

After the Polls Close: Where does it all belong?

**OUTSIDE THE BALLOT BAGS:**

- Tabulator in case with **sealed memory cards and first, signed tabulator tape, sealed inside.**  
Note: Do NOT seal the tabulator chain of custody form. Bring the Chain of Custody Form to City Hall with the sealed tabulator as soon as possible after the polls close.
- Entrance Checklist for the Legislative District or Ward
- Ballot Chain of Custody Form (**signed, in the red folder**)
- End of Night Results Form with written explanation of any discrepancies between the Entrance Checklist and number of voted ballots (**signed, in the red folder**)
- Completed Summary Sheet(s) (there should be NO hand counted ballots – all should have been transferred and fed into the tabulator). All write-ins must be written legibly (please combine all erroneous or fictitious votes into one line item total) (**signed, in the red folder**)
- All unused ballots
- Open, emptied (used) absentee ballot envelopes (in metal box).
- Remainder of Supplies contained in the “Blue Box”

**PLACE INSIDE DESIGNATED BALLOT BAG AND SEAL:**

- All voted ballots (separate Legislative Districts, City or State, if appropriate)
  1. Do not put more than 1500 ballots in one ballot bag (about 12” of stacked ballots)
  2. Do not mix ballots from different legislative districts
  3. Do not mix voted and unvoted ballots – unvoted ballots belong in a separate bag
- Second printed tape from the tabulator (**signed**). This is the second copy of the tabulator tape.
- Defective Ballot Envelope containing ballots that cannot be counted for any of the reasons stated on the envelope (***You will need to account for these when reconciling the Entrance Checklist to the number of voted ballots on your End of Night Results form.***)
- Replaced Ballot Envelope containing ballots that were surrendered by voters who obtained a new ballot (***Do not include these when reconciling the Entrance Checklist to the number of voted ballots.***)
- Transferred Ballot Envelope containing ballots that were unable to be read by the tabulator and were transferred to a new ballot that could be fed through the tabulator (***Do not include these when reconciling the Entrance Checklist to the number of voted ballots.***)
- Contents List to be placed in outside pocket of each ballot bag
- **Make sure all bags have a tag attached stating “Election Date”, “Ward and/or District”, and Destroy date (22 months to the future for State and Federal, 3 months to the future for local).**

**DO NOT BAG AND/OR SEAL THE ENTRANCE CHECKLIST!**