



May 14, 2020

Via Email To: records@americanoversight.org

Austin R. Evers, Executive Director
American Oversight
1030 15th Street NW, Suite B255
Washington, DC 20005

Re: Open Records Request

Dear Mr. Evers:

Further to my letter dated April 29, 2020, please find enclosed records responsive to your request for the following:

All records reflecting any instructions—including formal or informal guidance documents, decision memoranda, directives, policies, procedures, or policy interpretations, whether or not attached to email or other communications—created, maintained, distributed, utilized, recommended, or received by the Gwinnett County Registrations and Elections Office regarding absentee voter signature matching or absentee voter signature verification (including, but not limited to, any instructions concerning the handling of missing or mismatched signatures).

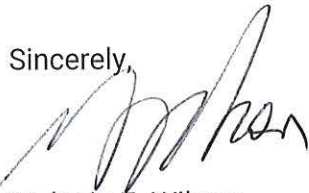
All email communications (including emails, email attachments, calendar invitations, and attachments thereto) sent by any of the Gwinnett County officials listed below regarding voter signature matching or voter signature verification (including, but not limited to, any communications concerning the handling of missing or mismatched signatures).

As authorized by O.C.G.A. § 50-18-71, the cost to search, retrieve, and copy the requested documents is calculated as follows: a charge of \$12.25 per hour after the first fifteen minutes and 10 cents per page. Staff spent one and half hours work on this request. The total sum due is \$15.27.

Please remit the specified amount, payable to Gwinnett County, to the attention of Lynn Ledford, Division Director, Gwinnett Department of Community Services at 75 Langley Drive, Lawrenceville, Georgia 30046. Gwinnett County, its departments, agencies, boards, bureaus, commissions, authorities, and other similar bodies of Gwinnett County are authorized to collect this charge in any manner authorized by law for the collection of taxes, fees, or assessments owed to the County by O.C.G.A. § 50-18-71(c)(3).

Response to request for records from
Austin Evers
May 14, 2020

Sincerely,

A handwritten signature in black ink, appearing to read 'Melanie F. Wilson', written over the word 'Sincerely,'.

Melanie F. Wilson
Senior Assistant County Attorney

cc: Kristi Royston, Elections Supervisor, Gwinnett County Board of Registrations and Elections

Harris, Jesse

From: Mester, Michael
Sent: Thursday, March 12, 2020 3:10 PM
To: Harris, Jesse; Brady, Teresa; Chevere, Maria; Joyce, Stephen; Krawulski, Laura; Lo, Christine; Salgarkar, Prachi
Subject: RE: ABM Application Signature Mismatch Processing Procedures

Good to go



Mike Mester | Election Associate II/Asociado de Elecciones II | Gwinnett County Board of Voter Registrations and Elections/Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett | Phone/Teléfono: 678.226.7210 | Fax: 678.226.7208 | Address/Dirección: 455 Grayson Hwy, Suite 200, Lawrenceville, GA 30046 | www.gwinnettcountry.com

From: Harris, Jesse <Jesse.Harris@gwinnettcountry.com>
Sent: Thursday, March 12, 2020 3:01 PM
To: Brady, Teresa <Teresa.Brady@gwinnettcountry.com>; Chevere, Maria <Maria.Chevere@gwinnettcountry.com>; Joyce, Stephen <Stephen.Joyce@gwinnettcountry.com>; Krawulski, Laura <Laura.Krawulski@gwinnettcountry.com>; Lo, Christine <Christine.Lo@gwinnettcountry.com>; Mester, Michael <Michael.Mester@gwinnettcountry.com>; Salgarkar, Prachi <Prachi.Salgarkar@gwinnettcountry.com>
Subject: ABM Application Signature Mismatch Processing Procedures
Importance: High

Team,

There appears to be some confusion relating to the handling and processing of curing a signature mismatch and to or to not issue a ballot.

During active balloting, please send a ballot and cure affidavit to the voter. In this instance, we do not contact the voter or start the 3-day clock. We only do this if we have not begun issuing ballots.

Treat this ballot as a provisional.

Please let me know if you have any questions.

Thank you,



Jesse A. Harris | Assistant Elections Supervisor / Asistente del Supervisor de Elecciones
Gwinnett County Board of Voter Registrations and Elections / Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett
Phone / Teléfono: 678.226.7252 | Address / Dirección: 455 Grayson Highway, Suite 200, Lawrenceville, GA 30046 | jesse.harris@gwinnettcountry.com

Harris, Jesse

From: Harris, Jesse
Sent: Thursday, March 12, 2020 11:53 AM
To: Salgarkar, Prachi
Subject: Copies for ABM Apps

Please provide scans of the ABM apps that had signature mismatch yesterday. Thx!



Jesse A. Harris | Assistant Elections Supervisor / Asistente del Supervisor de Elecciones
Gwinnett County Board of Voter Registrations and Elections / Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett
Phone / Teléfono: 678.226.7252 | Address / Dirección: 455 Grayson Highway, Suite 200, Lawrenceville, GA 30046 | jesse.harris@gwinnettcountry.com

Harris, Jesse

From: Salgarkar, Prachi
Sent: Thursday, March 19, 2020 11:32 AM
To: Harris, Jesse
Cc: Brady, Teresa
Subject: RE: Disable voter signature

Yes, this is what we did in previous elections as well.



Prachi Salgarkar | Elections Coordinator / Coordinador de Elecciones | Gwinnett County Board of Voter Registrations and Elections/Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett
Phone/Teléfono: 678.226.7210 | Fax: 678.226.7208 | Physical Address/Dirección Postal: 200, Lawrenceville, GA 30046 | Mailing Address/Dirección Postal: 455 Grayson Highway, Suite 30046 | www.gwinnettcountry.com

From: Harris, Jesse <Jesse.Harris@gwinnettcountry.com>
Sent: Thursday, March 19, 2020 11:22 AM
To: Lo, Christine <Christine.Lo@gwinnettcountry.com>; Salgarkar, Prachi <Prachi.Salgarkar@gwinnettcountry.com>; Brady, Teresa <Teresa.Brady@gwinnettcountry.com>
Subject: RE: Disable voter signature

Prachi will have to confirm... But marks are indistinguishable and change over the course and progression of a disability... I would submit that if a voter originally signed with a mark, we accept any marking (clear intent, of course)... Now if they signed with a mark on file and then signed with a signature later on, we would call that into question.

Prachi?



Jesse A. Harris | Assistant Elections Supervisor / Asistente del Supervisor de Elecciones
Gwinnett County Board of Voter Registrations and Elections / Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett
Phone / Teléfono: 678.226.7252 | Address / Dirección: 455 Grayson Highway, Suite 200, Lawrenceville, GA 30046 | jesse.harris@gwinnettcountry.com

From: Lo, Christine <Christine.Lo@gwinnettcountry.com>
Sent: Thursday, March 19, 2020 10:09 AM
To: Harris, Jesse <Jesse.Harris@gwinnettcountry.com>; Salgarkar, Prachi <Prachi.Salgarkar@gwinnettcountry.com>; Brady, Teresa <Teresa.Brady@gwinnettcountry.com>
Subject: Disable voter signature

Hello,

Can we get some clarification on Disabled signatures?

Do we accept signatures from disabled voters if there was a signature mark on the ballot but it did not match ElectionNet's signature?



Christine Lo | Election Associate II/Asociado de Elecciones II | Gwinnett County Board of Voter Registrations and Elections/Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett | Phone/Teléfono: 678.226.7210 | Fax: 678.226.7208 | Address/Dirección: 455 Grayson Hwy, Suite 200, Lawrenceville, GA 30046 | www.gwinnettcounty.com

Harris, Jesse

From: Harris, Jesse
Sent: Wednesday, April 8, 2020 12:00 PM
To: Ledford, Lynn
Cc: Royston, Kristi
Subject: RE: ABM Processing Procedures
Attachments: Procedures for Absentee Ballot Application Signature Mismatch Cure Affidavit.pdf

Here you go Lynn.



Jesse A. Harris | Assistant Elections Supervisor / Asistente del Supervisor de Elecciones
Gwinnett County Board of Voter Registrations and Elections / Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett
Phone / Teléfono: 678.226.7252 | Address / Dirección: 455 Grayson Highway, Suite 200, Lawrenceville, GA 30046 | jesse.harris@gwinnettcountry.com

From: Ledford, Lynn <Lynn.Ledford@gwinnettcountry.com>
Sent: Wednesday, April 8, 2020 11:53 AM
To: Royston, Kristi <Kristi.Royston@gwinnettcountry.com>; Harris, Jesse <Jesse.Harris@gwinnettcountry.com>
Subject: RE: ABM Processing Procedures

sure.. I don't mind.

Lynn Ledford/ Division Director / Gwinnett County Department of Community Services/ 75 Langley Drive / Lawrenceville, GA / 30046

From: Royston, Kristi
Sent: Wednesday, April 8, 2020 11:52 AM
To: Harris, Jesse; Ledford, Lynn
Subject: RE: ABM Processing Procedures

Lynn,
Since this is procedure related would it be OK for you to review and finalize? It will not get done quickly if it comes to me right now.



Kristi L. Royston | Elections Supervisor/Supervisora de Elecciones | Gwinnett County Board of Voter Registrations and Elections/Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett | Phone/Teléfono: 678.226.7210 | Fax: 678.226.7208 | Address/Dirección: 455 Grayson Hwy, Suite 200, Lawrenceville, GA 30046 | www.gwinnettcountry.com

From: Harris, Jesse <Jesse.Harris@gwinnettcountry.com>
Sent: Wednesday, April 8, 2020 11:38 AM
To: Ledford, Lynn <Lynn.Ledford@gwinnettcountry.com>
Cc: Royston, Kristi <Kristi.Royston@gwinnettcountry.com>
Subject: RE: ABM Processing Procedures

Working on this request. I will review what we have and make any updates for Kristi to review and finalize.



Jesse A. Harris | Assistant Elections Supervisor / Asistente del Supervisor de Elecciones
Gwinnett County Board of Voter Registrations and Elections / Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett
Phone / Teléfono: 678.226.7252 | Address / Dirección: 455 Grayson Highway, Suite 200, Lawrenceville, GA 30046 | jesse.harris@gwinnettcountry.com

From: Ledford, Lynn <Lynn.Ledford@gwinnettcountry.com>

Sent: Wednesday, April 8, 2020 10:53 AM

To: Harris, Jesse <Jesse.Harris@gwinnettcountry.com>

Cc: Royston, Kristi <Kristi.Royston@gwinnettcountry.com>

Subject: ABM Processing Procedures

Jesse, do you have updated procedures for processing the ABM apps? Meaning, they have been updated to reflect the change in law for the nonmatching signatures?

Thanks

Lynn Ledford/ Division Director / Gwinnett County Department of Community Services/ 75 Langley Drive / Lawrenceville, GA / 30046

Harris, Jesse

From: Royston, Kristi
Sent: Tuesday, April 21, 2020 11:08 AM
To: Harris, Jesse
Cc: Salgarkar, Prachi
Subject: RE: Absentee Ballot Mail-out

You're good to go because I didn't remember the exemption. Side note: it doesn't make any sense that they told you to use the mail date and not the receive date but oh well.



Kristi L. Royston | Elections Supervisor/Supervisora de Elecciones | Gwinnett County Board of Voter Registrations and Elections/Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett | Phone/Teléfono: 678.226.7210 | Fax: 678.226.7208 | Address/Dirección: 455 Grayson Hwy, Suite 200, Lawrenceville, GA 30046 | www.gwinnettcounty.com

From: Harris, Jesse <Jesse.Harris@gwinnettcounty.com>
Sent: Tuesday, April 21, 2020 11:03 AM
To: Royston, Kristi <Kristi.Royston@gwinnettcounty.com>
Cc: Salgarkar, Prachi <Prachi.Salgarkar@gwinnettcounty.com>
Subject: Absentee Ballot Mail-out

Kristi,

To confirm our conversation yesterday:

While the SOS instructed that counties should hold off on issuing any additional absentee ballots until this new 49-day period beginning on April 21, 2020, there was an exception that we followed.

Exceptions

There are special circumstances that will prevent the mail vendor from being able to issue ballots to the following types of absentee voters:

- Challenged Voters Examples include voters that are currently on the felon 40 day clock.
- Provisional Voters Examples include voters with a signature mismatch between their absentee ballot application and the signature on file with the registration office that require a cure affidavit.
- Missing Identification Voters (Often referred to as MIDR or IDR voters) ☒ UOCAVA Voters that have requested absentee ballots by mail

Absentee ballot packets for voters in the groups listed above will need to be prepared and mailed to voters by the county registration offices. **Enter an issue date for these records that reflects the date that the absentee ballot was mailed by your office.**

Since we had the ballots to print like we did for UOCAVA, you instructed that we go ahead and send the ballots with a cure watermark. We mailed 12 provisional ballots last Wednesday.

Please let me know if we failed to comprehend so we can avoid any issues in the future.

Thank you,



Jesse A. Harris | Assistant Elections Supervisor / Asistente del Supervisor de Elecciones
Gwinnett County Board of Voter Registrations and Elections / Junta de Inscripción de Electores y Elecciones del Condado de Gwinnett
Phone / Teléfono: 678.226.7252 | Address / Dirección: 455 Grayson Highway, Suite 200, Lawrenceville, GA 30046 | jesse.harris@gwinnettcountry.com

Procedures for Absentee ballot Application Signature Mismatch Cure Affidavit

Cure Affidavit for Absentee Ballot Application is to be used only when:

Elections Office personnel identify an Absentee Ballot Application with a signature that does not match the signature on record for the eligible voter

1. When Elections Office Associate identifies that an application with a signature that does not match the signature on record for the eligible voter, the elections office associate will place it in the Cure Affidavit for Absentee Ballot Application basket. The associate will place their initials on a coverslip indicating that a discrepancy has been identified.
2. Election Office Associate other than the one who identified the application will verify if there is a signature mismatch.
3. If determined that there is a signature issue:
 - a. Issued a ballot to the voter by checking the Provisional/ Challenged box under the Ballot Return Information section of eNet
 - Mark the Select if Ballot was Provisional/ Challenged box, select Challenge Not Removed under the Provisional/Challenged Status
 - Under the Provisional / Challenged reason box select Signature Non match
 - b. Stick the Provisional ballot label (green) on the Oath envelope

Ballot Return Information		
☐ Select if Ballot Accepted	Date Ballot Received: 	Time Ballot Received: : :
☐ Select if Ballot Cancelled	Cancelled Reason: 	Other (Max. 50 Characters):
☐ Select if Ballot Rejected	Rejection Reason: 	Other (Max. 50 Characters):
☐ Select if Ballot Spoiled	Spoiled Reason: 	Other (Max. 50 Characters):
☒ Select if Ballot was Provisional/Challenged	Provisional / Challenged Status: Challenge Not Removed	Provisional / Challenged Reason: Signature Non-Match
	Other (Max. 50 Characters): 	

4. Send the cover letter along with the Cure affidavit in a separate inner envelope (stamped Cure Affidavit with green writing) to the voter. The letter will provide an explanation to the voter on what is needed to resolve the provisional status
5. The voter has until 5:00 p.m. on the Friday after the election to provide the affidavit and copy of identification

Elections Office personnel receive the inner envelope stamped Cure Affidavit from the voter on or before the close of business on the third day after the election

1. When the voter returns the Absentee Ballot Application signature Cure Affidavit along with a copy of the listed ID on or before the close of business on the third day after the election the elections associate/ temp will date stamp the forms and hand them over to a Registration associate
2. Registration associate will then confirm the form has been completed and eligible id is included
3. If the form is completed correctly and eligible id provided is found sufficient, remove the Provisional Challenge from the voter's absentee record in enet (to be completed by Registration associate)
 - a. Search for the correct voter under search absentee ballots
 - b. Click on the radio button for the election and click update

Voter Information									
Status	Voter Registration #	Voter Name	Registration Date	Date of Birth	Residence Address	CNTY PREC	Combo#	Race	
ACTIVE	07447549		02/12/2008		LAWRENCEVILLE 30046 - 5316	071	00242	U	

Absentee Ballots									
Select	Dup Seq#	Absentee Ballot #	Date Requested	Application Status	Date Issued/Mailed	Election Date	Election Category	Return Date	Ballot Status
☐	1	12046	10/25/2014	ACCEPTED	10/25/2014	11/04/2014	STATE WIDE	10/25/2014	ACCEPTED
☐	1	00005	10/12/2015	ACCEPTED	10/12/2015	11/03/2015	STATE WIDE	10/12/2015	ACCEPTED
☐	1	00435	05/14/2016	ACCEPTED	05/14/2016	05/24/2016	STATE WIDE	05/14/2016	ACCEPTED
☐	1	30068	10/29/2016	ACCEPTED	10/29/2016	11/08/2016	STATE WIDE	10/29/2016	ACCEPTED
☐	1	00130	07/02/2018	ACCEPTED	07/02/2018	07/24/2018	STATE WIDE	07/02/2018	ACCEPTED
☐	1	07096	10/17/2018	ACCEPTED	10/17/2018	11/06/2018	STATE WIDE	10/17/2018	ACCEPTED
☐	1	02981	02/28/2019	ACCEPTED	02/28/2019	03/19/2019	STATE WIDE	02/28/2019	ACCEPTED
☒	1	00001	09/27/2019	ACCEPTED	09/27/2019	11/05/2019	STATE WIDE		

UOCAVA Information

Elderly Or Disabled Information

- c. Expand the ballot return information box
- d. At the Provisional/ Challenged dropdown, change to Challenge Removed. Do not change the Provisional/ Challenged reason
- e. Click on update to save record

Ballot Request Information

☒ Mail Ballot ☐ Ballot Requested by Family Member

Absentee Ballot Serial #: 034971071 00242G 00001

☐ Select if Multiple Ballot Requested

☐ Select if Application is Denied

Ballot Issued Information

Ballot Return Information

☐ Select if Ballot Accepted

☐ Select if Ballot Cancelled

☐ Select if Ballot Rejected

☐ Select if Ballot Spoiled

☒ Select if Ballot was Provisional/Challenged

☐ Person Assisting with Ballot

Date Requested:

Multiple Request Reason:

Application Denial Reason:

Date Ballot Received:

Cancelled Reason:

Rejection Reason:

Spoiled Reason:

Provisional / Challenged Status:

Other (Max. 50 Characters):

Time Ballot Received:

Other (Max. 50 Characters):

Other (Max. 50 Characters):

Other (Max. 50 Characters):

Provisional / Challenged Reason:

As revised to incorporate House Bill 316.

REVISED 10.22.2019