



Ballot Box Transfer

Early Voting Chain of Custody Record

3

Election: General & Joint	Blue Ballot Box Asset Tag: BBBX 0875	Departure Date: 10/23/24 Time: 1:00 AM/PM
Vote Center #: E3073	VC Name: Highland Hills Library	Arrival Date: 10/23/24 Time: 3:15 AM/PM

Section 1 – Completed by Ballot Box Transfer Team

If **NO FULL** Blue Ballot Boxes in vehicle, all Ballot Box Transfer Team members enter Vote Center

If **FULL** Blue Ballot Box in vehicle, 1 team member enters Vote Center, 1 remains with vehicle

Upon entering the Vote Center, locate the Presiding Election Officer (PEO), show them your badge & tell them you're here to collect the full Blue Ballot Box & deliver an empty Blue Ballot Box

Section 2 – Completed at Vote Center (check each item as it is completed)

<input type="checkbox"/>	PEO: Record the Public Count that is currently shown on Vote Tabulator →	1270
<input type="checkbox"/>	Key Custodian: Locate Door #1 on Vote Tabulator, remove red padlock using small key	Unlocked Padlock # 54
<input type="checkbox"/>	PEO: Unlock and open Door #1 using red tab key	
<input type="checkbox"/>	PEO: Close lid flaps on the full Blue Ballot Box and remove the box from Vote Tabulator	
<input type="checkbox"/>	PEO: Look inside Door #1, retrieve any voted ballots that fell outside Ballot Box, and place inside Ballot Box	
<input type="checkbox"/>	Key Custodian: Lock the yellow lock on the full Blue Ballot Box using yellow key	
<input type="checkbox"/>	PEO: Lock silver lock on the other end of the full Blue Ballot Box using red tab key	
<input type="checkbox"/>	PEO: Open replacement Blue Ballot Box, inspect & verify it is empty, then close lid flaps	
<input type="checkbox"/>	PEO: Place empty replacement Blue Ballot Box inside Door #1 of the Vote Tabulator and open lid flaps	
<input type="checkbox"/>	PEO: Re-lock Door #1 using the red tab key	
<input type="checkbox"/>	PEO: Place red padlock on Door #1 & lock; <i>if padlock replaced, record new padlock # if padlock NOT replaced, write "N/A"</i>	
<input checked="" type="checkbox"/>	PEO: Place a Blue Zip Seal on one end of the full Blue Ballot Box & record seal #	00014719
<input checked="" type="checkbox"/>	PEO: Place a second Blue Zip Seal on the other end of full Blue Ballot Box & record seal #	00014720
<input type="checkbox"/>	PEO: Release the sealed full Blue Ballot Box to the Ballot Transfer Team	

Key Custodian	Print Rachel Ruada	Signature 	Date: 10/23/2024 Time: 3:22 AM/PM
Presiding Election Officer	Print Derrick Talton	Signature 	Date: 10/23/24 Time: 3:20 AM/PM

<input type="checkbox"/>	Remove Pink copy of this form and hand over to Key Custodian
<input type="checkbox"/>	Remove Yellow copy of this form and place in Blue Document Bag
<input type="checkbox"/>	Hand over White copy of this form to Ballot Box Transfer Team

Section 3 – Completed at Central Count Station

<input checked="" type="checkbox"/>	Verify Blue Zip seal numbers on the full Blue Ballot Box match Blue Zip seal numbers listed in Section 2.		
Ballot Box Transfer Team Member	Print Ganyetta Cooks	Signature 	Date/Time 10/23/24 5:10p
Central Count Personnel	Print Michelle Lee	Signature 	Date/Time 10/23/24 5:10p

White – Central Count Station

Yellow – Presiding Election Officer

Pink- Key Custodian



Ballot Box Transfer

Early Voting Chain of Custody Record

1

Election: General Joint	Blue Ballot Box Asset Tag: Bbx 0577	Departure Date: 10-29-24 Time: 1:35 AM/PM
Vote Center #: E3073	VC Name: Highland Hills Library	Arrival Date: 10/29/24 Time: 2:38 AM/PM

Section 1 – Completed by Ballot Box Transfer Team

If **NO FULL** Blue Ballot Boxes in vehicle, all Ballot Box Transfer Team members enter Vote Center

If **FULL** Blue Ballot Box in vehicle, 1 team member enters Vote Center, 1 remains with vehicle

Upon entering the Vote Center, locate the Presiding Election Officer (PEO), show them your badge & tell them you're here to collect the full Blue Ballot Box & deliver an empty Blue Ballot Box

Section 2 – Completed at Vote Center (check each item as it is completed)

<input checked="" type="checkbox"/>	PEO: Record the Public Count that is currently shown on Vote Tabulator →	2799
<input checked="" type="checkbox"/>	Key Custodian: Locate Door #1 on Vote Tabulator, remove red padlock using small key	Unlocked Padlock # 54
<input checked="" type="checkbox"/>	PEO: Unlock and open Door #1 using red tab key	
<input checked="" type="checkbox"/>	PEO: Close lid flaps on the full Blue Ballot Box and remove the box from Vote Tabulator	
<input checked="" type="checkbox"/>	PEO: Look inside Door #1, retrieve any voted ballots that fell outside Ballot Box, and place inside Ballot Box	
<input checked="" type="checkbox"/>	Key Custodian: Lock the yellow lock on the full Blue Ballot Box using yellow key	
<input checked="" type="checkbox"/>	PEO: Lock silver lock on the other end of the full Blue Ballot Box using red tab key	
<input checked="" type="checkbox"/>	PEO: Open replacement Blue Ballot Box, inspect & verify it is empty, then close lid flaps	
<input checked="" type="checkbox"/>	PEO: Place empty replacement Blue Ballot Box inside Door #1 of the Vote Tabulator and open lid flaps	
<input checked="" type="checkbox"/>	PEO: Re-lock Door #1 using the red tab key	
<input checked="" type="checkbox"/>	PEO: Place red padlock on Door #1 & lock; <i>if padlock replaced, record new padlock # if padlock NOT replaced, write "N/A"</i>	N/A
<input checked="" type="checkbox"/>	PEO: Place a Blue Zip Seal on one end of the full Blue Ballot Box & record seal #	00017506
<input checked="" type="checkbox"/>	PEO: Place a second Blue Zip Seal on the other end of full Blue Ballot Box & record seal #	00017505
<input checked="" type="checkbox"/>	PEO: Release the sealed full Blue Ballot Box to the Ballot Transfer Team	

Key Custodian	Print Shay Cathy	Signature 	Date: 29 Oct 24 Time: 2:43 AM/PM
Presiding Election Officer	Print DERRICK TAYLOR	Signature 	Date: 10/29/2024 Time: 2:43 AM/PM

- Remove Pink copy of this form and hand over to Key Custodian
- Remove Yellow copy of this form and place in Blue Document Bag
- Hand over White copy of this form to Ballot Box Transfer Team

Section 3 – Completed at Central Count Station

Verify Blue Zip seal numbers on the full Blue Ballot Box match Blue Zip seal numbers listed in Section 2.

Ballot Box Transfer Team Member	Print Charles Foster	Signature 	Date/Time 10/29/24 2:43
Central Count Personnel	Print A. Gillaspie	Signature 	Date/Time 10/29/24 4:02 PM