



**1984 VOTE VALIDATION
STUDY**

Part of the 1984 National Election Studies

**P. 495815(75)
Winter, 1985
Survey Research Center
University of Michigan**

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Election Administration Questionnaire:
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Facsimile of "Checklist of Materials to be Collected"

Facsimile of "Listing of Segment Addresses"
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Individual Voter Record Form (question-by-question
 instructions and facsimile)

PURPOSE OF VOTE VALIDATION

In the Vote Validation Study you will check official voting registration lists to determine the registration status and voting participation of some of the 1984 National Election Studies 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, county tax assessor or county board of elections. In order to understand the record keeping arrangement in each office, you will conduct a short interview with an election official before checking the election records.

A. HISTORY OF VOTE VALIDATION:

This is my fourth experience with Vote Validation. We verified voters in '72-'74-'76 panel studies, the '78 study, and the '80 studies. Vote Validation was also done in the '60's -- I forget when. It has been a characteristic of all election study samples that we have more people tell us they voted than could have voted in a sample that was truly representative of the electorate. Put another way, if 56% of the eligible voters in the country actually turn out to vote for a president, something like 68% of our National Election Studies sample for that year will tell us they voted. How can that be 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 weed out those folks who said they voted, but didn't.

B. WHOSE VOTER RECORDS WE WILL BE LOOKING UP:

In previous VV studies, we looked up vote records for every respondent who participated in the studies. This year we have decided to do a vastly more intelligent thing -- we're looking up records only for a.) people who told us they were registered to vote in the 1984 Post Election survey, and b.) people who participated in the 1984 Pre Election survey but who did not participate in the Post (and who, therefore, were never asked about their registration). We decided this was the way to go when we looked at the Validation data from 1980 and discovered that only one respondent who told us he wasn't registered and didn't vote had actually been registered and did vote. The result is that your task this year will be much simpler, in that the number of names to be looked up will be much smaller. You won't be spending a lot of time looking in weird files for folks who already told us, up front, that they aren't registered. And the fact that you can expect to find a registration and voter record for someone will also make a difference in how you proceed.

C. WHY THE ELECTION ADMINISTRATION INTERVIEW?

In previous years there have been "holes" in the Validation data because the interviewer looking up the election records could not find records for respondents. We couldn't tell whether records were not found because there really was no record, or because the interviewer didn't have enough information to be able to find the records. The 1984 Vote Validation study includes a mechanism, the Election Administration Interview, to make sure that you, the interviewer, know how to look up voter records and what alternate files can be examined when a name does not appear in the regular vote records. Thus, the principal purpose of the EAI is to provide a format with which you can get the information you need from an election official to do a thorough search of the records. And we, as a result, will be much more comfortable about coming to a conclusion that when you didn't find a record, it was because the respondent really wasn't registered and didn't vote; or, at the very least, we will have some idea WHY you weren't able to find a record.

We have some other plans for the data collected in the EAI: As you are aware, the 1984 Election Studies were conducted in the new 1980 sample frame. We have four future election studies which will be conducted in the same sample frame. Having an understanding of the record keeping practices in the various offices will make Vote Validation studies in those years far simpler. Secondly, in the course of trying to put together the EAI questionnaire, we realized that we really don't know much about how election records are set up and maintained -- and we aren't alone in our ignorance. No one seems to know much. So, it is our hope that when we are all through with the 1984 Vote Validation that we will have a unique data set which provides a very nice description of election record keeping on the local level. And thirdly, there is some wild talk of trying in future years to draw a sample from the vote records (in order to get a sample of voters, rather than a sample of the electorate). Knowing how easy (or not easy!) it is to get to vote records, how complete they are, how orderly they are, in what form they are kept, how often respondents' addresses match with where they actually live, all will help us determine whether it is possible to draw a sample from the vote records.

D. WHY THE VOTER RECORD FORM?

You'd think it would be a simple matter to determine whether someone voted or not, right? Either they did or they didn't! Yes, well, it's not that easy. The Voter Record Form takes the interviewer through all the various steps, and there can be many, in order to determine whether a respondent is registered where he/she said she was, and whether he/she voted.

SPECIAL PROBLEMS

The principal problem with locating individual vote records is figuring out how election records are kept. Variations we know about (note the caution here...) 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 3"x5" index cards filed in a shoebox in somebody's basement. Obviously there is some diversity in the level of sophistication here... In addition, the method used for keeping track of records varies. Some places file by the voter's name, others use the voter's address, which determines the election district, the ward, the precinct, etc. to which the voter is assigned. Some places keep registration records by name and voter records by geographic location, others keep vote records by election with a set of records for each election. I'm sure that with a sample of 20 election offices to visit you will find 20 variations on the theme.

Another problem is determining how accurate and complete the election office's records are. We hope the Election Administration Interview will help you, and us, figure out whether there is a chance of misfiling someone's record (as is more likely in places where records are kept on cards instead of in computer files), whether records can be lost (more likely in places where records are kept without a "backup" system -- such as all records kept only in a computer file), whether they are efficiently updated, and whether "purged" and "cancelled" files are maintained and how well they are maintained.

What we have provided you with in terms of instructions and materials consists of our Best Guess for what you need to do the job efficiently. We know, and you should know, that you will run into problems we simply could not anticipate. You can always call me (Jeanne Castro 313/764-8356 - day; or 313/996-4639 - evening), but in the long run, you will be solving problems as best you can on the spot. Please tell us what problems you found and document how you solved them -- and send us this information with the rest of the materials for the election office.

STUDY DATES

We intend to mail all materials to you on February 19. We would like to have everything back in our office by April 15. The schedule for interviewing and validating is up to you, but the sooner the better.

MATERIALS FOR EACH ELECTION OFFICE

- 1 Letter to be sent to the Election Official
- 1 Franked envelope to mail the letter
- 1 Election Administration Questionnaire
- 1 Set of "Listing og Segment Addresses" forms, listing all the addresses of respondents whose records we will be searching for and any information we received from the election office concerning the election districts in which the respondents live
- 1 Set of Individual Voter Record Forms with respondent information
- 1 Set of Individual Voter Record Forms without respondent information
- Information about where the office is and whom to contact and extra Election Administration Questionnaires

PROCEDURE

The following is the list of steps we envision you going 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.)

Winter, 1985



**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 1984 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 over 35 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 1984 National Election Studies respondents. We would, therefore, appreciate your cooperation with our representative in allowing her to examine the registration and voting records for 1984.

This letter is to introduce our _____ (TITLE),
_____ (NAME), and to reassure you that she is a University of Michigan employee. She carries University identification, 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,

Jeanne Castro
Field Director
National Election Studies

INSTITUTE FOR
SOCIAL RESEARCH

**THE UNIVERSITY
OF MICHIGAN**

ANN ARBOR,
MICHIGAN 48106

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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 from the University letting you know that I would be calling.) In 1984 we conducted a survey of political opinions with a national sample of U.S. citizens, including some people in your area. We are now adding to the data we collected from individuals information concerning the registration and voting procedures used in the areas where those individuals live. (You may recall having received a letter from Santa Traugott at the University of Michigan last fall, requesting information about election districts.)

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 and talk with you about registration and voting procedures in your office. The interview takes 15-20 minutes. I will be in town on DATE. Would it be possible for you to talk to me (at TIME/ on that day)?

c. 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 else, 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 he/she cannot answer questions about how voting records are maintained. This is why extra questionnaires have been provided. (In these cases, please enter an "A" after the election office code on the face sheet of 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 (that is, as opposed to alphabetically by name of voter), you should hand your EAI respondent the "Listing of Segment Addresses" and ask him/her to verify, or add to, the information provided on those sheets concerning election district assignment.

e. At this point, go to the "Checklist of Materials to be Collected," and ask your respondent whether he/she 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; and
- 3.) laws governing the purging process of election records.

PLEASE NOTE: Asking for the materials concerning the laws does not appear as an instruction written into the questionnaire, nor 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 these again.

REMEMBER TO ASK FOR THE MATERIALS. I will try to mention this task about 100 times more in 12 different position, so you won't forget...

f. Armed with the information from the interview and the Listing of Segment Addresses, you should now be ready to attack 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 will probably want to complete the registration information on all forms before going to the vote records and completing the vote information on all forms.

g. **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:

- 1.) the Election Administration Interview(s);
- 2.) the Listing of Segment Addresses forms;

3.) the Checklist of Materials to be Collected and the accompanying materials;

4.) the Individual Voter Record forms;

5.) any notes you would like us to have about the office, the respondent, the records, and whathaveyou, which will help us understand what went one and/or what we can expect in the future. We are particularly interested in what kinds of problems you encountered not readily solveable with our instructions, and what your solution to these problems was.

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 not a study to evaluate their operation -- the efficiency or effectiveness of 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 eligible respondent for this interview is a regular 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 that 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 registration records first. If he/she says he/she cannot answer questions about voting records, conduct as much of the interview as you can with this person, and then go to the voting official, and conduct as much of a second interview as you can with him/her. 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.

It is undoubtedly a misnomer to call this a "questionnaire," at least by SRC standards. I say this because what we really want you to do is treat it as a guideline. The information requested in the EAI questionnaire is all factual in nature. We therefore authorize you to take outrageous

liberties, doing whatever is necessary (arm waving, violent facial expressions and rewording of questions are all permissible) to get the respondent to understand the sense of the question. Probe directly if necessary to make sure you get answers you can understand and can convey to us in a manner we will understand. In the instructions which follow, I will include the reason we are asking the question, and examples when I have them, so you will have an understanding of the sense of the question and why it is phrased the way it is. Another thing to keep in mind is that the answer categories provided in the questionnaire are Best-Guesses at the likely answers, and are there for your convenience -- NOT your confinement! Use them when they are really appropriate; use the margin or extra sheets of paper when they are not.

for office use only

1984 VOTER VALIDATION STUDY

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SURVEY RESEARCH CENTER
INSTITUTE FOR SOCIAL RESEARCH
THE UNIVERSITY OF MICHIGAN
ANN ARBOR, MICHIGAN 48106

(Do Not Write in Above Space)

1. Interviewer's Label

ELECTION OFFICE CODE NUMBER

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ELECTION ADMINISTRATION SURVEY

1. Primary Area: _____

2. Date of Interview: _____

3. Length of Interview: _____

4. Respondent Information:

4a. NAME _____

4b. TITLE _____

4c. OFFICE _____

4d. ADDRESS _____

4e. PHONE _____
AREA CODE/ NUMBER

FACE SHEET:

The "Election Office Code" should already be written in. It matches the "Office Code" which appears on both the "Listing of Sample Addresses" and 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.
1. (I just noticed there are two 1's. Bear with me...) Enter the primary area here. If you're in doubt, this also appears on the "Listing of Segment Addresses" form.
2. 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.
3. Enter the length of the interview in minutes.
4. This is information from the EAI respondent. 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: _____

ELECTION ADMINISTRATION SURVEY

In this interview we are collecting information about the characteristics of places in which respondents to our 1984 National Election Study reside. The topics we want to talk about are voter registration and the procedures you use in this office to maintain voting records.

1. 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?)

_____ DAYS BEFORE
A FEDERAL
ELECTION

0. "SAME DAY" REGISTRATION

2. Where do residents under the jurisdiction of this office register to vote -- can they register at offices in the areas where they live, or is this office the only place at which people can register to vote?

1. AREA OFFICES

GO TO Q. 3

5. THIS IS ONLY
OFFICE

7. OTHER, SPECIFY: _____

GO TO Q. 3

- 2a. Are all the names of people who registered in time to vote in the November 6, 1984 general election in your registration files now, or are you in the process of bringing the registration files up to date?

1. NAMES ARE IN
REGISTRATION FILES

5. STILL UPDATING
REGISTRATION FILES

TURN TO P. 2, Q. 5

3. Generally, how much time lag is there between the day someone registers to vote in their area office 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

4. Are all the names of people who registered in time to vote in the November 6, 1984 general election in your registration files now, or are you in the process of updating your files to include registration records from the area offices in your jurisdiction.

1. NAMES ARE IN
REGISTRATION FILES

5. STILL UPDATING WITH
RECORDS FROM AREA OFFICES

7. OTHER, SPECIFY: _____

1. This question relates to how soon before a federal 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; i.e., the books never close. 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 "federal elections," since the closing date for books varies for federal, state, local, and primary elections.

2-4 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 central office. We want to know whether there are "stashes" of unprocessed registration records lying around. If there are, you may have to go through them to see if one of our 1984 NES respondent's names is among them... In Ann Arbor, the response to item 2 was a "7". Here people can register at the public library, at the Secretary of State's offices, and they also have roving registrars who go door-to-door around election time. The answer to item 3 was "3 weeks." The response to item 4 was "Names Are In Registration Files," and my respondent volunteered that this was a "legal requirement," which I recorded.

5. Besides age and U.S. citizenship, what other requirements must people here meet in order to be eligible to vote in a statewide general election?

1. YES

5. NO → GO TO Q. 6

5a. What are these requirements? (Any others?) (IF YOUR RESPONDENT WANTS TO GIVE YOU A PUBLICATION OF SOME KIND WHICH INCLUDES THE REQUIREMENTS FOR REGISTRATION, ACCEPT IT IN LIEU OF A RESPONSE TO THIS QUESTION. WRITE THE TITLE OF THE PUBLICATION HERE, AND WRITE THE ELECTORAL OFFICE ID # AND "Q. 5a" ON THE PUBLICATION ITSELF.)

6. What are the regulations which govern voting by absentee ballot in a federal election? (Any others?) (IF YOUR RESPONDENT WANTS TO GIVE YOU A PUBLICATION WHICH INCLUDES THE REQUIREMENTS FOR ABSENTEE VOTING, ACCEPT IT IN LIEU OF A RESPONSE TO THIS QUESTION. WRITE THE TITLE OF THE PUBLICATION HERE, AND WRITE THE ELECTORAL OFFICE ID # AND "Q. 6" ON THE PUBLICATION ITSELF.)

7. When people register to vote here, are they required to declare a political preference for registration purposes?

1. YES

5. NO → TURN TO P. 3, Q. 8

7a. Must people choose a specific political party when they register or can they register as an "independent," "uncommitted," or as an "unaffiliated" voter?

1. MUST CHOOSE PARTY

5. CAN REGISTER AS INDEPENDENT, UNCOMMITTED OR UNAFFILIATED

5-5a, **AN ERROR; PLEASE CORRECT IN YOUR Q'NAIRES:**
QUESTIONS 5 AND 5a REFER TO FEDERAL ELECTIONS, not
"statewide general elections." I apologize. Making that change
throughout the questionnaire was a last minute decision, and I missed
this one.

5-5a, This information is also determined by law, but it will be
& 6 interesting to see what the respondent says here. As noted in
both 5a and 6, if you're offered some kind of publication covering
these question, accept it. Be sure you label it appropriately. If you
get these publications here, you won't have to ask for them later.

7-7a In some areas, individuals must declare a political preference
when they register, and in some this is optional. This declaration
may be for a political party, or a person may be able to register
formally under the designation of "uncommitted," "independent,"
"unaffiliated," or the like. Any requirement is a "YES" in 7; 7a will
distinguish the type of declaration required.

8. Does your office delete from voter registration lists the names of people whose registration seems to have lapsed -- due to the age of the record and voter inactivity, for example? (Do you ever "purge" your voter registration lists?)

1. YES

5. NO

TURN TO P. 4, Q. 9

8a. What are the rules for deciding which names should be deleted from the voter registration lists? (Any others?)

8b. How frequently does your office delete names of ineligible voters from voter registration lists -- does this happen on a regular annual basis, more often than that, less often than that, or what?

8c. When are names deleted from voter registration lists -- shortly before an election or at some other time?

1. SHORTLY BEFORE AN ELECTION

5. AT SOME OTHER TIME

8d. When would that be? _____

8d. What happens to the registration records of people whose names have been deleted from the active registration files? Are these records kept in a "dead," "inactive," or "purged" file, or are they simply discarded?

1. DEAD FILE

2. INACTIVE FILE

3. PURGED FILE

5. DISCARDED

(NOTES)

8-8d These items relate to the administrative practice known as "purging" (deleting or removing) the names of inactive or nonparticipating voters from the registration lists. In many areas, the purged records are simply discarded, but in some areas they are retained in a 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 1984 NES respondents.

The wording in item 8 may seem the long way around; but we did it on purpose. We were afraid that simply asking whether names are ever removed or deleted from the records might be misunderstood (especially in the South) as a question about illegal removal of names.

There are usually state laws which govern the procedures followed in items 8a-8d. However, states often phrase the laws in terms that give the individual offices some options, e.g. "Offices will purge their records of inactive voters at least once a year, in January." We would like to know what practices are followed in the individual offices. In Ann Arbor the practice is that after 4 years of voter inactivity, the voter's file is moved to a "purge file." If the voter remains inactive, the record remains in the "purge file" for 6 more years, at which time a letter goes out to the voter letting him/her know that either he/she must reregister or the registration and voting records will be destroyed. Any voter activity during the total 10 year period will put the voter record back in the active files. This was the answer my respondent gave me to 8a. In 8b, she said, "more often." I asked, "How often would that be." She said that the law requires that purging take place annually, in December -- but sometimes the office didn't actually finish the job until February or March. In 8c, she said, "every December." In 8d, she said, "Purged," and explained again what she had told me in 8a.

9. What happens to the registration and vote records of a person who has moved out of your jurisdiction and registered elsewhere -- are such records put in a "cancellation file," discarded, or what? (IF R SAYS THE OFFICE FREQUENTLY IS NOT NOTIFIED BY OTHER OFFICES OF CHANGES IN REGISTRATION, SAY: Well, when you are notified, what happens to the voter's records -- are they put in a "cancellation file," discarded, or what?)

1. CANCELLATION FILE	5. DISCARDED	7. OTHER, SPECIFY: _____ _____ _____ _____
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(NOTES)

10. Is the registration record for a person maintained with the vote record for that person as part of a single file, or are registration records in your office maintained separately from voting record files?

1. REGISTRATION AND VOTE RECORDS MAINTAINED AS <u>ONE</u> FILE	5. REGISTRATION AND VOTE RECORDS MAINTAINED AS <u>SEPARATE</u> FILES	3. <u>BOTH</u> AS ONE FILE AND SEPARATELY
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TURN TO P. 7, Q. 11

10a. Where are these records stored?

IN RESPONDENT'S OFFICE (SAME AS ITEM 4 ON FACE SHEET)	OR	OFFICE: _____ ADDRESS: _____ CITY/STATE/ZIP: _____
---	----	--

10b. How are these records stored -- on index cards, in books, on a magnetic tape, on a computer file or disk, or what?

10c. How are these files organized -- by the name of the person registered, by geographic area with names ordered within area, or what?

1. NAME OF PERSON ONLY	3. GEOGRAPHIC AREAS	7. OTHER, DESCRIBE: _____ _____ _____
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9. We almost missed this; it had not occurred to us that there is a problem when folks move! 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 -- WHAT HAPPENS TO THE OLD VOTE RECORD??? We care, a lot, because it has now been three months or more since we spoke with our respondents, and a certain percentage of them have moved. However, if their "old" records are kept in something like a "cancellation file," then we still have an opportunity to determine whether or not they voted in the 1984 November election.

10. The question series 10-10j and 11a-11t will, we hope, 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. Other places maintain two files, for example, one file of registration and one for voting. In Ann Arbor, records are kept both ways. Michigan law requires written records, so registration records are kept on the 6"x8" index cards filed alphabetically by name. Vote records are kept in a separate room on computer cards filed by geographic location. In addition, for office use, there is a computer file containing both records. In item 10, therefore, the response was "BOTH." In cases where records are kept both together and separately, we want you to ask about the records kept separately which is why the skip is to Q. 11.

10a. This item is for your use now -- and our use for future Vote Validation studies.

10b. Again, this item tells you what kind of records you will be dealing with for your search. In all likelihood, if records are kept on magnetic tape or on a computer file or disk, you will have to enlist the aid of someone in the office to help you get at those records. Again, this information will be useful for future studies.

10d. Is there any cross-referencing by name of person registered and the area in which they live?

1. YES

5. NO

(NOTES) _____

10e. Who is responsible for overseeing the accuracy of the registration and voting records? (What is his or her name, title, address and phone number?)

RESPONDENT AT
ADDRESS IN
ITEM 4 ON
FACE SHEET

OR

NAME: _____

TITLE: _____

OFFICE: _____

ADDRESS: _____

PHONE: _____

10f. Is this position, ("TITLE" IN 10e OR ITEM4b ON FACE SHEET), an elective office or an appointive office?

1. ELECTIVE

2. APPOINTIVE

7. OTHER, SPECIFY: _____



10g. Is this a civil service position? 1. YES 5. NO

10h. I am interested in more detail about how your registration and vote records are organized. Suppose I had a person's name, and I wanted to look up his or her registration and voting record. Would you please describe, step-by-step, the process I would have to follow in order to find this person's record. (IF R MENTIONS THAT YOU WOULD NEED AN ADDRESS AS WELL, NOTE THIS, AND SAY: Assuming I have an address as well as the name, what would I do to find the person's record?)

10c. Knowing whether files are organized by name or by "geographic area" determines whether you have to know the election district in which the respondent lives. A great deal of staff time was spent this fall trying to determine in what election districts our respondents live. We wrote letters (and follow-up letters) to all of the election offices in the sample, gave them general addresses, and asked them to tell us what districts were involved. The results of this effort appear on the "Listing of Segment Addresses." We don't know how helpful this information will be to you -- that's one of the things we'd like to know for future years. If the exercise was relatively pointless, we certainly would be delighted not to do it again! If it turns out to be a big timesaver for you during your search for records, then the effort was worth it.

10d. Here we are trying to find out how much information you must have to look up a record. For example, if records are kept by geographic area (e.g., ward and precinct), but all you have is the name of the respondent, can you get to the records for that person?

10e. This information we realize may be out of date by the time we do another vote validation study, but the title and address certainly will not be. Knowing who is in charge will help you if you have questions, and will help us next time we have to write for election district assignments.

10f-10g We slipped these questions in because they will help us understand the structure of the office.

10h. Ah-h-h. Here's the beef. You've finished asking this question when you understand EXACTLY what steps you must go through in order to find a registration and voting record for someone, and can explain it to us. Probe in whatever manner you have to in order to determine **what you have to know** to look up a record, **where the records are**, and **what the procedure is for going through the files**. An example of the answer you might get appears in the Q-by-Q for 11h, on p. 8.

10i. Let's say I followed the procedure you have just described, and I was still not able to find a record for someone who claims to be registered to vote with this office. Are there any other procedures, lists, files or resources I could use to verify that this person is truly not registered with this office? (Any others?)

10j. Now, suppose I came to you with U.S. Census information about an area under this office's jurisdiction, such as its census tract, block group, and enumeration district. Based on this information, could you tell me what election district the area is in?

1. YES

5. NO, THAT IS NOT ENOUGH INFORMATION

(NOTES)

10i. I learned about the existence of a "cancelled" file by accident during an interview with the Ann Arbor Deputy City Clerk. One question is whether there are other files containing registration and vote records about which we know nothing. This question is here to catch those other files, if they do exist. A second question is whether there is a back-up system which has not yet been mentioned, e.g., a master "list" or a computer file used only by office employees -- so if you can't find a name in any other file, is it possible to double check? A third possibility is that of a, horrors, mistake. Is there a way to check and see whether a registration card might have been misfiled or whether a registration record was accidentally deleted from a computer file? This is what we hope to get from 10i, or its compliments, 11i and 11t.

10j. When SRC selects a sample, they do it with Census information. If all an election office needs is Census information in order to tell us what election districts are involved, we could send them that information MONTHS prior to an election study, before the actual sample lines are selected. Big time saver!

11. SERIES FOR PLACES WHERE REGISTRATION AND VOTING RECORDS ARE MAINTAINED AS SEPARATE FILES:

11a. Where are the registration records stored?

IN RESPONDENT'S OFFICE (SAME AS ITEM 4 ON FACE SHEET)

OR

OFFICE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

11b. How are registration records stored -- on index cards, in books, on a magnetic tape, on a computer file or disk, or what?

11c. How are registration records organized -- by the name of the person registered, geographic area with names ordered within area, or what?

1. NAME OF PERSON ONLY

3. GEOGRAPHIC AREAS

7. OTHER, DESCRIBE: _____

11d. Is there any cross-referencing by name of person registered and the area in which they live?

1. YES

5. NO

(NOTES) _____

11e. Who is responsible for overseeing the accuracy of the registration records? (What is his or her name, title, address and phone number?)

RESPONDENT AT ADDRESS IN ITEM 4 ON FACE SHEET

OR

NAME: _____

TITLE: _____

OFFICE: _____

ADDRESS: _____

PHONE: _____

11f. Is this position, ("TITLE" IN 11e OR ITEM 4b ON FACE SHEET), an elective office or an appointive office?

1. ELECTIVE

2. APPOINTIVE

7. OTHER, SPECIFY: _____

TURN TO P. 8, Q. 11h

11g. Is this a civil service position?

1. YES

5. NO

11 (series) This series parallel's the series in Q. 10, except that we go through the informtion twice, once for registration records and once for vote records.

11a. See 10a.

11b. See 10b.

11c. See 10c.

11d. See 10d.

11e. See 10e.

11f-g. See 10f-g.

11h. I am interested in more detail about how your registration records are organized. Suppose I had a person's name, and I wanted to look up his or her registration record. Would you please describe, step-by-step, the process I would have to follow in order to find this person's registration record. (IF R MENTIONS THAT YOU WOULD NEED AN ADDRESS AS WELL, NOTE THIS, AND SAY: Assuming I have an address as well as the name, what would I do to find the person's record?)

11i. Let's say I followed the procedure you have just described, and I was still unable to find a record for someone who claims to be registered to vote with this office. Are there any other procedures, lists, files or resources I could use to verify that this person is truly not registered with this office? (Any others?)

11j. Now, suppose I came to you with U.S. Census information about an area under this office's jurisdiction, such as its census tract, block group, and enumeration district. Based on this information, could you tell me what election district the area is in?

1. YES

5. NO, THAT IS NOT ENOUGH INFORMATION

(NOTES)

11h. The response to this question in Ann Arbor was great. With a straight face, my respondent told me to walk straight out of her office to the file cabinets, locate the drawer labeled with the first letter of the last name I wished to look up, pull the drawer out (**very important, be sure to pull the drawer out...**), and thumb through the cards which are kept in alphabetical order until you come to the name of the person you are looking up. O.K! I got it! She told me exactly what I wanted to know.

11i. See 10i. In Ann Arbor, the cross-referenced computer file is the failsafe.

11j. See 10j. The response I got to this question: The respondent said, "Yes, but..." The City Clerk's office has no information about census tracts and enumeration districts. They could, with some effort, work with the Planning Department and come up with the election district, "if you only wanted to know about a few places." This explains why I left space for notes.

11k. Where are the vote records stored?

SAME PLACE AS
REGISTRATION
RECORDS

OR

OFFICE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

11m. How are vote records stored -- on index cards, in books, as a list, on computer cards, on a magnetic tape, in a computer file or disk, or what?

11n. How are vote records organized -- by name of the voter, geographic area with names ordered within area, or what?

1. NAME OF
VOTER

3. GEOGRAPHIC
AREAS

7. OTHER, SPECIFY: _____

11o. Is there any cross-referencing by the name of the voter and the area in which they live?

1. YES

5. NO

(NOTES) _____

11p. Who is responsible for overseeing the accuracy of the vote records? (What is his or her name, title, address and phone number?)

SAME AS PERSON
RESPONSIBLE FOR
REGISTRATION
RECORDS (SEE
P. 7, Q. 11e)

OR

NAME: _____

TITLE: _____

OFFICE: _____

ADDRESS: _____

PHONE: _____

11q. Is this position, ("TITLE" IN 11p), an elective office or an appointive office?

1. ELECTIVE

2. APPOINTIVE

7. OTHER, SPECIFY: _____

TURN TO
P. 10, Q. 11s

11r. Is this a civil service position?

1. YES

5. NO

TURN TO P. 10, Q. 11s

11k. Now the series is repeated, this time asking about VOTE records.

See 10a.

11m. See 10b.

11n. See 10c.

11o. See 10d.

11p. See 10e.

11q-r See 10f-g.

11s. I would like more detail about how the vote records are organized. Again, suppose I had a person's name, and I wanted to look up his or her vote record. Would you please describe, step-by-step, the process I would have to follow in order to find this person's voting record. (IF R MENTIONS THAT YOU WOULD NEED AN ADDRESS AS WELL, NOTE THIS, AND SAY: Assuming I have an address as well as the name, what would I do to find the person's vote record?)

11t. Let's say I followed the procedure you have just described, and I was still unable to find a vote record for someone who is registered with this office. Are there any other procedures, lists, files or resources I could use to verify that this person truly has no vote record in this office? (Any others?)

ONLY THOSE MENTIONED
FOR REGISTRATION
RECORDS (SEE P. 8,
Q. 11i)

OR

11s. See 10h.

In Ann Arbor, vote records are kept in "the vault." They are on computer cards, arranged by ward and precinct. In order to locate the vote record for an individual, you can go to the registration card for that person where the ward and precinct are recorded. Or, if you know the address, you can go to a book called the "street guide," where wards and precincts are listed by address. In any case, in order to get to the physical vote record for the person, you MUST know the ward and precinct to which they are assigned. Once you have that, you go to the drawer labeled with the correct ward and precinct, and go through the cards which are in alphabetical order by name until you find the person you are looking for.

11t. See 10i.

12. If I were looking at the vote record for a specific person, what on the record would tell me that the person had voted in the November 6, 1984 general election?

13. And how would I determine that a person who is registered did not vote in the November 6, 1984 general election?

14. After a federal election, how long does it take for this office to complete its record of who voted in that election? (That is, how many days, weeks, or months after a federal election does it normally take for this office to complete the updating of the vote records?)

_____ DAYS OR _____ WEEKS OR _____ MONTHS

15. During 1984, what was the normal size of the regular office staff(s) responsible for maintaining the registration files and voting records in (NAME OF PLACE)?

1. R IS ONLY STAFF

OR

_____ (NUMBER OF PEOPLE)

15a. Is this a full-time or a part-time position?

1. FULL-TIME

2. PART-TIME

7. OTHER, DESCRIBE:

15b. How many of these people on the regular office staff(s) were full-time employees and how many were part-time?

FULL-TIME STAFF _____ (NUMBER)

PART-TIME STAFF _____ (NUMBER)

12-13 These two items will be very helpful when you are looking up vote records. A common answer here is that the vote record will have a date stamped on it if the respondent voted on Nov. 6. If "Nov. 6" is not stamped on the record, then the respondent didn't vote. Another possibility is that the voter must sign a list. If they aren't on the list, they didn't vote. Or the date may appear on all voter records, but if there isn't a signature next to it the person didn't vote. In any case, these two questions are the crux of Vote Validation -- when you are looking at a voter record, how do you tell whether the person voted or not?

14. This question is the compliment to Q. 3 concerning registration records. Again, we are looking for "stashes" of voter records which have not yet been processed. You will need to know about these -- especially if you find a registration record for a respondent, but can't find a voter record.

15-16. These questions are here to give us a sense of the size of the office, and some indication of how "professionally" the place is run. It is possible that your respondent may tell you that some "full-time staff members" do other things besides maintain election records. If this is the case, he/she may find it easier to report this information in terms of "full-time equivalents," which is fine -- but we would still like to know the number of people involved as well.

16. In the period during the fall leading up to the November, 1984 general election, were any temporary employees other than polling place officials added to the staff to register voters and/or to prepare for that election?

1. YES

5. NO → GO TO Q. 17

16a. How many full-time and how many part-time temporary employees were added to the staff, again, not including polling place officials?

FULL-TIME STAFF ADDED _____ (NUMBER)

PART-TIME STAFF ADDED _____ (NUMBER)

17. Other than as polling place officials, did this office make use of volunteer help to register voters and prepare for the November, 1984 election?

1. YES

5. NO → GO TO Q. 18

17a. How many volunteers were there working on registration and preparations for the election?

_____ (NUMBER)

998. DON'T KNOW

18. What is the population of the area under this election office's jurisdiction? (Approximately -- in round figures...)

_____ (NUMBER)

DON'T KNOW

19. How many people are currently registered here? (Approximately -- in round figures...)

_____ (NUMBER PEOPLE REGISTERED)

DON'T KNOW

20. What proportion of those registered actually voted in the November 6, 1984 general election? (ACCEPT EITHER A PERCENTAGE OR A NUMBER OF VOTERS)

_____ % OR _____ VOTERS

DON'T KNOW

21. How many polling places were there under your jurisdiction for the November 6, 1984 general election?

_____ (NUMBER POLLING PLACES)

- 21a. And how many voting booths were there under your jurisdiction for that election? (ALTERNATE WORDING FOR "BOOTH" - "voting machines" OR "voting stations")

_____ (NUMBER OF VOTING BOOTHS)

EXACT TIME NOW: _____

17. Volunteer help usually consists of "deputy registrars." These are the folks who go to shopping centers, college campuses, and door to door around election time to register voters.

17a. In Ann Arbor, the Deputy Clerk could not answer this question with any kind of certainty, which I thought was interesting. She said she thought there were about 90 people working all over the city, but that was a rough figure...

18-20 These are for our benefit, again to give us an idea of the magnitude of record keeping and election administration required from this office.

21-21a These questions, taken in combination with 18-20, give us an idea of how "easy" it is to vote in this area; i.e. how accessible voting is to the population under this jurisdiction.

Don't forget to record the time.

INSTRUCTIONS:

Explain to the respondent that you want to look up in the registration and voter records a number of names of people who participated in our 1984 National Election Study.

If either the Registration Records or the Vote Records, or both, are kept by geographic area (see P.4, 10c or P.7, 11c and P.9, 11n) TURN TO THE "LIST OF ADDRESSES" FORMS, and ask the appropriate question below.

If both Registration and Vote Records are kept by name, go to the records and look up the information requested on the Individual Voter Record forms.

END OF QUESTIONNAIRE

1. WHEN THE INFORMATION UNDER "ELECTION DISTRICT" IS COMPLETE:
- Here are the addresses I would like to look up in your registration and voting records. Can you verify for me that the information in the "Election District" column is correct?
2. WHEN THE INFORMATION UNDER "ELECTION DISTRICT" IS ONLY PARTIALLY COMPLETE:
- Here are the addresses I would like to look up in your registration and voting records. Can you verify the information in the "Election District" column, and look up the election districts which are missing?
3. WHEN THE INFORMATION UNDER "ELECTION DISTRICT" IS MISSING:
- Here are the addresses I would like to look up in your registration and voting records. Can you provide me with "election district" information for these addresses?

THUMBNAIL SKETCH:

PAGE 13, "Instructions"

As I mentioned earlier, we wrote to all election offices in the sample to get election district information. What we received from them appears on the "Listing of Segment Addresses" forms. We know that the information on these forms is questionable. We discovered this when we accidentally wrote to the same office twice. They answered us twice, with, what else?, different election district assignments. Therefore, if you need election district information to look up registration and/or vote records, verify the information you have on the "Listing of Segment Addresses" forms with your election official. As you can see, the phrasing of what you ask for depends upon how complete the information they gave us was (i.e., how complete the "Listing of Segment Addresses" forms are).

PLEASE NOTE: This is the time to ask your election official for any publications listed on the **CHECKLIST IF MATERIALS TO BE COLLECTED.**

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.

LISTING OF SEGMENT ADDRESSES

The "Listing of Segment Addresses" forms list, by segment, the addresses of our respondents in the Vote Validation study, with the information we received from the election offices concerning election district assignment. Specifically, the following information appears on this form:

- 1.) the PA number;
- 2.) the PA name;
- 3.) the office code number (3 digits);
- 4.) a segment number;
- 5.) the county in which the segment is located;
- 6.) the "place," i.e., the election office under whose jurisdiction the segment is;
- 7.) census information (tract, block group, enumeration district and MCD);
- 8.) street address of the respondent; and
- 9.) the election district assignment information we received from the election office.

You may not need this form at all, if for example election records are all kept alphabetically by name. However, when records are kept by election district, however that is defined (election district, administrative district, ward, precinct, polling place, etc.), you should verify, complete or correct the information on this form with the election official. If the information on the form is incorrect, correct it (or complete it) by writing in changes. Return the Lists to us with the other materials for the election office.

A word of warning: This is the best information we have to offer you. If election districts are identified on the form, the identification came directly from the election office. We now have had two instances of receiving information twice from the same offices, and the assignments of election districts have been different -- what we are told seems to depend upon who in the office looked up the information. Consider the election district "suspect information." These forms can be useful only as guides to the information needed.

"NA" under the "Election District" column means that we never received a response to our letters requesting information from the election office. It would be a good idea to approach these offices with care; call them early if possible, and be prepared for some resistance from the election official.

LISTING OF SEGMENT ADDRESSES

PA: 301 New York, NY

OFFICE#: 001

Segment: 07 County: New York

Place: Manhattan

Census Tract: 0168

Block Group: 01

Enum. Dist:

MCD: 005

STREET

ELECTION DISTRICT

65 E. 99th St.

88ED, 66AD

Segment: 09 County: New York

Place: Manhattan

Census Tract: 0224

Block Group: 03

Enum. Dist:

MCD: 005

STREET

ELECTION DISTRICT

217 W. 127th St.

07ED, 70AD

INTERVIEWER'S LABEL

ELECTION OFFICE
CODE _____

CHECKLIST OF MATERIALS TO BE COLLECTED

1. Publication listing the registration requirements or laws used by this office.

- 1. COLLECTED DURING EAI INTERVIEW
- 2. COLLECTED, AFTER INTERVIEW
- 3. NOT COLLECTED, NOT AVAILABLE. CAN BE OBTAINED FROM: (OFFICE, ADDRESS):

2. Publication listing laws governing absentee voting:

- 1. COLLECTED DURING EAI INTERVIEW
- 2. COLLECTED AFTER INTERVIEW
- 3. NOT COLLECTED; NOT AVAILABLE. CAN BE OBTAINED FROM: (OFFICE, ADDRESS):

3. Publication listing laws governing the purging process of election records.

- 1. COLLECTED DURING EAI INTERVIEW
- 2. COLLECTED AFTER INTERVIEW
- 3. NOT COLLECTED; NOT AVAILABLE. CAN BE OBTAINED FROM: (OFFICE, ADDRESS):

THE INDIVIDUAL VOTER RECORD FORM

This is the form on which you will record the information from the administrative records on registration and voting for 1984 Election Study respondents who either told us they were registered, or who participated in the Pre-Election survey only (and were, therefore, not asked if they were registered to vote).

QUESTION-BY-QUESTION INSTRUCTIONS:

VI. The following information appears on in the "Respondent Information" box :

- a.) The unique sample ID which was assigned to the respondent;
- b.) The Primary Area, the state, and the congressional district;
- c.) The Pre-Election and Post-Election Interview log numbers;
- d.) The respondent's name. When the respondent gave us more than one "legal" name, this is also given here;
- e.) The respondent's address. During the course of the Election Studies, it was possible to have as many as five different addresses for any one respondent. What is given here is the address at which we expect to find the respondent registered. In some cases, this address could appear on election records in a different form; for example, a respondent may live on Maple Street, but the address he/she gave us was a post office box number or a rural route number. We don't know what kind of address the election office uses, and thus two addresses may be listed here -- the one we expect R to be registered under and an alternate address, usually a mailing address. We spent a great deal of time trying to determine exactly where the respondent is registered (in fact, cleaning up the discrepancies has been one of the things which has held up the Vote Validation Study this year), an effort we hope will save you a lot of time during the actual record search;

INDIVIDUAL VOTER RECORD FORM

V1. RESPONDENT INFORMATION

P.495815(75)

123456-7 ANN ARBOR, MI M102 PRE: 1234 POST: 5678

KATHLEEN S. LADRONKA
1206 MORNINGSIDE DRIVE
ANN ARBOR, MI 48103

JANUARY, 1952

OFFICE CODE: 000 FORM: 1

V2. Were you able to find a voter registration record for this respondent?

1. YES 5. NO

TURN TO
P. 2, V3

V2a. CHECKPOINT: (ARE REGISTRATION FILES UP TO DATE)
See Election Administration Interview, P. 1, Q. 2a or Q. 4. Was the answer to this question a "1" or a "5"?

1. "1" 5. "5" → V2b. Check with the election office staff to see if R's name is among those not yet added to the records:

1. FOUND RECORD FOR R 5. RECORD FOR R NOT FOUND

CHANGE V2 TO "YES" AND TURN TO P.2, V3

V2c. CHECKPOINT: (OTHER PLACES TO CHECK FOR A RECORD)←
See Election Administration Interview, for information about where else to look for registration records:
P. 3, Q.8d (what happens to "purged" records)
P. 4, Q.9 (what happens to "cancelled" records)
P. 6, Q.10i or
P. 8, Q.11i (other ways of checking for registration records)

1. FOUND RECORD FOR R; SPECIFY IN WHAT FILE OR RESOURCE: _____

5. RECORD FOR R NOT FOUND

TURN TO P. 3, V8

V2d. According to this record, when was the last time R voted?

DATE: _____ MO/DAY/YR

9999. REGISTRATION RECORD DOES NOT INDICATE VOTING; NOT AVAILABLE

CHANGE V2 TO "YES" AND TURN TO P. 2, V3

- f.) The city, state and zip code for the respondent;
- g.) The respondent's birthdate;
- h.) The election office code number (3 digits);
- i.) A "form designation" has been assigned. Usually this will be the number "1", which indicates that there is only one Individual Record Form for the respondents. A few respondents moved between the Pre and the Post, and the information we received was sufficiently ambiguous to make us unsure exactly where the respondent might be registered. For these people, there are two Individual Record Forms. The second form for the same respondent will have the number "2" in the "form designation" place. For practical purposes, you don't have to worry about this-- it is more for our record keeping here in Ann Arbor.

V2. While some states do have "Same Day Registration" (meaning that someone may register and vote on the same day), all states in our sample maintain registration records of some kind. A "YES" response to this question includes inactive registration records (see that V2b and V2d include instructions for modifying V2 to a "YES" response if a record is found in a file other than an "active registration file").

V2a-V2d If at first you don't succeed... This set of questions will take you through all the other places a registration record might be "hiding," if you weren't able to find it in the "active" registration files. REMEMBER: Most (like 87%) of the respondents you will be looking up have told us they definitely are registered, and the remainder never got a chance to tell us whether they were registered. The likelihood that will find a record for the respondent SOMEWHERE is very high -- so don't give up easily.

V2a. This checkpoint will remind you whether there are any "stashes" of unprocessed registration records sitting around somewhere. The likelihood of there being such stashes at this late date is not high, except in states where there is "Same Day" registration.

V2b. Asks you to check the "stashes." If you find a record, V2 gets changed to a "yes," and you skip to V3. If you didn't find a record, you move on to V2c.

V2c-V2d The checkpoint, V2c, guides you to other files to be searched; "purged" or "inactive" or "dead" files, "cancelled" files, and any other registration files. As in V2, you can check the Election Administration Interview to see where to look. If you find the respondent's registration record in one of these files, you are asked to tell where (or how) you found it, and in V2d, when that record indicates the respondent last voted. We know that the registration record may not have vote information on it, which is why the "9999" box is provided in V2d.

If no registration record for the respondent is found in V2c, the skip sends you to the first question concerning the vote records, V8. In offices where registration records and vote records are one and the same, the response to V8 will be "No," and the reason given in V8a will be "registration and vote records are not separate." However, if registration and vote records are maintained as separate files, then there is a chance that you will be able to locate a vote record even though you couldn't find a registration record. This is why you are skipped from V2c to V8. (In most cases, if you didn't find a registration record, you won't find a vote record -- and if that is the case, just tell us so in V8a. BUT DO LOOK for the respondent's vote record, regardless of whether or not you found a registration record.)

V3-V5 These questions ask you verify the name, registration address and the respondent's birthdate. We've tried to give you reasonable leeway for slight misspellings, typos, the some age variation. What we don't want to happen is for you to assume that, because the information on the registration record does not match exactly the respondent information in V1, that you must have the wrong person. We would prefer to take a chance that you are getting information on the wrong person, rather than miss information for the right person because of minor misspellings, differences in addresses, or because the respondent decided to shave a few years off his/her age.

V3. Does R's name, as it appears in V1, match exactly the name in the registration record?

1. YES, NAMES MATCH EXACTLY

(If more than one name is listed in V1, circle the one which matches the name on the registration record.)

5. NO, REGISTRATION NAME IS SLIGHTLY DIFFERENT

V3a. Print R's name as it appears on the registration record:

V4. Does R's address, as it appears in V1, match exactly the address in the registration record?

1. YES, ADDRESSES MATCH EXACTLY

(If more than one address is listed in V1, circle the one which matches the address on the registration record.)

5. NO, SLIGHTLY DIFFERENT

V4a. Print R's address as it appears on the registration record:

V4b. Check with election office staff to determine whether the registration record address might be a variation of an address listed on this form:

- 1. YES, REGISTRATION ADDRESS IS VARIATION OF AN ADDRESS ON THIS FORM (If more than one address on form, circle the relevant address)
- 2. NO, REGISTRATION ADDRESS IS NOT A VARIATION OF AN ADDRESS ON THIS FORM
- 3. DON'T KNOW, CAN'T DETERMINE

V5. What is R's birthdate, according to the registration record?

_____ MO/DAY/YR

--- (If birthdate in V1 is significantly different from the birthdate on the record, and no other record for R can be found, give us a list of all people at this address (or by same last name at this address) and their birthdates, and we will compare it with the household listing. Space for this information appears on P.3 of this form, V10.)

9999. BIRTHDATE NOT AVAILABLE FROM THE REGISTRATION RECORD

V3a-V4a Please note that if the answer is "Yes," and more than one version of the respondent's name or address was given in V1, you are asked to circle the version in V1 which matches what is on the registration record. If the answer is "No" to V3 or V4, you are asked to tell us exactly what the registration record says in V3a and V4a.

V4b. When we were going through sample addresses, line by line, we discovered that there were a number of instances when streets had changed names, when streets were known by two names, or when the only usable address we had was a post office address. V4b asks you to try to sort out with an election office staff member whether the difference between the address you have in V1 and the one on the registration record could be a difference of this kind.

V5. Any interviewer who has worked on a panel study knows that variation in respondents' reports of their ages are frequent. Thus, you should not be overcome with woe if you find that the birthdate in V1 does not match that date on the registration record (assuming there is one...). However, what we would like to weed out are, e.g., sons who have the same name (and address, sometimes) as their fathers. Thus, when we say "significantly different" in the instruction for V5, we mean something on the order of 12 years or more. In cases like these, we would like you to try to obtain some "household listing" data which we can then compare with the respondent's cover sheet. We give you room to record this data in V10. If records are kept alphabetically by name, then you can look "around" the respondent's record and see if there is anyone else registered at the address by the same last name, and list them in V10. If records are kept geographically by address, then you can look "around" the respondent's record and see if anyone else is registered to vote at the same address by the same last name, and list them in V10.

V6. According to the record, with which political party is this person registered?

1. DEMOCRATIC

3. REPUBLICAN

5. "INDEPENDENT"

6. "UNCOMMITTED" OR "UNAFFILIATED"

7. "NON-PARTISAN"

8. OTHER, SPECIFY: _____

9. THE RECORD DOES NOT INCLUDE A STATEMENT OF PARTY PREFERENCE

V7. When does the record indicate that this person first registered to vote?

MO/DAY/YR

9999. THIS INFORMATION IS NOT AVAILABLE FROM THE REGISTRATION RECORD

V8. Were you able to gain access to the records (or lists) that would allow you to determine whether R voted in the November 6, 1984 general election? (See Election Administration Interview, P. 6, Q. 10, or P. 10, Q.11t about other places you might look for a voting record.)

1. YES

5. NO

V8a. Why not? _____



END OF FORM

V9. SEE ELECTION ADMINISTRATION INTERVIEW, P.11, Q's 12 & 13. According to the answers given about determining whether someone voted or not: Did R vote in the November 6, 1984 general election?

1. YES, according to the criteria specified in the EAI, R DID vote.

5. NO, according to the criteria specified in the EAI, R DID NOT vote.

7. AMBIGUOUS; describe below.

END OF FORM

V10. IF BIRTHDATE IN V1 DIFFERS SIGNIFICANTLY FROM BIRTHDATE ON REGISTRATION RECORD, LIST HERE ANY INFORMATION YOU CAN ABOUT OTHER PERSONS REGISTERED AT R'S ADDRESS:

COULDN'T FIND ANY INFORMATION

OR

NAME	BIRTHDATE
_____	MO/DAY/YEAR
_____	MO/DAY/YEAR
_____	MO/DAY/YEAR
_____	MO/DAY/YEAR

(GO BACK TO V6)

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 Individual Voter Record Form for one of the possible respondents. Then, 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.) **THE ELECTION OFFICE CODE NUMBER;**
- 3.) **THE PRE-ELECTION LOG NUMBER;**

ALL TAKEN FROM THE ORIGINAL IVR FORM. THEN FROM THE REGISTRATION RECORD ITSELF, ENTER:

- 4.) **THE RESPONDENT'S NAME AND ADDRESS; AND**
- 5.) **BIRTHDATE.**

It would be helpful if you would completed V10 for these cases as well. All of this information we will use to determine which, if either, of the records is one for our respondent.

V6. Again, more information to compare with what the respondent told us and to help us identify whether records in question belong to our respondent.

V7. This question will give us a sense of how politically active the respondent has been.

V8-V8a Now for the vote records. This question asks whether you were able to see the vote records. It also refers you to any ways of double checking for an individual's voter record. If vote records and registration records are kept separately, and you have found a registration record for a respondent but cannot find a vote record, there's a problem! The logical assumptions are that either the vote record has been misplaced somehow or the respondent has registered but never voted. A third possibility is that vote records are kept by

election, and that not finding a vote record for the respondent means that the respondent did not vote in that particular election. Whatever, we need to know what you found or didn't find and that you looked EVERYWHERE (did you look under the election official's desk?) before giving up.

Please see the Q-by-Q for V2 for more instructions for V8.

- V9. In the Election Administration Interview, at Q's. 12 & 13, you asked the election official how you determine, by looking at a voter record, whether the voter voted on Nov. 6, 1984. Using that information, you should be able to answer V9. (In response box "7" we ask you to "describe below," and then don't give you any room to do so. Use the back of the page for this purpose.)
- V10. The only skip to V10 is from V5. Our assumption was that you would complete V6-V9 before completing V10, which is why it is at the end of the form instead of following V5. However, if you do complete V10 immediately after V5, you should go back to V6 and complete the rest of the form.

See Q-by-Q for V5 for more information about V10.

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 one for our respondent, or anything else you would like us to know. If you have information which pertains to all the Individual Voter Record Forms for this election office, write us a general note and put it in the packet for this election office. BE SURE TO IDENTIFY ANY NOTES OF THIS NATURE WITH YOUR INTERVIEWER'S LABEL AND THE ELECTION OFFICE CODE NUMBER.