



Quality Assurance QC Reports and Records Maintenance

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Division of Elections

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Records Accounting and Quality Control

Reports (Daily, Monthly, Quarterly and Annually)

Daily Reports – Protected Records

- Compare this report to the prior generated report
- Determine if the protected flag on any of these records have been removed and are no longer protected in FVRS
- Search by address that provides a **RED FLAG**:
 - 723 Truman Avenue, Tallahassee
 - PO Box 6298, 7327, or 7297 with Tallahassee as mailing address

Monthly/Quarterly Reports – Date of Birth

- **Voter records with birth years older than 105 for subsequent review**
 - Administrative input error
 - Deceased status (obituary, DHSMV DAVID, and any credible and reliable source other than from a death certificate or automated match from SSA source or Bureau of Vital Statistics source)

- **Invalid or inconsistent driver's license numbers**
 - Age in DL is different than voters DOB

Monthly/Quarterly Reports - Registration Date Related

- Voters with future and pre-1900 registration dates
- Date of birth less than registration date

Monthly/Quarterly Reports – Social Security Number/DL-State ID

- Incorrect SSN information
 - SSN appears in voter record as 082-02-0000
 - Five digit SSN 08202

- Driver license/State ID number
 - Starts with a number instead of a letter
 - Starts with a letter different than letter of last name

Monthly/Quarterly Reports Address Related

- Search for and research records with addresses in which 7 or more registered voters are registered:
 - Apartment building
 - Group home
 - Single family home
 - Address of an appointed guardian
- Follow-up with the voters or guardian may be necessary
- Supervisor's and their staff can run these types of reports locally to identify potential errors

Annual Reports

Name fields

- ***NONE* fields**

- All VID's with the first and last name of NONE or (NONE)
- All where VID's last name is NONE or (NONE)
- All where VID's first name is listed as NONE or (NONE)
- All where VID records have blanks in the first/last name fields as well as the word 'Unknown'

- **Numbers or characters in name fields**

- Fred% or H0mer

Synchronization Report - Weekly

“SY02”

- Reconciliation report that identifies discrepancies or inconsistencies between state and local records
- County submits request to local vendor support
- State generates report
- Frequency - weekly
- County in conjunction with VR systems reviews and resolves any issues

Quality Assurance/ Quality Control Report Deceased

CRITERIA	MATCH_BASIS
QC	D4A-PL
QC	DA-PL
QC	F4A
QC	FD-ML
QC	FD-PL
QC	FD4
QC	FD4-ML
QC	FDA
QC	FDA-ML
QC	FDA-PL
QC	FL4
QC	FL4A
QC	FLD
QC	FLD-ML
QC	FLDA
QC	LD4A
QC	LDA
QC	FD4A
QC	FD4A-PL
QCA	F4A-ML
QCA	F4A-PL
QCA	FD4-ML-PL
QCA	FD4-PL
QCA	FD4A
QCA	FD4A-ML
QCA	FD4A-ML-PL
QCA	FD4A-PL
QCA	FDA-ML-PL
QCA	FLD4
QCA	FLD4A

Recommendation

You can do your own in-county records quality control checks too using the same or different criteria to identify records that need to be corrected or some other action taken.

Records Accounting and Quality Control

Intrastate Duplicate Registrations

List Maintenance Activities

Address and Eligibility

Law and Rule

- Section 98.045 (Section 98.065)
- Section 98.075
- Rule 1S-2.041, Florida Administrative Code

List Maintenance Activities

- Inactive registered voters/incomplete records
- Convicted felons without rights restored
- Mentally adjudicated incapacitated
- Deceased
- Duplicates
- County juror reports (address change, felon, mentally incapacitated, non-citizen)
- Out of state cancellation reports

Feedback on Ineligibility and Duplicate Registration Files

- Record if possible reason and/or provide feedback regarding DOS identified ineligible and duplicate registrations matches (e.g., identity, administrative input errors, etc.) whenever making matches invalid
 - NOTIFY the chief of the Bureau of Voter Registration Services
 - File reviewed and corrected as needed

Deceased Data – Bureau of Vital Statistics - Daily BVS Match

Criteria (includes Auto Send):

- Last Name, First Name, Birth Date and SSN4 (automatched/autosend to Supervisors of Elections)
- Last Name, Birth Date, First Name
- Last Name, Birth Date, SSN4
- Last Name, First Name, SSN4, and Partial Birth Date 2 out of 3*
- Last Name, First Name, Middle Name and (SSN is null for voter or death) and Partial Birth Date 2 out of 3 and the Birth Dates must be within one year*
- Last Name, First Name, Address and (SSN is null for voter or death)

Please note the following:

- Matches that include partial birth dates mean that 2 out of 3 of the values matched, i.e., Month and Day match; Month and year match or Day and year match
- Criteria sets 4 – 6 are the newest criteria applied since October 14, 2014
- All data matches except for the ones matched on the 1st criteria set are subsequently reviewed by BVRS staff to determine the validity of the potential death match prior to being forwarded to the SOE office

Deceased Data – Bureau of Vital Statistics – BVS weekly Match

- Special Matching criteria was implemented in December 2021 to capture matches missed in the daily run:
 - Last Name and Middle name swaps; partial last names, and legal vs nicknames
 - Address comparison has yielded many matches
- Take more time to research records for elderly voters:
 - Double check data form entry – DOB and SSN
 - Utilize DAVID to double check SSN or name changes
 - Look up obituaries
 - Utilize tax collector information

Intrastate Duplicate Registrations

- Source: FVRS (section 98.075(2), Fla. Stat.)
- Daily process: automated notification through FVRS.
- Criteria: Name, date of birth. Recently expanded to identify voters with the same first name, date of birth and same driver's license number.
- SOEs review: Determine if identified records are truly duplicates or not. Coordination required between SOEs to reconcile records in different counties.
- Preventive action: Cross-check for existing registration record before creating new one. If one is found, process application as an update to existing record-only one active record per voter.

Potential Felon (Move-in/Move-out)

- If file created in BVRS, contact BVRS so match can be re-evaluated for continuing validity. If still valid, BVRS will be re-assigned to the new county of residence. Do not ignore –do not transfer file to other county.
- If file created by county, then SOE MUST notify the new county and coordinate file transfer. Do not involve BVRS.

Aged Reports - Daily

The SOE File Utility/Pending and Aged FVRS Matches contains the following reports that have not been downloaded by your office:

- DOC Felon Pending Greater than 120 days
- FDLE Felon Pending Greater than 120 days
- Deceased SSA/ERIC Pending Greater than 7 days
- Deceased BVS Pending Greater than 7 days
- All Pending Death Matches
- All Pending Felon Matches
- Duplicate Matches

Aged Reports - Daily

- Distinction between pending and aged reports
 - Pending includes matches that have not met the 7 day or 120 day timeframe. Matches found in your FVRS notifications.
- Reports can be found through the SOE Portal Applications webpage.
- Check daily as voters move may move out of counties.
- Weekly email reminders sent for outstanding matches that need to be reviewed and acted upon.
- If you are unable to see the match or the voter has moved to a new county, please email BVRSHelp.
 - **RECORD all action taken including final determination in FVRS**

Annual Reports

Inactive and incompletes

- **Removal of inactive voters after 2 general election cycles**
 - Review s. 98.065(4)(c), Fla. Stat.) for how a voter is being designated an inactive voter and then when removal may occur.
- **Incomplete voter applications for 3 + years**
(other than 'unverified') (s. 97.052(6), Fla. Stat.)

Electronic Registration Information Center (ERIC) – List Maintenance

- Time Lines
- Reports
- Privacy and Security
- Public Records

ERIC – List Maintenance

Voter registration and DMV data sent to ERIC every 60 days

- 30 days in advance, files are prepared, hashed, encrypted to be provided to ERIC



If State requests reports, initiate action – follow the timelines in law and R1S-2.041



State must request report(s) from ERIC at least once every 425 days



4 reports

- Cross-state
- Instate
- NCOA
- Deceased

ERIC – List Maintenance Reports – Deceased - SSA

- DOS requests every 30 days
- Source; Social security administration deceased data from all states (not just ERIC)
- Must be acted upon in timeframe set in law (s. 98.075(2), Fla. Stat.)
 - **Deceased:** This report identifies voters who have a matching record on the social security death master list.
 - Determination of valid or invalid within 7 days of receipt of information
 - Follow procedures in R1S-2.041(4)(b), Fla. Admin. Code

ERIC – List Maintenance Reports – Instate Duplicates

- DOS will request every 30 days
- Must be acted upon in timeframe set in law (s. 98.075(3), Fla. Stat.)
 - **In-state Duplicate:** This report shows a match between two voter records (e.g. voter with same name, similar name)
 - Within the same county
 - Between counties – coordination needed between SOEs
 - Follow procedures in R1S-2.041(4)(a), Fla. Admin. Code

ERIC – Address List Maintenance Reports

- State requests every 60 days in odd-numbered election years but not within 120 days of a federal election (builds in time to work last report and complete by 90-day blackout window)
- Initiate action (at a minimum acknowledgement of receipt within 15 days)
- **In-state Movers**
 - This report shows matches of Florida voters to Florida DMV or other supplemental records that may contain updated address, phone or email information.
 - DMV record with newer address or other supplemental records that may contain updated address, phone or email information.

ERIC – Address List Maintenance Reports (cont'd)

- State requests every 60 days in odd-numbered election years but not within 120 days of a federal election (builds in time to work last report and complete by 90-day blackout window)
- Initiate action (at a minimum acknowledgement of receipt within 15 days)
- **Cross-state Movers**
 - This report shows matches of your voters to voters, DMV or other supplemental records *in other states*.
 - Newer Voter, DMV in another state or other supplemental records in other states.

ERIC – Address List Maintenance Reports (cont'd)

- State requests every 60 days in odd-numbered election years but not within 120 days of a federal election (builds in time to work last report and complete by 90-day blackout window)
- Initiate action (at a minimum acknowledgement of receipt within 15 days)
- **NCOA report**
 - This report shows voter records with address information provided by the United States Postal Service including new addresses submitted to the change of address service and address with corrections from the Coding Accuracy Support System from the USPS.

ERIC – Address List Maintenance Reports (cont'd)

- Next series of reports will be February 2022 and will not resume until after 2022 General Election due to 90-day black out window and apportionment/redistricting

ERIC – Privacy and Security/Public Records

- Reports are to be used only for VR purposes and kept confidential
- State must immediately disclose unauthorized release of data
- All Public Records Request must be sent to DOS legal office with copy ERIC to review.

Voting Fraud Monitoring

Voter Fraud Monitoring

- Voting History Verification Project /SOE Portal – QA-QC Application
 - In-state duplicate voter
 - Interstate duplicate voting
 - Deceased voting
- Emailed/mailed submissions (anonymous or otherwise)
 - Potential Fraudulent Voting/Registration Complaints/Allegations/Lists

Contact Information

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