

Tuesday, April 2, 2024 at 13:29:08 Eastern Daylight Time

Subject: RE: Public Information Request (TX-SOS-24-0089) - SOS PIR 24-0204
Date: Monday, April 1, 2024 at 10:53:07 AM Eastern Daylight Time
From: GeneralCounsel
To: AO Records
CC: GeneralCounsel
Attachments: 4.1.24 Documents.zip, How to appeal the withholding of information under 552.136.pdf

EXTERNAL SENDER

Good morning,

As a follow up to our February 26 email, please see the attached zipped folder containing additional documents in response to your request for information under Chapter 552 of the Texas Government Code.

The information you requested contains also access device numbers that are collected, assembled, or maintained by or for a governmental body. This information is confidential under section 552.136 of the Texas Government Code. Section 552.136 allows us to withhold this specific information without requesting a ruling from the attorney general. You have the right to appeal our decision to withhold this information from you. Instructions for appeal are attached. If you do not want to appeal, you do not need to do anything else.

Certain information has been redacted from the attached production pending the determination from the Attorney General's Open Records Division on our request for a ruling. Pending that determination, we have no additional documents to provide you at this time.

Kind regards,

Jennifer Williams
Legal Assistant to the General Counsel
Office of the Texas Secretary of State

From: Whitt, Sarah <sarah.whitt@ericstates.org>
Sent: Thursday, July 27, 2023 3:16 PM
To: Haas, Ericka
Subject: Action Required - New ERIC PGP Key
Attachments: ERIC_Tech_Public_2023-2025.asc; ERIC OpenPGP Public Private Key Usage v2.3 - Confidential.pdf
Importance: High

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Hello ERIC Tech folks.

As many of you have noticed, the PGP key pair used to encrypt data files you send to ERIC is expiring in a week. We have now generated a new key that will be used for the next two years.

The new Public key is attached to this email (called [REDACTED]). You will need to import this new key into Kleopatra (or whatever PGP software you are using) and certify it. It's a fairly simple process! I have attached our instructions for how to do this in Kleopatra. Please refer to "Section III. PGP Encryption for data files" and follow step 1.

The new key will begin working immediately. The old key will continue to work until it expires on August 4 (next Friday) but we recommend switching to the new key right away if you can. Once you have the new key imported and approved, we recommend deleting the old key to avoid any confusion.

Please distribute the key to anyone else in your office who processes ERIC files. It's a public key so it can be distributed freely. While we have tried to include everyone we think uses it in this email, we may have missed some folks.

Please let us know if you have any questions about the new key. Thanks!!

Sarah Whitt
Systems and Data Specialist
ERIC, Inc.
202-993-3618
sarah.whitt@ericstates.org

From: Christina Adkins
Sent: Monday, October 9, 2023 4:45 PM
To: Adam Bitter
Subject: Fwd: Action Requested | TX ERIC Membership Close-out Letter
Attachments: TX ERIC Membership Close-out Letter 10-9-2023.pdf

See attached. [REDACTED]

From: Hamlin, Shane <shane.hamlin@ericstates.org>
Sent: Monday, October 9, 2023 4:22:32 PM
To: Christina Adkins <CAdkins@sos.texas.gov>
Cc: Kristi Hart <KHart@sos.texas.gov>; Haas, Ericka <ericka.haas@ericstates.org>; Whitt, Sarah <sarah.whitt@ericstates.org>
Subject: Action Requested | TX ERIC Membership Close-out Letter

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Hello, Christina.

Please find attached a membership close-out letter. The purpose of the letter to provide for an orderly withdrawal from ERIC and to clearly communicate any outstanding issues and ongoing obligations ERIC and Texas have. As such, the letter includes several requests for follow-up action.

It was a pleasure to work with you, Kristi, and the other members of your office. Texas made excellent use of ERIC given the statutory constraints your office faced on the list maintenance reports.

As always, please let me know if you have any questions.

Sincerely,

Shane Hamlin
Executive Director
ERIC | Electronic Registration Information Center
www.ericstates.org



Shane Hamlin
Executive Director
Electronic Registration Information Center
1201 Connecticut Ave NW, Suite 600
Washington, DC 20036

October 9, 2023

Christina Adkins
Director of Elections
Elections Division
P.O. Box 12060
Austin, TX 78711-2060

Dear Director Adkins:

On July 20, 2023, you issued written notice withdrawing Texas from ERIC. As you know, per Article II, Section 7 of the ERIC Bylaws, Texas' resignation from ERIC is effective on October 19, 2023 ("Resignation Effective Date"). I am writing to document a few issues relating to Texas' outstanding and ongoing obligations, including to pay Fiscal Year 2024 ("FY2024") dues of \$174,472.00 ("Dues") and protect data and reports from ERIC following the Resignation Effective Date.

Annual Membership Dues: Article II, Section 7 (Resignation) of ERIC's bylaws ("Bylaws") is clear that members are obligated to pay dues assessed prior to issuing a notice of resignation. This section states: "Any paid Membership Dues will not be refunded, *and a member shall be responsible and liable for any dues assessed prior to notice being received.*" (Emphasis Added.)

On June 23, 2023, nearly a month before Texas submitted its resignation notice, the Membership approved the FY2024 Dues Schedule, and the Board approved the FY2024 budget. The budget, as you know, is built around the approved Dues Schedule. A few days later, on June 26, 2023, ERIC sent Texas an invoice assessing Dues. The deadline for payment of the Dues was July 26, 2023. On October 3, 2023, ERIC re-sent the Dues invoice and notified Texas that the 90-day delinquency deadline, as set forth in Article II, Section 5 of the Bylaws, was October 24, 2023. (The correspondence related to the Dues is attached.)

By way of further background, I hosted five open microphone sessions in advance of the June 23, 2023, board meeting at which the FY2024 dues and budget were adopted. These open microphone sessions occurred on May 23, May 24, May 31, June 7, and June 14, 2023. You attended all of these except the May 24 session. The purpose of these sessions was to preview and discuss likely FY2024 dues and budget scenarios based on information I had about possible member resignations as well as brief the Membership on other critical emergent issues. At the May 23, May 24, and June 7 session, I also

informed the Membership of the obligations under Article II, Section 7 of the Bylaws, and asked members to let me know as soon as possible, and no later than June 15, 2023, if they intended to resign.

During a phone conversation prior to the June 7 session, you informed me that Texas would remain a member of ERIC through the end of FY2024. As part of this conversation, you confirmed that I could, therefore, include Texas' Membership in the proposed FY2024 dues and budget for presentation to the Membership and Board for approval on June 23, 2023. At the June 7 open microphone session, I updated members about Texas' decision to remain in ERIC for FY2024 and let them know that Texas would therefore be included in the Membership Dues proposal put forth at the June 23, 2023, meeting of the ERIC Board. I gave you the opportunity to comment, and you informed the Membership that I had correctly summarized the situation. This was significant because Texas is ERIC's largest member and, as such, pays the highest dues. At no point between June 7 and June 23, including at the June 14, 2023, open microphone session, did Texas inform the Membership that it no longer intended to remain in ERIC for FY2024. Relying on Texas' representations, on June 23, 2023, the Membership approved a Dues Schedule that included dues for Texas of \$174,472.00, and the Board approved a FY2024 operating budget of approximately \$1,729,000.

As of the date of this letter, Texas has yet to fulfill its obligation under the Bylaws to pay its Dues, nor has it contacted me to discuss how or when it proposes to resolve this issue. *Please remit payment no later than October 24, 2023.*

Hashing Application: To protect the personally identifiable information of citizens of ERIC members, as you may know, ERIC makes available to member personnel one-way cryptographic hashing software, known as the ERIC Hashing Application. ERIC employees developed the Hashing Application, and it is ERIC's intellectual property. ERIC grants authorized member personnel the right to use the Hashing Application during membership, but that right of course must end when ERIC membership ends. Texas must destroy all of its copies of the Application no later than three (3) business days after Texas' Resignation Effective Date and notify me in writing that this step has been taken. Texas' deadline for taking these steps is Tuesday, October 24, 2023.

Data Retention: ERIC will delete Texas' source data—the data uploads Texas made on June 29, 2023, and on May 30, 2023—no later than three (3) business days of the Resignation Effective Date. To be clear, uploads made prior to May 30, 2023, have already been deleted. ERIC will send you an email confirming that we have taken this step no later than October 24, 2023. Member data records loaded in the ERIC database and comingled with all other members' data, as well as reports ERIC has provided to Texas during its two and a half years of membership, will be disposed of in accordance with the ERIC Board-approved Data Retention Policy.

Data Protection: Section 3 of ERIC's Membership Agreement governs ERIC's and members' obligations to protect ERIC Reports, Member Data, and Third-Party Data. These obligations are based on federal laws and regulations and, therefore, will survive Texas' resignation from ERIC. Given our mutual commitment to data security, ERIC is assuming that Texas will continue to adhere to Section 3 of the Membership Agreement insofar as it prohibits Texas from releasing ERIC Reports, Member Data, and Third-Party Data. In light of these ongoing obligations under Section 3 and for the benefit of the ERIC membership, we request that Texas continue to inform ERIC if it receives requests for protected information, as this is an essential step in ensuring the protection of the information and data.



Ongoing Report Requirements: Texas has no ongoing obligations to ERIC relating to the Duplicate or Deceased Reports. However, Texas is late in certifying compliance with the requirements of Section 4(b) of the Membership Agreement with respect to the In-State Updates and Cross-State Movers Reports ERIC provided on May 9 and June 2, 2023. The deadline to certify compliance on these reports was August 17 and September 10, 2023, respectively. ERIC provided In-State Updates and Cross-state Movers reports on July 3. October 11 is the deadline to certify compliance with Section 4(b) for these reports. As a reminder, the emails your office received notifying your staff that each of these reports were available included links to a certification survey to document compliance with Section 4(b). Once Texas satisfactorily completes the surveys, which we would expect no later than October 11, 2023, it will have no further obligations to ERIC relating to the In-State Updates or Cross-State Movers Reports.

With respect to the Voter Participation Report, Texas must continue to comply with Section 5 of the Membership Agreement, including, but not limited to, completing a reasonable internal investigation of any possible improper votes before publicly releasing information about the data and referring all findings of credible cases of illegal voting to the appropriate law enforcement authorities no later than December 31, 2023. Respectfully, I request Texas also provide a summary report on the final disposition of each possible case of illegal voting identified in the 2022 Voter Participation Reports. Once Texas completes these steps, it will have no further obligations to ERIC relating to the Voter Participation Report.

Please let me know if you have any questions.

Sincerely,

Shane Hamlin
Executive Director
Electronic Registration Information Center

From: [Hamlin, Shane](#)
To: [Adkins, Christina \(TX\)](#)
Cc: [REDACTED] @ [REDACTED] [Hart, Kristi \(TX\)](#)
Subject: Reminder - ERIC Dues Invoice #1431
Date: Tuesday, October 3, 2023 3:23:00 PM
Attachments: [Invoice_1431_from_ERIC.pdf](#)
[2023 eric w-9.pdf](#)

Hello, Christina.

I'm reaching out to check on the status of Texas' ERIC FY24 Dues Payment. The initial deadline of 30 days after receipt of the invoice has passed. The 90-day deadline authorized in the bylaws is fast approaching – it's Oct. 24. See email below, which includes the full text of the ERIC Bylaws requirements for payment of Dues. Additionally, I respectfully remind you that [Article II, Sec. 7 of ERIC's Bylaws](#), pertaining to Member resignations, remains in effect and is relevant here: "Any paid Membership Dues will not be refunded, and a member shall be responsible and liable for any dues assessed prior to notice begin received."

Thank you,

Shane Hamlin
Executive Director
ERIC | Electronic Registration Information Center
www.ericstates.org

From: ERIC <quickbooks@notification.intuit.com>
Sent: Monday, June 26, 2023 6:35 PM
To: Adkins, Christina (TX) <CAdkins@sos.texas.gov>; Hart, Kristi (TX) <khart@sos.texas.gov>
Cc: Hamlin, Shane <shane.hamlin@ericstates.org>; Haas, Ericka <ericka.haas@ericstates.org>; [REDACTED]
Subject: ERIC Dues Invoice #1431

INVOICE 1431 DETAILS



ERIC

DUE 07/26/2023

\$174,472.00

[Print or save](#)

Powered by QuickBooks

Dear Christina:

Attached is an invoice, dated today, for Texas' ERIC membership dues for July 1, 2023 – June 30, 2024. Payment is due within 30 days, which is July 26, 2023. For your records, please also find attached a copy of ERIC's most recent W-9.

For cash flow purposes payment is appreciated by the July 26, 2023, deadline. If a member is unable to pay by the deadline there is a 90-day grace period mentioned in the bylaws before a state automatically loses membership in ERIC due to non-payment. The full text of the relevant bylaw provision is below. For your information, the 90-day deadline is October 24, 2023.

In the past, ERIC has experienced mail delivery delays with our mail forwarding service when the sender does not use our address exactly as it appears on the invoice. If paying by hard copy check, please use ERIC's name and address as printed on the invoice. If electronic payment is available, and ERIC is not registered for this payment method, let me know.

As always, please let me know if you have any questions.

Thank you,

Shane Hamlin
Executive Director

ERIC Bylaws:

Article II, Section 5. Dues.

Each member shall pay annual membership dues. The Board of Directors shall determine, from time to time, the amount, method of calculation, and deadline for payment of such dues (the "Dues Schedule"). The Dues Schedule may be amended, modified, or substituted by a majority vote of the entire membership. No dues will be refunded after payment. Any member of the Corporation who is delinquent in the payment of dues shall be notified of the delinquency and suspended from certain privileges of membership as provided for in the membership agreement. If dues are ninety (90) days delinquent, the delinquent member shall forfeit all rights and privileges of membership and be automatically removed from membership. Each year, the Board of Directors shall set the Dues Schedule and notify all members of their dues no fewer than ninety (90) days prior to payment being due.

Bill to

Texas Office of the Secretary of State
Christina Adkins
Acting Director, Elections Division
PO Box 12060
Austin, TX 78711-2060
United States

Terms

Net 30

Membership Dues

\$174,472.00

ERIC Membership Dues (Period: 07/01/2023 - 06/30/2024)

Balance due \$174,472.00

Payment:

Electronic payments are preferred. Bank account and routing numbers can be provided for electric payment.

Please direct physical checks in care of Shane Hamlin, ERIC Executive Director, to the address listed above. Please make sure the address and name are exactly as shown on this invoice.

Thank you!

Print or save

ERIC

1201 Connecticut Ave NW Ste 600 Washington, DC 20036 US

(202) 695 3464 shane.hamlin@ericstates.org www.ericstates.org

If you receive an email that seems fraudulent, please check with the business owner before paying.

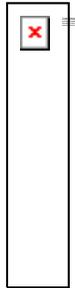


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From: ERIC <quickbooks@notification.intuit.com>
Sent: Thursday, October 26, 2023 7:57 AM
To: Christina Adkins <CAdkins@sos.texas.gov>; Kristi Hart <KHart@sos.texas.gov>
Cc: shane.hamlin@ericstates.org; lara.meyer@yptc.com
Subject: ERIC Dues Invoice

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INVOICE 1437 DETAILS



ERIC

DUE 11/25/2023

\$50,888.00

Print or save

Powered by QuickBooks

Dear Christina:

Texas's annual dues for ERIC's current fiscal year were \$174,472. This is the equivalent of \$14,539 per month. Therefore, Texas's prorated dues for July 1, 2023, to

October 24, 2023, are \$50,888. This amount is rounded down a bit for administrative ease; it covers July 1 – October 15, 2023. Thank you.

Sincerely,
Shane Hamlin, Executive Director

Bill to Texas Office of the Secretary of State
Christina Adkins
Acting Director, Elections Division
PO Box 12060
Austin, TX 78711-2060
United States

Terms Net 30

Membership Dues \$50,888.00
ERIC Membership Dues (Period: 07/01/2023 - 10/24/2023)

Balance due \$50,888.00

Payment:
Electronic payments are preferred. Bank account and routing numbers can be provided for electric payment.
Please direct physical checks in care of Shane Hamlin, ERIC Executive Director, to the address listed above. Please make sure the address and name are exactly as shown on this invoice. Thank you!

Print or save

ERIC

1201 Connecticut Ave NW Ste 600 Washington, DC 20036 US

(202) 695 3464

shane.hamlin@ericstates.org

www.ericstates.org

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From: Haas, Ericka <ericka.haas@ericstates.org>
Sent: Wednesday, December 13, 2023 11:16 AM
To: dale.cole@sos.iowa.gov; Burhans, Heidi (IA); bkatz@ohiosos.gov; DLetterle@OhioSOS.Gov; gwheeland@ohiosos.gov; Christina Adkins; Kristi Hart; ruth.hancock@elections.virginia.gov; Beals, Susan (VA)
Cc: Hamlin, Shane; Whitt, Sarah
Subject: FW: ERIC: Voter Participation December Check-In and Data Collection

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Hello former ERIC members!

As always, we want to give you the opportunity finish out the Voter Participation effort with your partner states. Please see the email below that we sent about wrapping up the 2022 effort. If you'd like to be included in the check-in call, it's scheduled for tomorrow, 12/14, noon CT / 1pm ET. If you're interested in joining, I can forward the meeting invite.

We would appreciate including your outcomes when we summarize the effort – we get snippets from news stories, but we'd also like to acknowledge the behind the scenes work that you've done to get through the volume of matches that don't make it to the news cycle by including those statistics versus leaving them as an unknown. For those, I'm looking for a list of the [REDACTED] and their status (list below), which would be safe to send over email - or I'm happy to work on a secure file transfer if that's preferable.

I hope you're all doing well as we head into the 2024 cycle,
Ericka

From: Haas, Ericka
Sent: Tuesday, December 12, 2023 3:28 PM
To: Hamlin, Shane <shane.hamlin@ericstates.org>
Cc: Whitt, Sarah <sarah.whitt@ericstates.org>
Subject: ERIC: Voter Participation December Check-In and Data Collection

Hello VP Participants!

We're coming up on our last planned Voter Participation check-in on Thursday, December 14...and the closeout of this project from the ERIC side of things. If you don't have the meeting invite, let me know and we'll forward it.

Here's a preview of what we'll talk about...

As a reminder, this year before we got into the actual reports, you all voted to amend the Membership Agreement and clarify some of the Voter Participation requirements, including adding a deadline to complete your investigations:

A Member who requests a Voter Participation Report must refer all findings of credible cases of illegal voting to the appropriate law enforcement authorities, as designated by the Member's state law, no later than December 31 of the calendar year following the applicable Federal General Election or 180 days after the Member receives its final Voter Participation Report, whichever is later.

This year, everyone got their final Cross State reports at the same time in June, so the December 31st deadline will apply for all!

We've also been working on streamlining our data collection from you by not pestering you once we got past the triage portion...until now! As we "wrap up" the 2022 effort, I'd like to collect the current status for all of the notices we sent you. (Those were air quotes – acknowledging that there will still be unknowns that are out of your control.) We'll use that information to write a summary report for the 2022 effort, as well as catching up on 2018 and 2020.

We'd like to collect the current outcome for each [REDACTED], for all three flavors of sub-report (Deceased, In-State, and Cross-State) as one of the following statuses:

Not a match	Knowing this helps us force those false positives apart for the future.
No further investigation	Case is closed on your end without sending to the authorities, for whatever reason. I'm not planning to track more detail than that.
Sent to authority	Either your office or the local has passed the information to the appropriate law enforcement authority.
(blank)	Still investigating.

If you continued tracking cases after they were passed to the authority, we wouldn't turn down these additional statuses beyond the "Sent to authority":

Charges brought

No charges filed by authority

We'll talk through those on the call and as always, give you the chance to talk to each other.

"See" you Thursday!

Ericka

From: Hamlin, Shane <shane.hamlin@ericstates.org>
Sent: Tuesday, January 16, 2024 5:52 PM
To: Hamlin, Shane
Cc: Haas, Ericka; Whitt, Sarah
Subject: FW: ERIC: Voter Participation Dispositions ** Action Requested by Feb. 15 **

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****Sent to the states who resigned from ERIC but who received the 2022 Voter Participation Reports.****

Hello,

As planned, the ERIC team is working on collecting information about the disposition of the potential matches sent on the 2022 Voter Participation reports. This effort is part of our preparations for releasing a public summary report. If it's possible, we'd like to include information on the work you've done with your 2022 Voter Participation Reports so that we can accurately reflect the effort – you've all put in a lot of time and work, and we'd like to be able to acknowledge that.

The report will include information on how many matches were produced and for all members, not just those who have since resigned, will direct the reader to reach out to the state for any additional information. So, as always, we'll be pointing to you as the experts. If we're able to include the number of records that were cleared or pursued, that might help head off questions for your offices.

If your office is willing to provide the requested information, please do so by Feb. 15. See the email below for instructions on how to submit it. Obviously, the sFTP is not an option but there are other secure methods (as Ericka mentions). If you have questions or concerns, please feel free to reach out to me or Ericka directly.

Thank you,

Shane Hamlin
Executive Director
ERIC | Electronic Registration Information Center
www.ericstates.org



From: Haas, Ericka <ericka.haas@ericstates.org>
Sent: Thursday, January 4, 2024 12:09 PM
To: Hamlin, Shane <shane.hamlin@ericstates.org>
Cc: Whitt, Sarah <sarah.whitt@ericstates.org>
Subject: ERIC: Voter Participation Dispositions ** Action Needed by January 12 **

Hello Voter Participation participants!

Now that we're in the new year, I'm here to make the call for collecting the status of your 2022 Voter Participation investigations! As we've described, our aim is to close this project out on our side by summing things up in a report. Please send me the disposition of your matches by **Friday, January 12, 2024**.

But wait...there's more!

We also want to close out the 2018 and 2020 efforts with summary reports! We'd like to collect the same information about those reports, if at all possible. Right now we have very little detail, so there are thousands of matches that we'd have to report as unknown. Filling in any gaps will be helpful for all of us, especially to accurately reflect the work you put into those cycles!

These are the buckets I'd like to put the matches into for each [REDACTED] for all three flavors of sub-report (Deceased, In-State, and Cross-State):

Not a match	Knowing this helps us force those false positives apart for the future.
No further investigation	Case is closed on your end without sending to the authorities, for whatever reason. I'm not planning to track more detail than that.
Sent to authority	Either your office or the local has passed the information to the appropriate law enforcement authority.
(blank)	Still investigating.

If you continued tracking cases after they were passed to the authority, we wouldn't turn down these additional statuses beyond the "Sent to authority":

Charges brought

No charges filed by authority

With the deadline set out in the Membership Agreement for these reports, the hope is that there will be very few in the "Still investigating" bucket. If you have cases that don't seem to fit in these buckets, reach out and we'll figure that out together...this is my first time trying to sum it all up, too! :)

In my perfect world, I'd love to receive a list of Notice IDs with the category next to each, but I'll take them in whatever form doesn't create extra work for you! You are welcome to send them through the sFTP site, using secure email, or in an encrypted file. Or, if it is truly just a list of [REDACTED] and the status, then that is safe to send via regular email.

Thank you,
Ericka

Ericka Haas
Systems Engineer & Technical Liaison
Electronic Registration Information Center (ERIC), Inc.
(202) 819-3263
ericka.haas@ericstates.org

From: Kristi Hart
Sent: Monday, October 30, 2023 8:09 AM
To: Rose M Sears; Stephanie Alvarado
Subject: FW: Requisition "30700" - "PR00002006" is ready for Approval

Good morning!

I entered this pr on Friday and received the notification that it was ready for approval. It never came to our queue in CAPPS to approve. Weird thing is that now I can't find it in my requisition list. Do you see it on your side?

-----Original Message-----

From: CAPPS-DoNotReply-cappsfinprd13@cpa.texas.gov <CAPPS-DoNotReply-cappsfinprd13@cpa.texas.gov>
Sent: Friday, October 27, 2023 3:50 PM
To: Christina Adkins <CAdkins@sos.texas.gov>; Kristi Hart <KHart@sos.texas.gov>
Subject: Requisition "30700" - "PR00002006" is ready for Approval

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Requisition Description:
Requisition Name: Elections-ERIC Membership Dues

A purchase requisition has been entered and requires approval.
Origin/Division: EDV
Total Amount: \$50888
Req Date: 2023-10-27

Requestor ID: 00010054477
Requestor Name: Kristi C Hart
Req Entered By: 00010054477
Approver Comments:

To access CAPPS via the Production portal, please click the following link:
<https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Ferpfcprd.cpa.texas.gov%2Fpsp%2Fpshcmprd1%2F&data=05%7C01%7Ckhart%40sos.texas.gov%7C06ea232b99f944f65fee08dbd72e5d1f%7C760188c0f63443a096dfec1b8eca6719%7C0%7C0%7C638340366351620080%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6IklhaWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=rijQNfJQMx%2BxRgdAIEg%2FeDIO%2FF2ytAsgBpxs5GoZgGo%3D&reserved=0>

This is a CAPPS-generated email. If you have any questions, please contact your agency's Level 1 support.

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From: Haas, Ericka <ericka.haas@ericstates.org>
Sent: Tuesday, October 10, 2023 7:02 PM
To: Hamlin, Shane
Cc: Whitt, Sarah
Subject: RE: 10/11 Open Mic - EBU Reports
Attachments: ERIC EBU USPS Summary Guide_1_4_18.pdf; ERIC Mailing Best Practices_ResearchSummary.pdf; ERIC First Reports Guide Eligible but Unregistered - v3.0.pdf

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****Sent to the Directors and Secondary Points of Contact****

Hello all,

We wanted to send these along ahead of the open mic for those that like to read ahead. These are some of the documents that have been around for a while for the EBUs. We'll go over them to give you a refresh, and also to see if there are potential improvements or additions.

Thanks,
Ericka

From: Hamlin, Shane <shane.hamlin@ericstates.org>
Sent: Monday, October 9, 2023 10:43 AM
To: Hamlin, Shane <shane.hamlin@ericstates.org>
Cc: Haas, Ericka <ericka.haas@ericstates.org>; Whitt, Sarah <sarah.whitt@ericstates.org>
Subject: 10/11 Open Mic - EBU Reports

****Sent to the Directors and Secondary Points of Contact****

Directors,

Please be sure to join the open mic this Wednesday, Oct. 11, for a conversation about EBU reports and, specifically, preparing for the 2024 EBU Report cycle.

Here's the agenda:

1. Review EBU exemption process
2. Preparing for 2024 EBU Reports
 - a. Resources to help you
 - b. Alternate contact methods
 - c. Best use of NCOA data/other success stories
3. What can you do now (and should do) to prepare

Looking forward to a good turnout and discussion.

Thank you,

Shane Hamlin
Executive Director
ERIC | Electronic Registration Information Center
www.ericstates.org

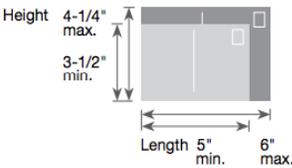
ERIC Eligible But Unregistered (EBU) Mailings

This guide can help you conduct the most cost-effective EBU mailings and navigate USPS regulations when preparing your mailings. When there are options, the one that is ***preferred*** is ***bolded and italicized*** to highlight the most cost-effective choice.

1. Determine:
 - a. Mailing format: ***postcard*** or letter?
 - b. Content and design of the mailing
 - c. Class of service: First Class or ***Marketing Mail/Standard?***
 - d. Quantity of mail pieces
 - e. Available capacity of vendor to sort mailing: by zip code or ***carrier route?***
 - f. Will it go through USPS automation equipment: i.e. does it have an ***intelligent mail barcode or IMb?***
2. Create draft design of mail piece.
 - a. Include any language requirements you may have under Section 203 of the Voting Rights Act.
 - b. Don't forget to use the official Election Mail Logo!
 - c. If online voter registration is available, direct applicant to your site.
3. Provide a USPS Design Mail Specialist with the design to review and confirm the class of service you intend to utilize.
4. Produce mailing
5. Notify your local USPS office when you will be dropping the shipment, particularly if it is large (such as the first EBU mailing) to coordinate optimal service. Depending on where you drop the mailing, you may qualify for additional discounts. You get the deepest discount if you take it to a Destination Sectional Center Facility (DSCF).
(https://pe.usps.com/QSG_Archive/PDF/QSG_Archive_20060108/qsg300/q705f.pdf)
There are 350 across the country. Contact your Postal representative for location details in your state.

POSTCARD:

Quick Reference—Domestic				
Shape		Size		
Postcards				
Height	4-1/4" max.	minimum	maximum	
	3-1/2" min.	length	5 inches	6 inches
		height	3-1/2 inches	4-1/4 inches
		thickness	0.007 inch	0.016 inch



MARKETING MAIL/STANDARD:

Many states consider the EBU mailing as voter outreach rather than as an NVRA mailing because the individual is not yet a registered voter.

Standard mail has restrictions and requirements. As long as you follow these, you will get the best rates (see other state examples included in the appendix):

1. Mailing must have a solicitation, and only ONE solicitation. The EBU solicitation is to “register to vote”. You cannot also solicit them to work the polls, vote early, sign up for a permanent early voting list, etc. or your mailing will have to go First Class.
2. Mailing cannot contain personal information about the potential voter, just their name and mailing address.

USPS Marketing Mail Nonprofit

Commercial Letters

Carrier Route & Automation

	Entry Discount	Carrier Route ^{1,2}				Automation ¹		
		Saturation	High Density Plus	High Density	Basic	5-Digit	AADC	Mixed AADC
Letters weighing 3.5 oz. or less	None	\$0.111	\$0.115	\$0.118	\$0.209	\$0.134	\$0.154	\$0.171
	DNDC	0.087	0.091	0.094	0.179	0.108	0.128	0.145
	DSCF	0.080	0.084	0.087	0.171	0.100	0.120	-
	DDU	-	-	-	-	-	-	-

You will see variation in discounts depending on the volume or saturation level of your mailing. Saturation level refers to the number of addresses within a mailing area that are being mailed to. Because you would never mail your EBU to every address you will not qualify for the Saturation discount, however an EBU mailing may qualify for one of the other three: a High Density Plus, High Density, or a Basic discount if put in Carrier Route order.

Total per-piece costs range from \$0.084 for a High-Density mailing dropped at a DSCF processing plant and put into carrier route order to \$0.171 for a mailing with a IMb, but in mixed zip code mode and not delivered to DSCF.

Pro Tip: Preparation of the mail (using an IMb, putting the mail in carrier route order, etc.) can cut as much as \$0.11 per piece, even more if you were planning to mail out at the first-class postcard rate of \$0.34.

APPENDIX:

Design/Content Elements:

ERIC members have been mailing out EBU postcards for a number of years to millions of potential voters. Here are some design elements that have proven successful:

1. The black bar to highlight information
2. Disclaimer that the voter may be already registered
3. Eligibility requirements
4. How to register (don't forget OVR!)
5. Official election mail logo
6. Ease of registration—"3 clicks", 1-2-3, etc.
7. Use of the "post-it-note" has demonstrated to get attention.

POSTCARD SAMPLES:

1 →  Elections Division
PO Box 40229
Olympia, WA 98504-0229

5 →  OFFICIAL ELECTION MAIL
Authorized by the U.S. Postal Service

 NONPROFIT ORG.
U.S. POSTAGE PAID
OLYMPIA, WA
PERMIT NO.9

1 → **— REGISTER TO VOTE —**

Our records show you are not registered to vote. To vote in the next election, you must register online or by mail by October 9, 2017. You can register in person at your County's Elections Department until October 30, 2017.

2 → **Already registered?** You may have received this postcard in error. Please go to vote.wa.gov/register or call (800) 448-4881 to confirm your voter registration.

3 → **Eligibility**
You are eligible to vote in Washington State if you are:

- at least 18 years old;
- a U.S. citizen;
- not under Department of Corrections supervision for a Washington felony conviction.

4 → **Online**
Register online. It's quick and easy. Go to vote.wa.gov/register.

By mail
You can call (800) 448-4881 to request a paper registration form.

In Person
Visit vote.wa.gov to locate your County's Elections Department.



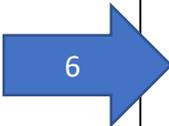
Kate Brown
Oregon Secretary of State
Salem, Oregon 97310-0722
www.sos.oregon.gov



NON-PROFIT
ORGANIZATION
U.S. POSTAGE
PAID
PORTLAND, OR
PERMIT NO. 815

It appears you may not be registered to vote.

If you are a US citizen you may register at:
Register at (Registrarse en):
oregonvotes.gov/go-vote



3 minutes. Click. Done.
If you have questions or would like to request
a paper registration form call (503) 986-1518.

Deadline to register to vote
in November is **October 14th.**



JON HUSTED
Ohio Secretary of State



one vote matters | Our records indicate that you or a member of your household may be eligible to vote, but do not appear to be registered at your current address.

TO VOTE IN THE NOVEMBER 7, 2017 GENERAL ELECTION, YOU MUST REGISTER BY TUESDAY, OCTOBER 10, 2017.

TO VOTE, YOU MUST BE:
18 YEARS OLD BY ELECTION DAY • A RESIDENT OF OHIO • A U.S. CITIZEN

TO REGISTER TO VOTE, GO TO MYOHIOVOTE.COM

JON HUSTED

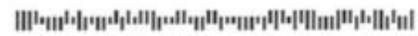
Ohio Secretary of State

180 E. Broad St., 16th Floor
Columbus, Ohio 43215



NONPROFIT
US POSTAGE PAID
HEBRON OH
PERMIT NO. 440

**TO REGISTER TO VOTE, GO TO
MYOHIOVOTE.COM**



**Ohio Voter
180 E. Broad St.
Columbus, Ohio 43215**



2 MINUTES
1 CLICK
GEAUX
VOTE

REGISTER TO VOTE | WWW.GEAUXVOTE.COM



vote.wa.gov

Voter Registration Mailing Best Practices

To increase response rates and minimize waste in mailings

The following are a series of best practices and lessons learned that have been identified through Pew-funded research from ERIC mailings to eligible but unregistered voters, as well as standard operating procedures and recommendations from direct mail consultants and outreach organizations.

Exterior Design

The visual impression of a mailing will have a direct and immediate impact on whether a recipient opens and/or reads its contents. Past research has found that mail that appears personal, urgent and informative rather than persuasive will have the most positive effect on response rates. This type of design implies that the content is important process-oriented information specific to the individual, differentiating it from junk mail or political propaganda. Some mailings have conveyed this message through the use of a plain white background with a black band across the center of the card and possibly a government seal, resembling the exterior of a standard government form. Another effective design used a picture of a yellow post-it note reminder on a voter registration form, reminding recipients of an upcoming deadline. Some other best practices for the exterior design include:

- Urgent and formal language such as “Important Voter Registration Information” or “Important – Don’t forget to register” on the envelope or postcard
- Addressing to a person specifically, not “current resident” - Studies have shown that people are much more likely to open mail that is personally addressed to them and not a generic recipient. In addition, a recent study in [Washington](#) found no “spillover effect” – one person’s receipt of a voter registration mailing in a household did not influence the voter registration of the other unregistered household members who had not been addressed on the mailing.
- Using a local return address – Studies have shown that people are more likely to open a letter with a local return address as it can further distinguish the letter from generic or promotional mail

Messaging

The way in which the voter registration ask is framed should complement the design component and can shape the degree to which recipients feel compelled to respond. Some states have tested a number of message treatments to determine what themes best drive response rates.

- Mailings should use softer language such as “It appears you may not be registered” or “Our records indicate that you may not be registered” as opposed to definitive statements such as “Our records indicate you are not registered.”
- In Delaware, postcards that served as official reminders or process-oriented mailings saw a slightly higher response rate than those that emphasized civic duty and evoked patriotism.
- In [Washington State](#), postcards highlighting the convenience of online voter registration (“3 minutes. Click. Done. Register to vote online.”) saw a small, but statistically significant increase in responses over a postcard that focused on peer pressure.

Contents

The kinds of information and resources included in a mailing will influence whether and how a recipient actually follows through with the process being asked of them. The packaging and contents of a voter registration mailing should maximize the voter registration options for the citizen and minimize the burden for them to participate. However the type of contents included in the mailing – including whether postcards, a letter or enclosed form are used – will have a significant impact on mail costs. In particular:

- When directing voters to an online voter registration system, unique URLs can be used to track and quantify the effectiveness of the mailing.
- The inclusion of a pre-paid envelope can help facilitate the return of a voter registration form.
- The use of state voter registration forms (as opposed to the national form) often garners higher response rates.
- Including both a paper registration form as well as information about online registration can maximize a response rate.

Timing

Ensuring citizens receive a mailing at a time that is relevant to them can have a large impact on whether they take the subsequent voter registration steps. Studies by direct mail groups have shown that catching citizens as close to a life change as possible to encourage them to vote or update their registration will have the biggest impact. In particular:

- Appealing to movers within 6 months of their move – when they are still going through the process of updating other important information – sees the highest response rate.
- Sending a 17 year old a voter registration form a month prior to their 18th birthday is most effective.
- Receptivity to voter registration appeals drops significantly after two months have passed an 18th birthday.
- If resources are available, multiple mailings, such as 2 to 3 a year, can also produce bump responses.

ERIC: Your First Reports – Eligible but Unregistered

The Eligible but Unregistered report returns all active DMV records that do not have a corresponding voter record in your state. The intent is to provide a list of people who are not currently registered so they can be contacted with information on how to register.

ERIC Members must initiate contact with people identified in the EBU Report by October 1 or 15 days before the close of registration, whichever is earlier, of the next Federal General Election. By December 1, each Member must certify in writing it has met this requirement.

Key Considerations

- Coordinate with local elections officials while preparing the mailing. They will play a big part in your success.
- Prepare your response for people who will turn out to be registered, deceased, or ineligible – it will happen.
- Prepare a communications and outreach plan.

Preparations & Considerations

- Coordinate with your local election officials throughout the process. Even if the mailing does not include phone numbers or references to their offices, local elections officials will be affected. Some examples:
 - Localities will receive phone calls asking questions.
 - The outreach will flush out registration errors that will need to be corrected.
 - There will be an increase in registrations which can affect election planning. For example, more ballots may need to be printed.
- Consider a proactive communications plan. Preparing a media and outreach strategy in advance of the mailing provides an opportunity to educate key stakeholder groups, voters, and residents about the goals and purpose of the mailing. Consider using earned media and social media to share images of the mailing.
- Determine contact method. Most ERIC Members use a postcard mailing; however, the Membership Agreement does not require or limit contact methods. Email and text messages are options, if email addresses and cell phone numbers are available.
- Be ready to field questions from people who are registered but an error in their record kept the Voter and DMV records from matching. Other Members found this most commonly happened in the Date of Birth. If there is not state-level access to review or correct these records, local election officials will need to be prepared to resolve these.
- Determine your translation needs if you have Section 203 obligations.

- Determine how to handle the Possibly Deceased flag in the report data. This flag is marked when the person has a matching Social Security Death Master record.
- Determine if the mailing will go to individuals or households. ERIC Members have found addressing the mailing to a specific name or family produces better results than the generic "Residents Of."
- Determine if NCOA should be applied. ERIC recommends consulting with your mail vendor to determine if NCOA processing will add value to the process.
- Determine if there will be multiple styles of mailings. For example, is there a group of potential voters that should have additional instructions, like 17-year-olds that are eligible to register if they will be 18 before the General Election?
- Determine the wording of the mailing. Word choice is VERY important. Apply good information design principles. Samples from other Members and a summary of best practices for voter registration mailings are available upon request.
- Does your DMV data include people who may not be eligible, for example ex-felons or people with unconfirmed citizenship status? If so, your mailing should probably include the registration requirements and note that the person "may" be eligible if they meet the requirements.
- Should the list be pre-processed to see if there are obvious new registrations since data was sent to ERIC? For example, Washington State looks for specific combinations where a DMV record partially matches a voter record and has counties evaluate before sending. This may be especially important in states with some variety of automated voter registration.
- Are there other internal lists these records should be evaluated against before mailing? Examples include:
 - "Do Not Contact"
 - Felons
 - In-state death notices that may have not reached the Social Security Administration
 - Confidential voters who are not sent to ERIC and may not be marked as confidential in DMV files
- Are there any addresses found in the data that need special handling? Examples include:
 - College dormitories
 - Corrections facilities
 - Care facilities
 - Homeless shelters
- The report will include records where an older voter record was found in another ERIC Member jurisdiction (the [REDACTED] fields will be populated to indicate this relationship). Determine if these records should be handled differently.
- Be prepared to understand and document outcomes:
 - Tracking registrations resulting from mailing (if possible)
 - Undeliverable mail
 - How many people in household register (if household mailing)



What are other Members doing?

- Most current Members perform this mailing in even numbered years, around Labor Day. Some states conduct the mailing annually.
- Minnesota performs the mailing monthly to try and reach the person closer to when the life event that made them eligible happens.
- Several states send a household mailing if there are more than three or four people listed on the report at the same address.



From: Zoom <no-reply@zoom.us>
Sent: Wednesday, September 20, 2023 11:07 AM
To: Christina Adkins
Subject: Webinar host invited you to be panelist for ERIC 2023 Annual Meeting
Attachments: invite.ics

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Hi Christina Adkins,
Webinar host invited you to be panelist for ERIC 2023 Annual Meeting.

ERIC 2023 Annual Meeting

Date & Time Sep 28, 2023 11:00 AM Pacific Time (US and Canada)

Webinar ID [REDACTED]

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Add to:  Google Calendar  Outlook Calendar(.ICS)  Yahoo Calendar

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Thank you!

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Or, dial: US: +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 408 638 0968 or +1 669 444 9171 or +1 669 900 6833 or +1 719 359 4580 or +1 689 278 1000 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 646 876 9923 or +1 646 931 3860

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