to know someone's exact address or precinct to find their record on the master file, or is the person's name sufficient?

1. MUST HAVE PRECINCT/ADDRESS

5. NAME IS ENOUGH

5. Are entries made on the master file to indicate whether or not a person voted in a particular election?

1. YES

5. NO ---TURN TO P. 6, 13

5a. Is this entry process complete for the 1986 general election?

1. YES

5. NO

5b. What does an entry look like that shows that someone voted in the 1986 general election?

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

1. YES

5. NO ---NEXT PAGE, Q 7

6a. What does that mark look 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 officials to indicate that someone voted?

   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 returned?

    1. YES  5. NO

11. Are there any other ways that you keep track of people who voted on Election Day? (Please describe)

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?

TURN TO P. 10, 26
13. Is there any version or set of registration records where information about a person’s voting participation also appears?

1. YES  
5. NO  \(\text{\scriptsize \(\rightarrow\) TURN TO P. 8, 21}\)

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 voted?

1. YES  
5. NO

14a. What does that mark look like?

\(\text{\scriptsize NEXT PAGE, 16}\)

15. 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  \(\text{\scriptsize \(\rightarrow\) NEXT PAGE, 16}\)

15a. What are these lists called?

\(\text{\scriptsize \text{\underline{\text{\ldots}}}}\)

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

1. YES  
5. NO  \(\text{\scriptsize \(\rightarrow\) NEXT PAGE, 16}\)

15c. What does that mark look like?

\(\text{\scriptsize \text{\underline{\text{\ldots}}}}\)
16. Do you keep files of ballot applications?

1. YES  S. NO

17. Do you keep a record when someone applies for an absentee ballot?

1. YES  S. NO

18. Do you mark a person's registration record as having voted when an absentee ballot is returned?

1. YES  S. 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 summarise for me the way in which information about whether someone voted or not gets put onto the registration record?

_________________________________________________________________________________

_________________________________________________________________________________

TURN TO P 10, 26


21. If I understand what you've told me correctly, in order to find out whether or not a person voted in a particular election, we would have to look at the voting records themselves, and not the registration records. Is this correct?

1. YES
   Go To 22

5. NO

21a. Is the information about voting kept on a registration master file, on a set of registration records, or what?

1. REGISTRATION MASTER FILE --> Go back and re-ask 3 - 12

5. SET OF REGISTRATION RECORDS --> Go back and re-ask 4 - 20

7. OTHER, SPECIFY

22. Are the vote records kept in this office or kept in a different office?

1. KEPT IN THIS OFFICE
   NEXT PAGE, 23

5. KEPT IN ANOTHER OFFICE

22a. Who is in charge of these vote records—What is their title?

NAME:

TITLE:

22b. What is his/her address?

TURN TO P. 10, Q17
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 officials 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. NO  --GO 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 for me?
26. Thinking just about the voting records -- not the registration file or
the master file -- do you need to know a voter's precinct or election
district in order to find that person's name on the voting records?

1. YES  5. NO ----> GO TO 27

26a. If I didn't have a precinct number for a voter, could I get that
information from his/her registration record?

1. YES  5. NO

Now we want to talk a little bit about the way the office is staffed to
handle registration -- some of the rules and regulations that apply at this
location.

27. How soon before a federal election must people in (NAME OF PLACE) be
registered so that they can vote in that election? (That is, how many
days before a federal election do registration books close?)

<table>
<thead>
<tr>
<th>DAYS BEFORE ELECTION</th>
<th>NO REGISTRATION REQUIRED</th>
<th>SAME DAY REGISTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GO TO 28

27a. Where do people go to register on Election Day?

1. THEIR POLLING PLACE  2. AT REGULAR REGISTRATION SITES, BUT NOT POLLS

7. OTHER (Specify)

27b. How many people registered in this jurisdiction in 1986 on
Election Day?

________________________
# OF PEOPLE

28. How many people registered in this jurisdiction during all of 1986,
(including the number of people who registered on election day).

________________________
TOTAL # OF PEOPLE REGISTERED
29. Generally, how much time lag is there between the day someone registers to vote and the day this office completes its processing of the new registration record? (How many days or weeks does this normally take?)

___#DAYS OR ___#WEEKS OR ___#MONTHS

30. Is this office the only place at which people in this jurisdiction can register?

1. NO

5. YES --> TURN TO P. 13, Q32

30a. I will read you some places where people in other states can register. Please tell me in which of these places people in this jurisdiction can register:

1. Area offices that are permanently open?

5. NO 1. YES

2. (Additional) area offices open temporarily?

5. NO 1. YES

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
31. Does this jurisdiction have deputy registrars?

1. YES

5. NO -> NEXT PAGE, Q12

31a. 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?

31e. Are there limitations on where deputy registrars can go to register voters?

1. YES

5. NO -> GO TO 31f

31f. What are they?

31g. Are there any limitations on the hours deputy registrars can work?

1. YES

5. NO -> NEXT PAGE, Q13

31h. What are they?
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 ____

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

34a. May I have a copy?

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 federal election?

____#DAYS OR ____#WEEKS OR ____#MONTHS
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 average number of registered voters per 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: ______________________________

EXACT TIME NOW: ____________________

END OF INTERVIEW. PLEASE TURN TO NOTES.
1. Were you allowed to touch or handle the records yourself?

1. YES  5. NO

1a. Was the retrieval of (some or all) information done by someone else operating a computer?

1. YES  5. NO

Describe:

2. Please describe how helpful, (or not helpful) people in this office were?

3. How many precinct books are there?

_____ # BOOKS
4. Please indicate (by an X on appropriate number) on the scale below how well-organized, accessible, and accurate the records are in this office.

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.

5. Please add anything else you think would be helpful in interpreting results from this office.

_____________________

_____________________

_____________________

_____________________

_____________________
CHECKLIST OF MATERIALS TO BE COLLECTED

1. 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)

   □ 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.
   □ 1. COLLECTED DURING EAI INTERVIEW
   □ 2. COLLECTED AFTER EAI INTERVIEW
   □ 3. NOT COLLECTED/NOT AVAILABLE. CAN BE OBTAINED FROM: (OFFICE/ADDRESS)
INDIVIDUAL VOTER RECORD FORM

V0. RESPONDENT INFORMATION

<table>
<thead>
<tr>
<th>ID: ____________________</th>
<th>PA: ____________________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>OFC #: ____________________</td>
</tr>
<tr>
<td></td>
<td>PRECINCT # OR NAME: ____________________</td>
</tr>
<tr>
<td></td>
<td>CORRECTED PRECINCT: ____________________</td>
</tr>
<tr>
<td>Birthdate: ________________</td>
<td></td>
</tr>
</tbody>
</table>

V1. Does the respondent have a registration record in this office?
1. YES 5. NO --> NEXT PAGE, V5

V1a. Where did you find the record?
1. ACTIVE/CURRENT FILES 2. INACTIVE FILES

GO TO V2

3. PURGED/CANCELLED
   DECEASED FILES

V1b. What was the date of the purge?

MONTH / DAY / YEAR

V1c. INTERVIEWER CHECKPOINT

1. PURGE DATE BEFORE 11/4/86 --> END
2. ALL OTHERS --> GO TO V2

4. TO BE PROCESSED
   FILES

V1d. What was the date of the application?

MONTH / DAY / YEAR

V1e. INTERVIEWER CHECKPOINT

1. APPLICATION DATE AFTER 11/4/86 --> END
2. ALL OTHERS --> GO TO V2

V2. Does R's name, as given on label, match exactly the name in the registration record?
1. YES 5. NO --> V2a.

V2a. Please print R's name exactly as it appears on the registration record.

V3. What is R's birthdate, as listed on the registration record?

BIRTHDATE: ________________

9. NOT LISTED OR NOT ACCESSIBLE
V4. Does R's address, as it appears on label, match exactly the address on the registration record?

1. YES  5. NO  -->  V4a. Please print R's address exactly as it appears on the registration record.

4b. 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)

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

1. ACTIVE  2. INACTIVE  3. PURGED  4. TO BE PROCESSED
V6. CHECKPOINT: VOTE INFORMATION ON REGISTRATION RECORDS

Are registration records (or master file) updated with vote information?

1. YES: IF YOU CAN FIND A REGISTRATION RECORD, VOTE INFORMATION WILL BE ON IT; OR, IF YOU CAN FIND AN ENTRY FOR R IN A MASTER FILE, VOTE INFORMATION WILL BE IN IT

2. NO: VOTE RECORDS ARE KEPT ENTIRELY SEPARATE FROM REGISTRATION RECORDS OR MASTER LIST AND THE ONLY WAY TO FIND OUT IF SOMEONE VOTED IS TO LOOK AT THESE RECORDS--GO TO V8

V7. Does the registration/master file indicate that R voted?

1. YES, RECORD ENTRY CLEARLY INDICATES R VOTED

5. NO

7. UNCLEAR (PLEASE EXPLAIN)

0. THERE IS NO REGISTRATION RECORD FOR R AT ALL

V8. Do vote records indicate that R voted?

1. YES --> V8a. Which vote record?

1. POLL LIST

2. BALLOT APPLICATION

3. ABSENTEE BALLOT APPLICATION

8. OTHER, SPECIFY:

END

5. NO --> V8b. Were all vote records kept by this office accessible to you for checking?

1. YES

5. NO

END

V8c. Which vote records are kept by the office, but were not available? (CHECK ALL THAT APPLY)

1. ABSENTEE LIST

2. BALLOT APPLICATIONS

3. POLL LISTS

8. OTHER, SPECIFY:

END

0. NO VOTE RECORDS AT ALL WERE AVAILABLE
FOR OFFICE 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 VUR?

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.