



Recounts

A candidate can request a recount when the difference of votes cast between the winning and losing candidate is equal to or less than 0.25% of the total number of votes cast for all candidates in the race. If the total number of votes in the race is 400 or less, a candidate can request a recount when the difference is 1 vote.

Recount Requirements

Once an audit is requested by candidate, the Lt. Governor's office will randomly select additional TSx machines and mail ballot batches for the recount audit.

When your county re-scans mail ballots for the recount, create a new report that lists the total number of batches, number of ballots per batch, and total number of ballots re-counted.

The Lt. Governor's office will randomly select batches that will equal 1% or 1,000 ballots cast, whichever is less, in the recount race. *After the ballot batches are selected, counties only need to audit ballots that contain the recounted race. If a batch does not contain any ballots with the recounted race, you do not need to audit any ballots from that particular batch.*

Refer to the table below to determine the audit requirements for a recount election:

Race	% of TSx machines selected for audit	% of mail ballots selected for audit
Statewide	1%	Lesser of 1% or 1,000
U.S. Congressional District	3%	Lesser of 1% or 1,000
Multi-County District Greater than 125,000 voters	3%	Lesser of 1% or 1,000
Multi-County District Less than 125,000 voters	5%	Lesser of 1% or 1,000
Single-County District (1st class counties)	1%	Lesser of 1% or 1,000
Single-County District (2nd & 3rd class counties)	3%	Lesser of 1% or 1,000
Single-County District (4th & 5th class counties)	5%	Lesser of 1% or 1,000

After you complete the recount audit, complete the recount section on the [audit summary report](#).

Journal Tape Log

Complete this section when *inserting* journal tape canisters

Complete this section when *removing* journal tape canisters

TSx Machine Serial Number	Polling Place	Canister Number	Is a seal affixed?	TSx Machine Serial Number	If serial number does not match the first number on this line, please explain why.	Was the seal tampered with?	If the seal was tampered with, please explain why.
		of	YES NO			YES NO	
		of	YES NO			YES NO	
		of	YES NO			YES NO	
		of	YES NO			YES NO	
		of	YES NO			YES NO	
		of	YES NO			YES NO	
		of	YES NO			YES NO	
		of	YES NO			YES NO	
		of	YES NO			YES NO	
		of	YES NO			YES NO	
		of	YES NO			YES NO	
		of	YES NO			YES NO	
		of	YES NO			YES NO	
		of	YES NO			YES NO	
		of	YES NO			YES NO	
		of	YES NO			YES NO	
		of	YES NO			YES NO	

County: _____

Election Official Signature: _____

Date: _____

Election Official Signature: _____



Audit Packet Materials

The audit packet includes documents that your county may use to conduct and record the audit. The packet includes:

- [Audit Summary Report](#) [\(Fillable PDF\)](#) [\(Word\)](#)
- [Journal Tape Log](#) [\(Fillable PDF\)](#) [\(Excel\)](#)
- [Hand Count Log](#) [\(Fillable PDF\)](#) [\(Excel\)](#)

The [audit summary report](#) records the results of the audit, and each county must submit this completed form to the Lt. Governor's office with the election canvass and precinct-level election results (statement of votes cast or SOVC).

The [journal tape log](#) is used to track TSx machine machines and the canisters used by them. The journal tape log is also used to note if a seal on a canister has been tampered with or removed.

The [hand count log](#) is used to hand count the votes from a TSx machine journal tape or from mail ballots. Any discrepancies between the hand count and the machine-generated count are noted here.

Your county is welcome to alter the journal tape log and hand count log to accommodate your county's particular audit or recount processes; however, please use the audit summary report as it has been written.

President (vote for 1)					
<input checked="" type="radio"/>	Indiana Jones				
<input type="radio"/>	Darth Vader				
Governor (vote for 1)					
<input checked="" type="radio"/>	Hermione Granger				
<input type="radio"/>	Draco Malfoy				
Commissioner (vote for 1)					
<input type="radio"/>	Thomas Jefferson				
<input checked="" type="radio"/>	John Adams				

	Darth Vader	Hermione Granger	Draco Malfoy	Thomas Jefferson	John Adams

The election officials may proceed to hand count the votes on the ballots. They should use one hand count log per batch to keep track of the manual tallies.

OS Machine Results	
President (Vote for 1)	
Indiana Jones	100
Darth Vader	25
Ballots Cast: 125	Total Votes: 125
Governor (Vote for 1)	
Hermione Granger	90
Draco Malfoy	30
Ballots Cast: 125	Total Votes: 120
Commissioner (Vote for 1)	
Thomas Jefferson	45
John Adams	55
Ballots Cast: 125	Total Votes: 100

	Draco Malfoy	Thomas Jefferson	John Adams

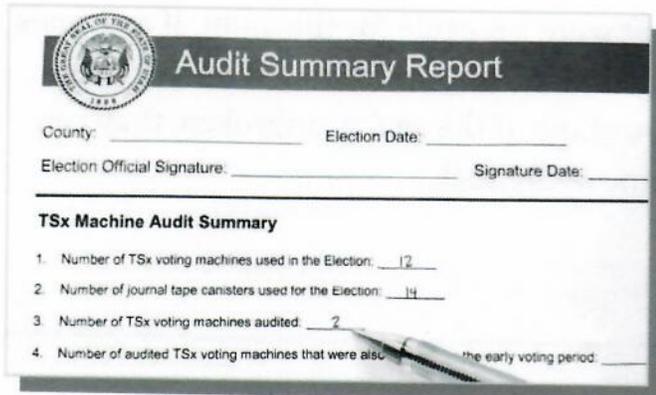
After election officials hand count all ballots within a single batch, they must compare the results from the hand count log to the official vote report.

If the hand count log does not match the report, the election official must ascertain the reasons for the discrepancy. The discrepancy is typically due to human error on the hand count.

STEP 3 Audit Signatures

If possible, locate the ballot envelopes that correspond to the mail ballots that were selected for audit. Compare the signatures on these ballot envelopes with the signatures in VISTA for a second time. Note if the audit reveals any inconsistencies between the first round of signature verification and the audit.

STEP 5 Complete the Audit Summary Report



The image shows a form titled "Audit Summary Report" with the Utah State Seal in the top left corner. The form includes fields for "County:", "Election Date:", "Election Official Signature:", and "Signature Date:". Below these is a section titled "TSx Machine Audit Summary" with four numbered items:

1. Number of TSx voting machines used in the Election: 12
2. Number of journal tape canisters used for the Election: 14
3. Number of TSx voting machines audited: 2
4. Number of audited TSx voting machines that were also _____ the early voting period: _____

When you are finished auditing TSx machines and their canisters, fill out the TSx section of the audit summary report.

After you complete both the TSx section and the mail ballot section of the audit summary report, send the report to the Lt. Governor's office (elections@utah.gov).

If TSx machine serial numbers did not match when a canister was being removed or if any tape seals on the canisters displayed evidence of tampering, attach the appropriate journal tape log when you submit the report.

If there were any differences between the machine results and the hand counted results for a TSx machine, attach the appropriate hand count log for all the appropriate canisters when you submit the report.

STEP 6 Store the Canisters and Logs



Store the canisters in a secure place. You may remove the tamper seal from the canisters and remove journal tapes from their spindles 40 days after an election *if there is no election contest*.

Store and lock the canisters, journal tapes, and logs in a secure place. You may destroy the tapes and logs after storing them for 22 months.

Journal Tape Log				
Complete this section when inserting journal tape canisters				Complete this
TSx Machine Serial Number	Polling Place	Canister Number	Is a seal affixed?	TSx Machine Serial Number
263041	CITY HALL	1 of 30	YES NO	273000
		of	YES NO	
		of	YES NO	
		of	YES NO	

If the serial numbers do not match, both election officials must note the discrepancy of serial numbers on the journal tape log. They should also check the tamper evident seal and record any evidence of tampering on the journal tape log.

223440	YES	NO
173321	YES	NO
217500	YES	NO
176998	YES	NO

Election Official Signature: *Jane Doe*

Election Official Signature: *Hester Knope*

Once the journal tape log is complete, both election officials must sign the bottom of the log.

STEP 3 Set Aside Canisters Selected for Audit

The Lt. Governor's office will randomly select TSx machines to audit by noon on Election Day. After the election is complete, set aside all canisters that were used by the selected machines in a secure area.

Store any canisters that are not selected for audit in a secure location with all tamper evident seals intact.

STEP 4 Hand Count the Journal Tapes

TSx Machine #: 271609

President (Vote for 1)

Indiana Jones	100
Darth Vader	25

Ballots Cast: 125 **Total Votes: 125**

Governor (Vote for 1)

Hermione Granger	90
Draco Malfoy	20

When you are ready to begin the audit (remember that you must provide a notice at least 2 days before conducting the audit), two election officials must print a report for each TSx machine that was selected for audit. The report must identify the total number of votes for partisan races and ballot propositions.



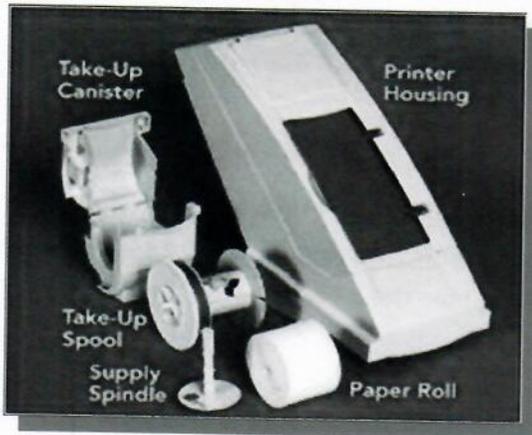
How to Audit TSx Machines

Follow the basic steps below to audit a Diebold AccuVote TSx (touchscreen) machine, but feel free to use a process that works best for your county. These steps are basic, so feel free to use a process that works best for your county. Many of the steps below refer to pages within the [audit packet](#). Your county will use this packet to audit ballots and record the results. You will also submit this packet to the Lt. Governor's office. The [audit packet](#) includes:

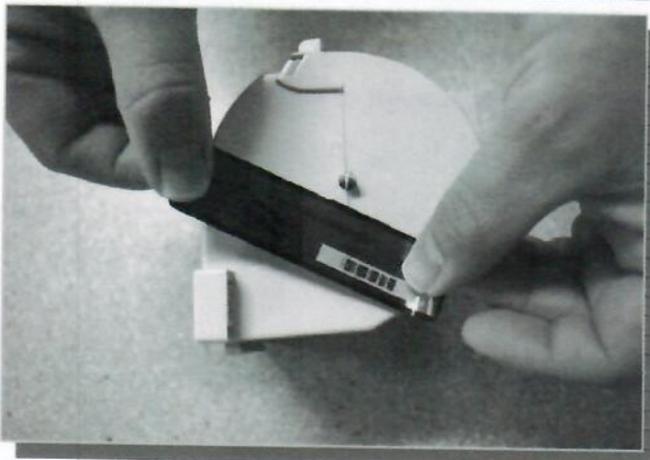
- [Audit Summary Report](#) (Fillable PDF) (Word)
- [Journal Tape Log](#) (Fillable PDF) (Excel)
- [Hand Count Log](#) (Fillable PDF) (Excel)

If you are unfamiliar with the audit process, please refer to the [audit packet](#) as you read the steps below.

STEP 1 Insert the Canister & Journal Tape Into the Machine



A journal tape (the paper roll) is the permanent paper record for votes cast on a TSx machine.



After inserting the journal tape into the take-up canister using the spool and spindle, ensure at least two election officials affix a tamper evident tape seal to the outside of the canister. The seal should identify a number or ID for the canister.

Checklist & Timeline

	WHEN	WHAT
STEP 1 <input type="checkbox"/>	At least 2 days before the logic and accuracy demonstration (See STEP 2)	Create a notice of a logic and accuracy demonstration of the voting devices that will be used for the election. Include the date, time, and location in the notice. Publish the notice in at least one newspaper and on the public notice website, pmn.utah.gov , at least two days before the demonstration. You may also include the audit notice outlined in STEP 5.
STEP 2 <input type="checkbox"/>	1 day before voting begins	Conduct a logic and accuracy demonstration of the voting equipment. Watchers are allowed, and they can request a copy of the testing results.
STEP 3 <input type="checkbox"/>	Primary By Jun. 21st General By Nov. 1st	If your county would prefer to use a method to randomly select mail ballots for auditing other than randomly selecting batches, submit an alternative method to the Lt. Governor's office (elections@utah.gov) for approval.
STEP 4 <input type="checkbox"/>	Primary By Jun. 27th General By Nov. 7th	Compile a list of TSx machine serial numbers that will be used for the election and email them to the Lt. Governor's office (elections@utah.gov). If you had to replace a machine during the early voting period, include both machines. You do <u>not</u> need to include serial numbers for OS machines or sort the machines by Utah House district.
STEP 5 <input type="checkbox"/>	Primary Jun. 28th General Nov. 8th	The Lt. Governor's office will randomly select 1 TSx machine per 100 deployed in each Utah House district to audit. The Lt. Governor's office will notify the counties which machines were selected by noon on Election Day.
STEP 6 <input type="checkbox"/>	At least 2 days before the audit	Create a notice that includes the time and place of the TSx <i>and</i> mail ballot audit. Publish the notice at least 2 days prior to the audit in a newspaper, but publishing it earlier is recommended. Although it is not required, it is also recommended that you send the notice to candidates and interested constituents.

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State of Utah

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STEP 2 Hand Count the Ballots

OS Machine Results	
President (Vote for 1)	
Indiana Jones	100
Darth Vader	25
Ballots Cast: 125	Total Votes: 125
Governor (Vote for 1)	
Hermione Granger	90
Osama Bin Laden	35

When you are ready to begin the audit (remember that you must provide a notice at least 2 days before conducting the audit), two election officials must identify the total number of votes for partisan races and ballot propositions for each batch. You may do this by using the original batch scan or scanning the ballots again.

Thank you,

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Sherrie Swensen

Salt Lake County Clerk

sswensen@slco.org

385-468-7370



[SLCO Clerk Website](#)

From: Lauren Shafer <lshafer@utah.gov>
Sent: Wednesday, November 4, 2020 8:44 AM
To: Mark Pemberton <MPemberton@slco.org>
Subject: Re: Salt Lake County Question

Mark this encompasses all races and the race should not change that I need the full list of AppID's for the machines I sent you as well as the deck numbers. Just like during the primary audit.

Does that help at all?

On Tue, Nov 3, 2020 at 7:14 PM Mark Pemberton <MPemberton@slco.org> wrote:

Is there any document that specifically says what types of races need to be audited and what races and be ignored?
Thanks.

Mark Pemberton