1. Interviewer's Label

ELECTION ADMINISTRATION SURVEY

2. ELECTION OFFICE CODE NUMBER: 

3. Date of Interview: 

4. Length of Interview: mins

5. Respondent Information:

5a. NAME

5b. TITLE OR POSITION:

6. Office Information:

6a. OFFICE

6b. ADDRESS

6c. OFFICE PHONE
   AREA CODE/ NUMBER
1. What happens to the records of people registered with this office when you are notified that they have moved out of your jurisdiction and registered somewhere else? Are the registration records for these people filed or discarded?

1. FILED
2. DISCARDED

GO TO 2

1a. What is this file called?

____________________________________

2. What happens to the registration records of people registered here when you are notified of their death or felony conviction? Are their records filed or discarded?

1. FILED
2. DISCARDED

GO TO 3

2a. What is this file called?

____________________________________

3. Are registration records of individuals ever deleted from the currently active files because they have not voted?

1. YES
3. YES, BUT ONLY AFTER A PURGE NOTICE IS SENT
4. YES, BUT OTHER CONDITION REQUIRED ALSO
5. NO

GO TO 3b

3a. (Do you first notify persons who have not voted that they will be (purged/deleted) from registration lists?)

1. YES
5. NO

GO TO 3b

3b. (Tell me about this procedure.)

____________________________________

____________________________________
### 3c. (Can these persons stay registered if they so request or if they provide the address where they are now living … or are they required to re-register?)

| 1. CAN STAY REGISTERED IF THEY GET IN TOUCH WITH REGISTRATION OFFICE |
| 2. MUST RE-REGISTER: THEY ARE NO LONGER CONSIDERED REGISTERED |
| 7. OTHER: |

### 3d. (After what time interval or number of general elections are records purged/notices of intent to purge sent?)

| YEARS OR # OF GEN. ELECS. |
| OTHER (SPECIFY): |

### 3e. What happens to records that are deleted because of non-voting? Are the registration records for these people filed or discarded?

| 1. FILLED |
| 2. DISCARDED |

#### For how long are these records filed?

| YEARS |

### 3g. Are these registration records called purged, inactive, or what?

| 1. PURGED |
| 2. INACTIVE |
| 7. OTHER (SPECIFY): |

### 3h. Are these records accessible?

| 1. YES |
| 2. NO |
4. Do you have a standard procedure to see if registered voters still live at the address on their registration records?

1. YES

5. NO —> NEXT PAGE, 5

4a. Do you do this residency check for everyone who is registered, or just for non-voters?

1. EVERYONE

2. NON-VOTERS

3. NON-VOTERS & EVERYONE ROUTINELY CHECKED

4b. (For non-voters) how long must it have been since a person voted?

4c. INTERVIEWER CHECKPOINT

☐ 1. NON-VOTERS ONLY (BOX 2 CHECKED AT 4a) —> GO TO 4e

☐ 2. ALL OTHERS

4d. How often do you check everyone? What is the time interval?

4e. What happens to the record of a registrant if the residency check determines that this person is no longer living at the address on their registration record and the address where they are now living is unknown?

1. RECORD PURGED/PERSON MUST RE-REGISTER

7. OTHER (SPECIFY):

3. PERSON IS LISTED AS INACTIVE —> NEXT PAGE, 5
4f. Can an (inactive registrant/other) vote by showing proof of new address on election day, or do they have to send in a change of address before the registration books close prior to an election, or what?

1. CAN SHOW PROOF ON ELECTION DAY
2. MUST CHANGE ADDRESS BEFORE BOOKS CLOSE
7. OTHER (SPECIFY):

GO TO 5

4g. On election days, if they want to vote do they (inactive registrants) go to the voting place for their previous address or for their new address?

1. OLD ADDRESS
2. NEW ADDRESS
3. EITHER ADDRESS

5a. 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, ONE OR MORE
   MASTER FILES
5. NO ...

5a. What is (this/the first kind of) file called?

MASTER FILE #1

5b. Is this file on a computer?

1. YES
5. NO

5c. Is the precinct number on the record of each person in the file?

1. YES
5. NO

5d. Do you need to know someone's exact address or precinct to locate them on this file or is having their name enough?

1. NEED PRECINCT OR ADDRESS
2. NAME ENOUGH

5e. Using this master file, if I gave you an address, could you tell me who is registered at that address?

1. YES
5. NO
5. Are entries made on this file to indicate whether or not a person voted in a particular election?
   1. YES
   2. NO

5g. Is this entry process complete for the 1988 General Election?
   1. YES
   2. NO

5h. What is the mark on this record that shows that someone voted in the 1988 General Election?

6. Is there another kind of master file kept in this office?
   1. YES
   2. NO

6a. What is this file called?

   MASTER FILE = 2

6b. Is this file on the computer?
   1. YES
   2. NO

6c. Is the precinct number on the record of each person in the file?
   1. YES
   2. NO

6d. Do you need to know someone's exact address or precinct to locate them on this file or is having their name enough?
   1. NEED PRECINCT OR ADDRESS
   2. NAME ENOUGH

6e. Using this master file, if I gave you an address, could you tell me who is registered at that address?
   1. YES
   2. NO
6f. Are entries made on this file to indicate whether or not a person voted in a particular election?

1. YES
2. NO

-> GO TO 6x

6g. Is the entry process complete for the 1988 General Election?

1. YES
2. NO

6h. What is the mark on this record that shows that someone voted in the 1988 General Election?

---

6x. INTERVIEWER CHECKPOINT

1. R answered "YES" to either (or both) 6f. OR 6g. --> NEXT PAGE, 7
2. ALL OTHERS --> TURN TO P. 11, 20
Now about the process by which information about voting gets put into the master file.

7. Is information about persons who are eligible to vote in a particular precinct sent out to that precinct on election day? For example, a list of registered voters, or the registration cards themselves?
   1. YES  
   5. NO ---GO TO 8

7a. What are these lists called? (How are they referred to?)

7b. Are these (lists/cards) marked by officials to indicate that someone voted?
   1. YES  
   5. NO ---GO TO 8

7c. What does that mark look like?

7d. Are these (lists/cards) signed or marked by the voters themselves?
   1. YES  
   5. NO

8. In some jurisdictions, when a person goes to vote, they sign their name on a separate piece of paper, called a ballot application or a voucher, (or something else). Do you have such a procedure?
   1. YES  
   5. NO ---GO TO 9

8a. Do you keep files of these (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
2. No

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

_________________________________________________________________________

_________________________________________________________________________

12. Now, how does this information, gathered at the polls, actually get put onto the master file(s) we've been talking about?

12a. First [file 1]:

_________________________________________________________________________

_________________________________________________________________________

12b. Now [file 2]:

_________________________________________________________________________

_________________________________________________________________________
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. 11, 20

14. Now, about the process by which information about voting gets put onto the registration record.

Is information about persons who are eligible to vote in a particular precinct sent out to that precinct on election day? For example, a list of registered voters, or the registration cards themselves?
   1. YES
   5. NO -->NEXT PAGE, 15

14a. What are these lists called? (How are they referred to?)

14b. Are these (lists/cards) marked by officials to indicate that someone voted?
   1. YES
   5. NO -->GO TO 14d

14c. What does that mark look like?

14d. Are these (lists/cards) signed or marked by the voters themselves?
   1. YES
   5. NO
15. In some jurisdictions, when a person goes to vote, they sign their name on a separate piece of paper, called a ballot application or a voucher, (or something else). Do you have such a procedure?

1. YES  5. NO  ...NO TO 16

15a. Do you keep files of these (ballot applications)?

1. YES  5. NO

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

1. YES  5. NO

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

1. YES  5. NO

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

__________________________________________________________
__________________________________________________________

19. How does this information about who voted, (gathered at the polls in the way we just talked about) actually get transferred or put onto the person’s registration record?

__________________________________________________________
__________________________________________________________
20. 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  5. NO

GO TO 21

20a. Is the information about voting kept on a registration master file, on a set of registration records, or what?

1. REGISTRATION MASTER FILE

5. SET OF REGISTRATION RECORDS

GO BACK TO P. 4, AND RE-ASK 5a - 12

7. OTHER, SPECIFY

GO BACK TO P. 9, AND RE-ASK 14 - 19

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

1. KEPT IN THIS OFFICE  5. KEPT IN ANOTHER OFFICE

NEXT PAGE, 22

21a. Who is in charge of these vote records—What is their title?

NAME:

TITLE:

21b. What is his/her address?
22. Is information about persons who are eligible to vote in a particular precinct sent out to that precinct on election day? For example, a list of registered voters, or the registration cards themselves?

1. YES  
5. NO  --->GO TO 23

22a. What are these lists called? (How are they referred to?)

22b. Are these (lists/cards) marked by officials to indicate that someone voted?

1. YES  
5. NO  --->GO TO 23

22c. What does that mark look like?

22d. Are these (lists/cards) signed or marked by the voters themselves?

1. YES  
5. NO

23. In some jurisdictions, when a person goes to vote, they sign a sheet that they are a separate piece of paper, called a ballot application or a voucher, (or something else). Do you have such a procedure?

1. YES  
5. NO  --->GO TO 24

23a. Do you keep files of these (ballot applications)?

1. YES  
5. NO

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

1. YES  
5. NO
25. Do you mark a person's registration record as having voted when an absentee ballot is returned?

1. YES  2. NO

26. What other kinds of voting records do you have that you can describe for me?


27. 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 records?

1. YES  2. NO -- GO TO 28

27a. If I didn't have a precinct number for a voter, could I get that information from his/her registration record?

1. YES  2. 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.

28. 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>4. NO REGISTRATION REQUIRED</th>
<th>0. &quot;SAME DAY&quot; REGISTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEXT PAGE, 29</td>
<td>NEXT PAGE, 31</td>
<td>NEXT PAGE, 28a</td>
</tr>
</tbody>
</table>
28a. How many people actually did register in your jurisdiction for the first time on Election Day, in November of 1988? (We are thinking both of those people registering for the first time ever, and those who were previously registered in another jurisdiction. Please don't count those people who simply changed the address or the name on their record.)

__________________________
# OF PEOPLE
O. DON'T KNOW, CAN'T TELL

29. During the calendar year 1988, how many people registered in this period in your jurisdiction for the first time? (We are thinking both of those people registering for the first time ever, and those who were previously registered in another jurisdiction. Please don't count those people who simply changed the address or the name on their record.)

__________________________
# OF PEOPLE
O. DON'T KNOW, CAN'T TELL

29a. Is it possible to say approximately how many people were registered in your jurisdiction at the end of 1987? (How many?)

__________________________
# OF PEOPLE
O. DON'T KNOW, CAN'T TELL

29b. Approximately how many registration records were deleted or purged during 1988?

__________________________
COUNT

30. As of today, approximately how many registered voters are there in this jurisdiction?

__________________________
# OF PEOPLE
O. DON'T KNOW, CAN'T TELL

31. How many (election districts/precincts) do you have in this jurisdiction?

__________________________
DISTRICTS/PRECINCTS

31a. For a general election such as the one last November, how many polling places would you have?

__________________________
POLLING PLACES
32. 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

33. Can people register at this office or is registration carried out entirely at other locales?

1. REGISTER HERE

2. MUST REGISTER SOMEWHERE ELSE

3. NO IN-PERSON REGISTRATION; MAIL ONLY

33a. Does this office accept registration all year round, except for specific periods prior to an election, or is this office only open at certain times of the year for registration?

1. OPEN ALL YEAR

2. ONLY AT CERTAIN TIMES

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

1. YES

5. NO \(\Rightarrow\) NEXT PAGE, 35

34a. Is it always the case that this is the only office, or do you have some locations which are open temporarily before elections?

1. ALWAYS ONLY PLACE

5. TEMPORARY LOCATIONS

TURN TO P. 17, 37  TURN TO P. 17, 36a
35. (SHOW CARD) I want to ask you about places other than this office where people can register. Some localities have places where people can register that are open all year round, on a regular basis. An example of this would be a Secretary of State's office where anybody going on any other business can also register to vote. In addition, some jurisdictions may make special locations available for people to register just before elections.

Let me ask you first about places that are open all year round. Please look at this card and tell me which of these places people in your jurisdiction can register. (You can just give me the letters of your choices.)

☐ A. PUBLIC LIBRARIES  ☐ K. ATHLETIC CLUB/YMCA

☐ B. FIRE STATIONS  ☐ L. ORGANIZATION MEETING PLACE, E.G., KNIGHTS OF COLUMBUS, AMERICAN LEGION

☐ C. SHOPPING MALLS/MARKETS  ☐ M. CHURCHES/PARISH HALL

☐ D. POST OFFICES  ☐ N. SOMEONE'S HOUSE

☐ E. DRIVERS' LICENSE RENEWAL (SEC'Y OF STATE OFFICE)  ☐ O. VOLUNTEERS GOING DOOR-TO-DOOR

☐ F. SHERIFF'S OFFICE/POLICE STATIONS  ☐ P. SPECIAL MOBILE UNITS

☐ G. COURTHOUSE  ☐ Q. OTHER (SPECIFY):

☐ H. COLLEGE DORMS/UNIONS

☐ I. APARTMENT COMPLEX CLUBHOUSE/ COMMONS

☐ J. COMMUNITY CENTERS/SENIOR CITIZENS CENTERS  ☐ T. NO OTHER OFFICE

36. (SHOW CARD) Can people register at other locations which are open only temporarily before elections to encourage registration?

☐ 1. YES -->NEXT PAGE, 36a  ☐ S. NO -->NEXT PAGE, 37
36a. What additional places can people register during those times? (Just give me the letters.)

☐ A. PUBLIC LIBRARIES
☐ B. FIRE STATIONS
☐ C. SHOPPING MALLS/MARKETS
☐ D. POST OFFICES
☐ E. DRIVERS' LICENSE RENEWAL (SEC'DY OF STATE OFFICE)
☐ F. SHERIFF'S OFFICE/POLICE STATIONS
☐ G. COURTHOUSE
☐ H. COLLEGE DORMS/UNIONS
☐ I. APARTMENT COMPLEX CLUBHOUSE/COMMONS
☐ J. COMMUNITY CENTERS/SENIOR CITIZENS CENTERS
☐ K. ATHLETIC CLUB/YMCA
☐ L. ORGANIZATION MEETING PLACE, E.G., KNIGHTS OF COLUMBUS, AMERICAN LEGION
☐ M. CHURCHES/PARISH HALL
☐ N. SOMEONE'S HOUSE
☐ O. VOLUNTEERS GOING DOOR-TO-DOOR
☐ P. SPECIAL MOBILE UNITS
☐ Q. OTHER (SPECIFY):

36b. And roughly when are these places open? Would it be several days before the books close, one or two weeks, three to four weeks, or longer than that?

☐ 1. SEVERAL DAYS
☐ 2. 1-2 WEEKS
☐ 3. 3-4 WEEKS
☐ 4. LONGER THAN 4 WEEKS

37. Does this jurisdiction have deputy registrars?

☐ 1. YES
☐ 2. NO

37a. How many deputy registrars worked in this jurisdiction to register voters?

___________________ DEPUTY REGISTRARS

---

17
37b. How does a person qualify as a deputy registrar?

37c. Are there limits on the number of deputy registrars that can work in this jurisdiction?

   1. YES
   5. NO

37d. What are they?

37e. Are there limitations on where deputy registrars can go to register voters?

   1. YES
   5. NO

37f. What are they?

37g. Are there limitations on the hours deputy registrars can work?

   1. YES
   5. NO

37h. What are they?
38. Can people register **initially** by mail -- for example, using a postcard?
   
   1. YES  
   5. NO \( \rightarrow \) GO TO 39

38a. Where do people pick up postcards or mail applications?

38b. Are these postcards or applications on display at these places, or do people have to ask for them?
   
   1. DISPLAYED  
   5. MUST ASK

39. Routinely, that is, not just before an election, what days and hours is your office open for registration? (Describe Fully.)
   
   MONDAY - FRIDAY

40. Before an election, do you extend your hours to encourage registration?
   
   1. YES  
   5. NO \( \rightarrow \) NEXT PAGE, 41

40a. Please describe your extended hours.
41. 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

3. NO  → GO TO 42

41a. May I have a copy?

1. YES

5. NO

42. 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

43. Thank you very much for your cooperation.

EXACT TIME NOW: ______________

END OF INTERVIEW. PLEASE TURN TO NOTES.
1. Were you allowed to touch or handle the records yourself?
   - YES
   - NO

1a. Was the retrieval of (some or all) information done by someone else operating a computer?
   - YES
   - NO

Describe: __________________________________________________________

_________________________________________________________________

_________________________________________________________________

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

_________________________________________________________________

_________________________________________________________________
3. 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.

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

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
IndiVidual Voter Record Form 1988

PRE-ELECTION ID:

VI. Does the respondent have a registration record in this office?

1. Yes 5. No

GO TO VIB

Vla. Was the cross-reference file checked?

1. Yes 0. There isn't any

NEXT PAGE, V5

Vib. Where did you find the record?

1. Active/Current Files
2. Inactive Files

NEXT PAGE, V2

3. Purged/Canceled/Deceased Files

-->

Vic. What was the date of the purge?

MONTH / DAY / YEAR

Vld. INTERVIEWER CHECKPOINT

☐ 1. Purge Date Before 11/8/88 --> END

☐ 2. All Others --> NEXT PAGE, V2

4. To be Processed Files

--> Vle. What was the date of the application?

MONTH / DAY / YEAR

Vld. INTERVIEWER CHECKPOINT

☐ 1. Application Date After 11/8/88 --> END

☐ 2. All Others --> NEXT PAGE, V2
V2. Does R's name, as given on label, match the name in the registration record?
   1. YES  5. NO  → 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: MONTH/ DAY /YEAR  
   9. NOT LISTED OR NOT ACCESSIBLE

V4. Does R's address, as it appears on label, match the address on the registration record?
   1. YES  5. NO  → V4a. Please print R's address exactly as it appears on the registration record.

V4b. What is R's (precinct/election district) number or designation?
   NUMBER OR DESIGNATION

V5. Which of the following kinds 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  8. OTHER: (SPECIFY)

V5a. Of these sources, which ones were not accessible to you for checking? (CHECK ALL THAT APPLY)
   3. NONE WERE ACCESSIBLE  0. ALL WERE ACCESSIBLE
   1. ACTIVE  2. INACTIVE  3. PURGED  4. TO BE PROCESSED
6. CHECKPOINT: VOTE INFORMATION ON REGISTRATION RECORDS

Are registration records (or master file) updated with note 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 ON 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 in November, 1988?

1. YES, RECORD ENTRY CLEARLY INDICATES R VOTED 11/8/88

5. NO

7. UNCLEAR (PLEASE EXPLAIN)

0. THERE IS NO CURRENT REGISTRATION RECORD FOR R

END

V8. Do vote records indicate that R voted in November 1988 General Election?

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 accessible to you for checking?

1. YES 5. NO

NEXT PAGE, V9

0. NO VOTE RECORDS AT ALL WERE AVAILABLE —> V8c. Which vote records were not available? (CHECK ALL THAT APPLY)

1. ABSENTEE LIST

2. BALLOT APPLICATION

3. POLL LIST

8. OTHER (SPECIFY):

NEXT PAGE, V9
V9. When is date R last voted?

MONTH / DAY / YEAR

HAS NEVER VOTED

THUMBNAIL SKETCH:

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