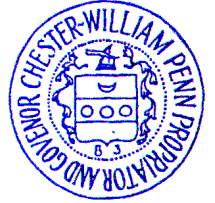




# THE COUNTY OF CHESTER



**COMMISSIONERS**  
Marian D. Moskowitz  
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Michelle Kichline

**SOLICITOR'S OFFICE**  
313 W. Market Street, Suite 6702  
P.O. Box 2748  
West Chester, PA 19380-0991  
(610) 344-6195 FAX: 610-344-5471

**FAITH MATTOX-BALDINI**  
Assistant Solicitor

July 18, 2022

**VIA E-MAIL ONLY**

Carmela Ciliberti  
208 Ferguson Street  
New London, PA 19352  
contact@carmelaciliberti.com

**RE: County of Chester Right-To-Know Law Response**

Dear Ms. Ciliberti:

On June 10, 2022, the County received a request for information pursuant to the Pennsylvania *Right to Know Law*, 65 P.S. §§ 67.101, *et seq.* (“RTKL”). Your request is attached hereto as Exhibit A and has been numbered for ease of reference. On June 17, 2022, the County invoked Section 902(a) of the RTKL for an additional thirty (30) days to respond because the extent and nature of your requests precluded a response within five (5) business days and a timely response could not be accomplished due to bona fide staffing limitations.

The County has granted your request and enclosed records responsive to your request. See documents attached hereto as Bates Stamped (“BS”) 00001 to 00647. For your convenience, we have numbered your request and attempted to best match the responding documents to the individual parts of your request in the below chart. The County does not possess records responsive to parts 1, 3, 4, 5, 14, 17, 22, and 25 of the request.

| <b>Bates Stamp Number</b> | <b>Request Number(s)</b>                            |
|---------------------------|---|
| BS 00001 to 00029         | 1, 6-10,  |
| BS 00030 to 00126         | 21, 23, 28-32,                                      |
| BS 00127 to 00183         | 6-11-11-13,15-16, 18-19, 33-44, 45-54, 55-61, 62-73 |
| BS 00184 to 00207         | 11-13,15-16, 18-19, 75-82, 84, 86, 88, 90           |
| BS 00208 to 00218         | 11-13, 33-44, 45-54, 55-61, 62-73, 75-82, 91-102    |
| BS 00219 to 00223         | 24  |
| BS 00224 to 00230         | 11  |
| BS 00231 to 00283         | 23  |
| BS 00284 to 00301         | 27  |
| BS 00302 to 00306         | 23  |
| BS 00307 to 00425         | 83, 85, 87, 89                                      |
| BS 00426 to 00647         | 74  |

The records provided have been partially redacted pursuant to Section 708(b)(6) of the RTKL because the records contain personal identification information and under the constitutional right to privacy (Pa. Const. art. I, § 1). Some records have been redacted pursuant to Section 6013(a) of the Internal Revenue Code. *See* 26 U.S.C. §§6103(a)-(b). Some records relating to part 20 have been withheld pursuant to Section 708(b)(17) of the RTKL as a record of a non-criminal investigation. Some records in BS 00426 to 00647 have been partially redacted pursuant to Section 708(b)(1) of the RTKL because the records contain information which, if released, would be reasonably likely to result in a substantial and demonstrable risk of physical harm to or the personal security of an individual. Additionally, at BS 00646, you will find a communication from the Director of Voter Services to the Open Records Officer, explaining an issue noted on the 5/13/22 Ballot Box Chain of Custody Form (BS 00579) from the outside box at the Henrietta Hankin Library.

The video requested in part 20 of your request is being provided to you on a two (2) terabyte external hard drive given the large amount of data that is responsive to your request. The total cost you are required to pay for the hard drive is **\$65.71** due at the time of pick-up. Please provide the total amount in cash or a check made out to Chester County.

To the extent that you construe this response as a denial, you may file an appeal in accordance with Section 1101 for the RTKL, 65 P.S. § 67.1101. If you wish to appeal, you must do so within 15 business days of this response by filing an appeal with the Pennsylvania Office of Open Records, 333 Market St., 16th Floor, Harrisburg, PA 17101-2234. The County reserves the right to amend this response as permitted by *Levy v. Senate of Pennsylvania*, 65 A.3d 361, 363–64 (Pa. 2013). Please be advised that this correspondence will serve to close this record with our office as permitted by law.

Sincerely,



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Faith Mattox-Baldini  
Assistant Solicitor, Chester County  
313 W. Market Street, Suite 6702  
West Chester, PA 19380  
(610) 344-6195

# Exhibit A

**RTK Checklist**

**May 17<sup>th</sup>, 2022 Primary Cycle**

**General Information: Ballot Return and Collection Plan**

| <i>1. Management System Development</i>  | <i>Documents Requested</i>   |
|--|--|
| <p><u>Reference:</u><br/>           25 Pa. Unconsolidated Statutes<br/>           Section 3150.16 Voting by mail-in electors . . . the elector shall send same by mail, postage prepaid, except where franked, or deliver it in person to said county board of election.<br/>           (Pennsylvania Unconsolidated Statutes (2022 Edition))</p> <p>Pennsylvania Absentee and Mail-in Ballot Return Guidance<br/>           1.1 BALLOT RETURN SITES<br/>           For each election, county boards of elections should establish a plan and adopt procedures for how voters in their county may return their own voted absentee and mail-in ballots to the county board of elections. The initial plan should be submitted to the Department of State on or before 45 days prior to the election.</p> <p>1.4 CONFIRMATION OF PLAN READINESS<br/>           A county’s initial absentee and mail-in ballot return plan should be submitted to the Department of State, Bureau of Election Security and Technology (“BEST”) no later than 45 days before an election. If the Bureau of Election Security and Technology requests modifications to a plan, the county election office should submit a modified plan within 7 days of the request. If the county board of elections determines that it is in the best interest of their voters to alter their plan or increase/decrease the number of ballot return sites they may submit a supplemental plan to BEST no later than 25 days before the election with notice to the public within 5 days of submission.<br/>           (Pennsylvanian DOS Election Directives and Guidance (August 19, 2020, Version: 1.0))</p> | <p>[1]-County Board of Elections third-party requests for proposals for the design and implementation of security procedures for the use, transport, storage of ballot drop boxes, and transport of retrieved ballots to the Board of Elections</p> <p>[2]-Contracts or purchase orders for the design and implementation of security procedures for the use, transport, storage of ballot drop boxes, and transport of retrieved ballots to the Board of Elections</p> <p>[3]-County Board of Elections initial ballot return and collection plan submitted to the Department of State per 1.1</p> <p>[4]-BEST request of plan modification (as applicable) per 1.4</p> <p>[5]-Revised plan in response to BEST request (as applicable) per 1.4</p> |

**RTK Checklist**

|   |  |
|---|--|
| <p><b>2. Acquisitions</b></p>   | <p><b>Documents Requested</b></p>  |
| <p><u>Reference:</u><br/>         Pennsylvania Absentee and Mail-in Ballot Return Guidance<br/>         2.5 SECURITY County boards of election must ensure the following when establishing ballot return sites: To prevent physical damage and unauthorized entry, the drop-box at a ballot return site located outdoors should be constructed of durable material able to withstand vandalism, removal, and inclement weather.</p> <p>All drop-boxes should be secured by a lock and sealed with a tamper-evident seal.</p> <p>During the hours when the staffed return site is closed or staff is unavailable, the drop-box should be placed in a secure area that is inaccessible to the public and/or otherwise safeguarded.</p> <p>3.1 BALLOT COLLECTION AT BALLOT RETURN SITES The designated election officials should retrieve the voted ballots from the ballot return site and place the voted ballots in a secure ballot transfer container.<br/>         (Pennsylvanian DOS Election Directives and Guidance (August 19, 2020, Version: 1.0))</p> | <p>Purchase orders or contracts for the following:</p> <p>[6]-Portable Storage Units (PODs)</p> <p>[7]-Ballot drop box / security cabinets per 2.5</p> <p>[8]-Tamper evident seal per 2.5</p> <p>[9]-POD locks per 2.5</p> <p>[10]-Secure ballot transfer containers per 3.1</p>   |
| <p><b>3. Personnel</b></p>  | <p><b>Documents Requested</b></p>  |
| <p><u>Reference:</u><br/>         Pennsylvania Absentee and Mail-in Ballot Return Guidance<br/>         2.5 SECURITY County boards of election must ensure the following when establishing ballot return sites: Only personnel authorized by the county board of elections should have access to the ballots inside of a drop-box.</p> <p>3.1 BALLOT COLLECTION AT BALLOT RETURN SITES Each designated election official should carry identification or an official designation that identifies them as an election official authorized to collect voted ballots.</p>   | <p>[11]-List of assigned personnel for every task associated with preparation and maintenance of ballot drop boxes for public use to include transport and storage of ballots at voter services central repository per 2.5 and indicate if employed by County or third party (if employed by third party, include copy of employment contract.)</p> <p>[12]-Date and level of background check and drug screening completed to include service provider (if third party include copy of contract.)</p> <p>[13]-Date security training received</p> |

## RTK Checklist

|   |  |
|---|--|
| <p><b>3. Personnel (Cont.)</b></p> <p>Ballots should be collected from ballot return sites only by personnel authorized by the county board of elections and at times determined by the board of elections, at least every 24 hours, excluding Saturdays and Sundays.</p> <p>The county board of elections should designate at least two election officials to collect voted ballots from a ballot return site.</p> <p>Election officials designated to collect voted ballots by the board of elections should sign a declaration declaring that he or she will timely and securely collect and return voted ballots, will not permit any person to tamper with a ballot return site or its contents, and that he or she will faithfully and securely perform his or her duties.<br/>(Pennsylvanian DOS Election Directives and Guidance (August 19, 2020, Version: 1.0))</p> | <p><b>Documents Requested</b></p> <p>[14]-List of authorized security training providers (if third party include copy of contract.)</p> <p>[15]-Manuals, memos, policies, utilized during security training and topics covered (i.e. Firearms, Defense Driving, Security, Safety, Customer Service, Regulatory Compliance.)</p> <p>[16]-Procedure for issuance and display of identification badge per 3.1</p> <p>[17]-Organizational chart for the management of personnel involved with ballot drop boxes to include name and contact information of direct supervisor.</p> <p>[18]-Personnel schedule/ shift information for each of the 13 ballot drop box locations, transport of ballots, and at central repository per 3.1</p> <p>[19]-Election official signed declaration per 3.1</p> |
| <p><b>4. Video Surveillance</b></p> <p><i>Video Surveillance</i></p> <p><u>Reference:</u><br/>           Pennsylvania Absentee and Mail-in Ballot Return Guidance<br/>           2.5 SECURITY County boards of election must ensure the following when establishing ballot return sites: When feasible, ballot return sites should be monitored by a video security surveillance system, or an internal camera that can capture digital images and/or video. A video security surveillance system can include existing systems on county, city, municipal, or private buildings. Video surveillance should be retained by the county election office through 60 days following the deadline to certify the election.<br/>           (Pennsylvanian DOS Election Directives and Guidance (August 19, 2020, Version: 1.0))</p>  | <p><b>Documents Requested</b></p> <p>[20]-All available video surveillance (body camera, fixed source, etc) of the 13 pod and drop box locations per 2.5</p> <p>[21]-Procedure for Board of Election review of video surveillance</p> <p>[22]-Software used to evaluate and identify repeat visitors to drop boxes across 13 locations</p>   |

**RTK Checklist**

|  |   |
|--|---|
| <p><b>5. Enforcement</b></p> <p><u>Reference:</u><br/>                 25 Pa. Unconsolidated Statutes<br/>                 Section 2642 Powers and duties of county boards (i) To investigate election frauds, irregularities and violations of this act, and to report all suspicious circumstances to the district attorney.<br/>                 (Pennsylvania Unconsolidated Statutes (2022 Edition))</p> <p>Pennsylvania Absentee and Mail-in Ballot Return Guidance</p> <p>2.3 SIGNAGE In determining the design and functions of ballot return sites, county boards of elections should design them in such a way that they are official and secure. To this end, the county board of elections must ensure each return site is marked with official signage (“Official Ballot Return Site” or “Official Ballot Return.”) . . . Signage should adhere to the following:</p> <p>Signage should display language stating that counterfeiting, forging, tampering with, or destroying ballots is a second-degree misdemeanor pursuant to sections 1816 and 1817 of the Pennsylvania Election Code (25 P.S. §§ 3516 and 3517).</p> <p>Signage should also provide a statement that third-party return of ballots is prohibited unless the person returning the ballot is rendering assistance to a disabled voter or an emergency absentee voter. Such assistance requires a declaration signed by the voter and the person rendering assistance.<br/>                 (Pennsylvanian DOS Election Directives and Guidance (August 19, 2020, Version: 1.0))</p> | <p><b>Documents Requested</b></p> <p>[23]-Manuals, memos, and or policies for reporting internal and external violations involving ballot return sites</p> <p>[24]-Signage posted at ballot return sites per 2.3</p>  |
| <p><b>6. Quality Management</b></p>  | <p><b>Documents Requested</b></p> <p>[25]-Indicate ISO 9000 implementation and status or alternate quality management system with auditing function</p> <p>[26]-Audit results from Nov 2021 election</p> <p>[27]-All reported drop box incidents for the May 2022</p> |

**RTK Checklist**

| <b>Stages: Ballot Return and Collection Plan</b>   |   |
|--|---|
| <b>Stage 1: Preparing Ballot Drop Box for Public Use</b>   | <b>Documents Requested</b>  |
| <p>Step 1</p> <p><i>Removal of Ballot Drop Box from Portable Storage Unit (as applicable)</i></p> <p><u>Reference:</u><br/>           Pennsylvania Absentee and Mail-in Ballot Return Guidance 2.5 SECURITY County boards of election must ensure the following when establishing ballot return sites: During the hours when the staffed return site is closed or staff is unavailable, the drop-box should be placed in a secure area that is inaccessible to the public and/or otherwise safeguarded.</p> <p>Only authorized election officials designated by the county board of elections may access the keys and/or combination of the lock.</p> <p>When feasible, ballot return sites should be monitored by a video security surveillance system, or an internal camera that can capture digital images and/or video.<br/>           (Pennsylvanian DOS Election Directives and Guidance (August 19, 2020, Version: 1.0))</p> | <p><i>Policy, Procedure, Manuals, and or Memorandum addressing:</i></p> <p>[28]-The use of portable storage units per 2.5</p> <p>[29]-Custody and storage of keys or combination codes per 2.5</p> <p>[30]-If combination lock utilized, method used to create combination code and schedule of code change</p> <p>[31]-Video surveillance requirement during process per 2.5</p> |
| <p>Step 2</p> <p><i>Placement and Securing Ballot Drop Box</i></p> <p><u>Reference:</u><br/>           Pennsylvania Absentee and Mail-in Ballot Return Guidance 2.2 SECURE RECEPTACLES (“DROP-BOXES”) The receptacle should be securely fastened to a stationary surface, to an immovable object, or placed behind a counter.</p> <p>2.5 SECURITY Drop-boxes should be secured in a manner to prevent their unauthorized removal. Drop-boxes should be securely fastened in a manner as to prevent moving or tampering, such as fastening the drop-box to concrete or an immovable object. (Pennsylvanian DOS Election Directives and Guidance (August 19, 2020, Version: 1.0))</p>  | <p><i>Policy, Procedure, Manuals, and or Memorandum addressing:</i></p> <p>[32]-Securing of 80lb box from theft or unlawful movement through internal anchor system per 2.2 and 2.5</p>   |



## RTK Checklist

| <i>Stage 1: Preparing Ballot Drop Box for Public Use (Cont.)</i>  |   | <i>Documents Requested</i> |
|---|---|----------------------------|
| <p>Step 3</p> <p><i>Unlocking Deposit Chute</i></p> <p><u>Reference:</u><br/>           Pennsylvania Absentee and Mail-in Ballot Return Guidance 2.5 SECURITY Only authorized election officials designated by the county board of elections may access the keys and/or combination of the lock.</p> <p>When feasible, ballot return sites should be monitored by a video security surveillance system, or an internal camera that can capture digital images and/or video.<br/>           (Pennsylvanian DOS Election Directives and Guidance (August 19, 2020, Version: 1.0))</p> | <p><i>Policy, Procedure, Manuals, and or Memorandum addressing:</i></p> <p>[33]-Inspection and recordation of tamper evident seal serial number and condition</p> <p>[34]-Removal of tamper evident seal and residue</p> <p>[35]-Reporting signs of tampering</p> <p>[36]-Removal of ballot drop box from service due to tampering</p> <p>[37]-Investigative procedure following report of tampering</p> <p>[38]-Custody and storage of deposit chute key per 2.5</p> <p>[39]-Video surveillance requirement during process per 2.5</p> |                            |
| <p>Step 4</p> <p><i>Inspection of Access Door</i></p> <p><u>Reference:</u><br/>           Pennsylvania Absentee and Mail-in Ballot Return Guidance 2.5 SECURITY When feasible, ballot return sites should be monitored by a video security surveillance system, or an internal camera that can capture digital images and/or video.<br/>           (Pennsylvanian DOS Election Directives and Guidance (August 19, 2020, Version: 1.0))</p>   | <p><i>Policy, Procedure, Manuals, and or Memorandum addressing:</i></p> <p>[40]-Inspection and recordation of tamper evident seal serial number and condition</p> <p>[41]-Reporting signs of tampering</p> <p>[42]-Removal of ballot drop box from service due to tampering</p> <p>[43]-Investigative procedure following report of tampering</p> <p>[44]-Video surveillance requirement during process per 2.5</p>   |                            |

## RTK Checklist

|        | <b>Stage 2: Active Ballot Drop Box</b>   | <b>Documents Requested</b>   |
|--------|--|--|
| Step 1 | <p><i>Employee Monitoring of Ballot Drop Box</i></p> <p><u>Reference:</u><br/>           Pennsylvania Absentee and Mail-in Ballot Return Guidance 2.5 SECURITY When feasible, ballot return sites should be monitored by a video security surveillance system, or an internal camera that can capture digital images and/or video. (Pennsylvanian DOS Election Directives and Guidance (August 19, 2020, Version: 1.0))</p> <p>Guidance Concerning Civilian Absentee and Mail-In Ballot Procedures<br/>           4.1 VOTER MUST RETURN OWN BALLOT<br/>           A voter must return his or her own completed absentee or mail-in ballot by 8:00 pm on Election Day to the county board of elections or other county-designated drop-off location. Third-person delivery of absentee or mail-in ballots is not permitted, and any ballots delivered by someone other than the voter are required to be set aside. The only exceptions are voters with a disability who have designated in writing an agent to deliver their ballot for them. Agency forms may be found at VotesPA.com. Emergency absentee ballots also may be delivered by a designated agent. (Pennsylvania DOS Election Directives and Guidance (September 28, 2020, Version: 1.0))</p> | <p><i>Policy, Procedure, Manuals, and or Memorandum addressing:</i></p> <p>[45]-Number of employees required per ballot drop box location</p> <p>[46]-Employee rotation and relief schedule</p> <p>[47]-Verification of one ballot per person / authorized designated agent status per 4.1</p> <p>[48]-Recordation of individual presenting a ballot for drop off</p> <p>[49]-Live time maintenance of database to prevent unauthorized ballot deposits across 13 locations over multiple days</p> <p>[50]-Video surveillance requirement during process per 2.5</p> |
| Step 2 | <p><i>Violations</i></p>   | <p><i>Policy, Procedure, Manuals, and or Memorandum addressing:</i></p> <p>[51]-Employee authority and authorized force to intervene in illegal acts</p> <p>[52]-Reporting potential violations</p> <p>[53]-Removal of ballot drop box from service following potential violation</p> <p>[54]-Investigative procedure following potential violation</p>  |

## RTK Checklist

| <b>Stage 3: Close of Ballot Drop Box</b>  |   | <b>Documents Requested</b> |
|---|---|----------------------------|
| <p>Step 1</p> <p><i>Locking Deposit Chute</i></p> <p><u>Reference:</u><br/>           Pennsylvania Absentee and Mail-in Ballot Return Guidance 2.5 SECURITY Only authorized election officials designated by the county board of elections may access the keys and/or combination of the lock.</p> <p>When feasible, ballot return sites should be monitored by a video security surveillance system, or an internal camera that can capture digital images and/or video.<br/>           (Pennsylvanian DOS Election Directives and Guidance (August 19, 2020, Version: 1.0))</p>   | <p><i>Policy, Procedure, Manuals, and or Memorandum addressing:</i></p> <p>[55]-Employee retrieval of deposit chute key from storage or custodian per 2.5</p> <p>[56]-Employee retrieval of tamper evident seal from storage or custodian</p> <p>[57]-Locking of deposit chute</p> <p>[58]-Application and recordation of tamper evident seal and serial number</p> <p>[59]-Video surveillance requirement during process per 2.5</p> |                            |
| <p>Step 2</p> <p><i>Removal of Ballot Drop Box and Return to Portable Storage Unit</i></p> <p><u>Reference:</u><br/>           Pennsylvania Absentee and Mail-in Ballot Return Guidance 2.5 SECURITY County boards of election must ensure the following when establishing ballot return sites: During the hours when the staffed return site is closed or staff is unavailable, the drop-box should be placed in a secure area that is inaccessible to the public and/or otherwise safeguarded.</p> <p>Drop-boxes should be secured in a manner to prevent their unauthorized removal. Drop-boxes should be securely fastened in a manner as to prevent moving or tampering, such as fastening the drop-box to concrete or an immovable object.</p> <p>When feasible, ballot return sites should be monitored by a video security surveillance system, or an internal camera that can capture digital images and/or video.<br/>           (Pennsylvanian DOS Election Directives and Guidance (August 19, 2020, Version: 1.0))</p> | <p><i>Policy, Procedure, Manuals, and or Memorandum addressing:</i></p> <p>[60]-Removal of fasteners and storage of drop-box in a secure area per 2.5</p> <p>[61]-Video surveillance requirement during process per 2.5</p>   |                            |

**RTK Checklist**

| <b>Stage 4: Collection of Ballots from Drop Box</b>  | <b>Documents Requested</b>  |
|--|---|
| <p>Step 1</p> <p><i>Unlocking Access Door</i></p> <p><u>Reference:</u><br/>           Pennsylvania Absentee and Mail-in Ballot Return Guidance 2.5 SECURITY County boards of election must ensure the following when establishing ballot return sites: Only personnel authorized by the county board of elections should have access to the ballots inside of a drop-box.</p> <p>All drop-boxes should be secured by a lock and sealed with a tamper-evident seal. Only authorized election officials designated by the county board of elections may access the keys and/or combination of the lock.</p> <p>When feasible, ballot return sites should be monitored by a video security surveillance system, or an internal camera that can capture digital images and/or video.<br/>           (Pennsylvanian DOS Election Directives and Guidance (August 19, 2020, Version: 1.0))</p> | <p><i>Policy, Procedure, Manuals, and or Memorandum addressing:</i></p> <p>[62]-Inspection and recordation of tamper evident seal number and condition</p> <p>[63]-Reporting signs of tampering</p> <p>[64]-Removal of ballot drop box from service due to tampering</p> <p>[65]-Removal of tamper evident seal and residue</p> <p>[66]-Employee retrieval of access door key from storage or custodian per 2.5</p> <p>[67]-Video surveillance requirement during process per 2.5</p>   |
| <p>Step 2</p> <p><i>Removal of Ballots</i></p> <p><u>Reference:</u><br/>           Pennsylvania Absentee and Mail-in Ballot Return Guidance 2.5 SECURITY When feasible, ballot return sites should be monitored by a video security surveillance system, or an internal camera that can capture digital images and/or video.</p> <p>3 BALLOT COLLECTION AND CHAIN OF CUSTODY PROCEDURES The county board of elections should develop ballot collection and chain of custody procedures for ballots returned to a county election office or a ballot return site. These procedures may not be inconsistent with Pennsylvania law or Department of State directives.</p>   | <p><i>Policy, Procedure, Manuals, and or Memorandum addressing:</i></p> <p>[68]-Schedule of designated election officials to collect ballots per 3.1</p> <p>[69]-Counting of ballots contained in collection bin</p> <p>[70]-Depositing ballots into secure ballot transfer container per 3.1</p> <p>[71]-Measures utilized to secure the ballot transfer container</p> <p>[72]-Video surveillance requirement during process per 2.5</p> <p>[73]-Completion of Ballot Return Site Collection Forms per 3.1</p> <p>[74]-Copy of completed Ballot Return Site Collection Forms for all collections performed per 3.1</p> |

**RTK Checklist**

| <i>Stage 4: Collection of Ballots from Drop Box (Cont.)</i>   | <i>Documents Requested</i>  |
|---|---|
| <p>Step 2<br/>cont</p> <p><i>Removal of Ballots</i></p> <p><u>Reference:</u></p> <p>3.1 BALLOT COLLECTION AT BALLOT RETURN SITES<br/>Ballots should be collected from ballot return sites only by personnel authorized by the county board of elections and at times determined by the board of elections, at least every 24 hours, excluding Saturdays and Sundays.</p> <p>The county board of elections should designate at least two election officials to collect voted ballots from a ballot return site.</p> <p>The designated election officials should retrieve the voted ballots from the ballot return site and place the voted ballots in a secure ballot transfer container.</p> <p>The designated election officials should note on Ballot Return Site Collection Forms the site and unique identification number of the ballot return site and the date and time of retrieval.<br/>(Pennsylvanian DOS Election Directives and Guidance (August 19, 2020, Version: 1.0))</p> |   |
| <p>Step 3</p> <p><i>Locking of Access Door</i></p> <p><u>Reference:</u><br/>Pennsylvania Absentee and Mail-in Ballot Return Guidance<br/>2.5 SECURITY All drop-boxes should be secured by a lock and sealed with a tamper-evident seal.</p> <p>When feasible, ballot return sites should be monitored by a video security surveillance system, or an internal camera that can capture digital images and/or video.<br/>(Pennsylvanian DOS Election Directives and Guidance (August 19, 2020, Version: 1.0))</p>   | <p><i>Policy, Procedure, Manuals, and or Memorandum addressing:</i></p> <p>[75]-Employee retrieval of tamper evident seal from storage or custodian</p> <p>[76]-Locking of access door</p> <p>[77]-Application and recordation of tamper evident seal serial number per 2.5</p> <p>[78]-Video surveillance requirement during process per 2.5</p> |

**RTK Checklist**

|           | <b><i>Stage 5: Securing Portable Storage Unit</i></b>   | <b><i>Documents Requested</i></b>  |
|-----------|---|--|
| Step<br>1 | <p><i>Locking Portable Storage Unit</i></p> <p><u>Reference:</u><br/>           Pennsylvania Absentee and Mail-in Ballot Return Guidance<br/>           2.5 SECURITY County boards of election must ensure the following when establishing ballot return sites: During the hours when the staffed return site is closed or staff is unavailable, the drop-box should be placed in a secure area that is inaccessible to the public and/or otherwise safeguarded.</p> <p>Only authorized election officials designated by the county board of elections may access the keys and/or combination of the lock.</p> <p>When feasible, ballot return sites should be monitored by a video security surveillance system, or an internal camera that can capture digital images and/or video.<br/>           (Pennsylvanian DOS Election Directives and Guidance (August 19, 2020, Version: 1.0))</p> | <p><i>Policy, Procedure, Manuals, and or Memorandum addressing:</i></p> <p>[79]-Employee retrieval of lock key or combination code from storage or custodian per 2.5</p> <p>[80]-Equipping portable storage unit with an alarm</p> <p>[81]-Video surveillance requirement during locking process per 2.5</p> <p>[82]-Video surveillance requirement of portable storage unit per 2.5</p> |

## RTK Checklist

| <b><i>Stage 6: Transport of Retrieved Ballots to the Board of Elections</i></b> |  | <b><i>Documents Requested</i></b>  |
|---|--|--|
| Step 1  | <i>Transport of Ballots from Portable Storage Unit to Vehicle</i>  | <p><i>Policy, Procedure, Manuals, and or Memorandum addressing:</i></p> <p>[83]-Parking</p> <p>[84]-Video surveillance requirement during process</p>  |
| Step 2  | <p><i>Transport of Ballots in Vehicle</i></p> <p><u>Reference:</u><br/>           Pennsylvania Absentee and Mail-in Ballot Return Guidance<br/>           3.2 TRANSPORT AND RECEIPT OF RETRIEVED<br/>           BALLOTS TO THE BOARD OF ELECTIONS<br/>           Ballots collected from any ballot return site should be<br/>           immediately transported to the county board of elections.<br/>           (Pennsylvanian DOS Election Directives and Guidance (August<br/>           19, 2020, Version: 1.0))</p> | <p><i>Policy, Procedure, Manuals, and or Memorandum addressing:</i></p> <p>[85]-Authorized vehicle for transport</p> <p>[86]-Authorized routes per 3.2</p> <p>[87]-Procedure if involved in motor vehicle accident</p> <p>[88]-Video surveillance requirement during process</p> |
| Step 3  | <i>Transport of Ballots from Vehicle to Central Repository</i>   | <p><i>Policy, Procedure, Manuals, and or Memorandum addressing:</i></p> <p>[89]-Parking</p> <p>[90]-Video surveillance requirement during process</p>  |

**RTK Checklist**

| <b>Stage 7: Receipt of Retrieved Ballots by the Board of Elections</b>   | <b>Documents Requested</b>   |
|--|--|
| <p>Step 1<br/><i>Intake of Ballots</i></p> <p><u>Reference:</u><br/>25 Pa. Unconsolidated Statutes<br/>Section 3150.17 Public records. (5) The date on which the elector's completed mail-in ballot is received by the county board.<br/>(Pennsylvania Unconsolidated Statutes (2022 Edition))</p> <p>Pennsylvania Absentee and Mail-in Ballot Return Guidance<br/>3.2 TRANSPORT AND RECEIPT OF RETRIEVED BALLOTS TO THE BOARD OF ELECTIONS<br/>Upon arrival at the office of the county board of elections, the county board of elections, or their designee(s), should note the time of arrival on the same form [Ballot Return Site Collection Form] as described above.</p> <p>The seal number should be verified by a county election official or a designated representative.</p> <p>The county board of elections, or their designee(s), should inspect the drop-box or secure ballot transfer container for evidence of tampering and should receive the retrieved ballots by signing the retrieval form and including the date and time of receipt. In the event tampering is evident, that fact must be noted on the retrieval form.</p> <p>The completed collection form should be maintained in a manner prescribed by the board of elections to ensure that the form is traceable to its respective secure ballot container.</p> <p>The county elections official at the county election office or central count location should note the number of ballots delivered on the retrieval form. (Pennsylvanian DOS Election Directives and Guidance (August 19, 2020, Version: 1.0))</p> | <p><i>Policy, Procedure, Manuals, and or Memorandum addressing:</i></p> <p>[91] Procedure to date ballot received by county board per Section 3150.15</p> <p>[92]-Completion of Ballot Return Site Collection Forms per 3.2</p> <p>[93]-Verification of seal number per 3.2</p> <p>[94]-Inspection of secure ballot transfer container and recordation of tamper evident seal number and condition</p> <p>[95]-Reporting signs of tampering per 3.2</p> <p>[96]-Addressing signs of tampering</p> <p>[97]-Maintenance of Ballot Return Site Collection forms to ensure the form is traceable to its respective secure ballot container per 3.2</p> <p>[98]-Recordation of number of ballots received per 3.2</p> <p>[99]-Video surveillance requirement during process</p> |



**RTK Checklist**

| <i>Stage 7: Receipt of Retrieved Ballots by the Board of Elections (Cont.)</i> |   | <i>Documents Requested</i>   |
|--|---|--|
| Step 2   | <p><i>Storage of Ballots</i></p> <p><u>Reference:</u><br/>           Guidance Concerning Civilian Absentee and Mail-In Ballot Procedures<br/>           4.2 COLLECTION OF MAIL-IN AND ABSENTEE BALLOTS County boards of election are required to keep absentee and mail-in ballots in a sealed or locked container(s) until the time of pre-canvassing.<br/>           (Pennsylvania DOS Election Directives and Guidance (September 28, 2020, Version: 1.0))</p> | <p><i>Policy, Procedure, Manuals, and or Memorandum addressing:</i></p> <p>[100]-Storage of ballots per 4.2</p> <p>[101]-Protection of ballots from fire and water damage</p> <p>[102]-Video surveillance requirement during storage</p> |