



## HAMILTON COUNTY ELECTION COMMISSION

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## List Maintenance Program

The list maintenance program adopted by the Hamilton County Election Commission on 08/22/2017 shall consist of the following activities to be performed by the Hamilton County Election Commission staff as described in this document:

1. Mailing a Confirmation Notice to Voters
2. Purging Ineligible Voters
3. Using the Verification Card or other Non-Forwardable Mailer, such as the Voter Registration Card, as needed

### Time Period of this Adopted Program

In compliance with TCA §2-2-106(b) the Hamilton County List Maintenance Program shall be conducted on a biannual basis in each odd-numbered year. The program shall be completed by December 31<sup>st</sup>, but absolutely no later than 90 days before the next federal primary or general election. The county election commission reserves the right to review and amend this list maintenance program. This program once approved will remain in effect until another program is adopted by this election commission.

### Purge Inactive Voters

The county election office will purge any inactive voter who has been on Inactive status for a period of two (2) November general elections since sending the confirmation notice. This purge shall be completed no later than 90 days before the next federal primary or general election.

### Process

During each odd-numbered year, the election commission staff shall:

1. Identify each voter who has been on Inactive Status for a period of two (2) November general elections since the confirmation notice was sent and purge those voters.

2. Review the following sources to identify voters to whom a confirmation notice must be sent.
  - a. Returned Mail which has been sent by the County Election Commission Office.
  - b. Information received through the National Change of Address (NCOA) Program.
  - c. Information received from the Coordinator of Elections as a result of a comparison of voter registration addresses with the residential addresses of record with the Department of Safety.
3. Immediately upon sending the confirmation notice, the staff must change the status of the voter from Active status to Inactive status.
4. Staff must attach the documentation (such as returned mail) to the voter registration record as proof of the reason for making the voter inactive.

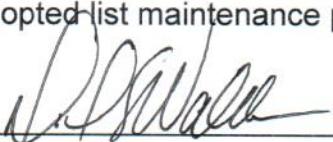
Throughout each month of each year, the election commission staff shall perform the following duties:

1. Anytime the post office returns a mailer as undeliverable, including a voter registration card or non-forwardable letter which has been mailed by the election commission staff, the voter shall be mailed a forwardable confirmation notice and place on Inactive status. The returned mailer shall be kept with the applicable voter registration record.
2. As needed, mail the non-forwardable voter registration card to voters. If the card does not return to the election commission office, the voter shall be presumed a resident of the address on record and shall remain on Active status.
3. The election commission staff shall maintain a separate total of voters on Inactive status and not include the number of inactive voters in the county's total of registered voters.
4. The election commission staff shall update an inactive voter's status upon any of the activity, including, but not limited to the following:
  - a. Response to the Confirmation Notice
  - b. Change of Address
  - c. Voting
  - d. Request for Replacement Card
  - e. Duplicate Voter Registration Application
  - f. Signing a Petition, using the Same Address of Registration
5. The election commission staff shall maintain records and documentation related to the list maintenance program, including, but not limited to:
  - a. The date of sending the confirmation notices;
  - b. A list of all voters and their addresses to which the confirmation notices have been sent;

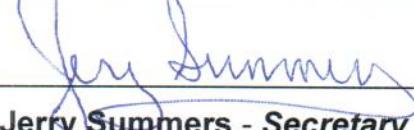
- c. Any evidence supporting the reason for sending the confirmation notice must be maintained with the voter's records.
6. Records shall be electronically retained and physically retained.
7. The election commission staff shall maintain all purged records and any documentation related to the reason for purge for two (2) years from the date of the purge.

### **Approval Statement**

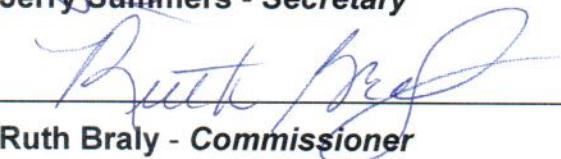
This list maintenance program has been reviewed and approved by the Hamilton County Election Commissioners at a public meeting held on August 22, 2017. This adopted list maintenance program shall be part of the minutes of this meeting.



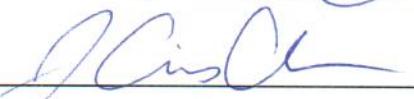
**Michael S. Walden - Chairman**



**Jerry Summers - Secretary**



**Ruth Braly - Commissioner**



**Chris Clem - Commissioner**

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**Kelvin Scott - Commissioner**

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**Kerry B. Steelman - Administrator of Elections**

*Hamilton County Election Document*