

POST-ELECTION GENERAL RECONCILIATION CHECKLIST

Please review this checklist of items for the return board to follow during the official canvass of votes:

- First, compare the number of registered voters in each precinct to the numbered list of voters created at the polls on Election Day. Second, compare the numbered list of voters to the number of votes recorded on the voting machines that appears on the results tapes printed at the close of polls. The return Board must investigate any discrepancies or irregularities among those records. *See 25 P.S. § 3154(b).*
 - The return board has the authority to summon the district election officers, machine inspectors, clerks and overseers during its investigation of any discrepancies.
 - If warranted, the return board must turn over a report of the facts to the district attorney.

- For counties with paper ballots, the return board must account for and reconcile all balloting materials, including the following:
 - Extra ballots printed in accordance with the Election Code
 - The number of ballots issued
 - The number of spoiled ballots
 - The number of ballots cast

See 25 P.S. § 3154(c). All counties must also verify the number of cancelled absentee ballots.

- The return board must carefully review the tally papers, or district totals cards and compare them to the totals tapes from the machines and reconcile them with the numbers on the general return sheets. *See 25 P.S. § 3154(d).* During this process, the return board should ensure that all votes were properly compiled from all of the removable storage media associated with the voting machines in each precinct.

- As part of its canvass, and before they certify the totals, the return board must conduct a statistical recount of a random sample of ballots. *See* 25 P.S. § 3031.17.
 - Counties using optical scan voting systems must conduct the statistical recount via a hand count of ballots and must count every race on the ballot.
 - Counties using direct recording electronic (DRE) voting systems must conduct the statistical recount via a hand count of the ballot images, or cast vote records, contained in the system, rather than the “totals tapes.” Again, all races must be counted.

See Paragraph 10 of the *Directive Concerning the Use, Implementation and Operation of Electronic Voting Systems by County Boards of Elections*, attached.

- Voting systems must remain locked after the completion of the canvass, unless the return board is required to open them by court order or for purposes of an election contest. *See* 25 P.S. § 3070.
- If a county board of elections re-formats the memory cards used in an election, the county board must prepare and maintain a printed or electronic copy of the ballot images, also known as cast vote records, for 22 months after the election. *See* 52 U.S.C.A. § 20701