

## Acquisition / Maintenance of Drop Boxes

- All election board minutes for the calendar years \_\_\_\_\_ where the subject of drop boxes was discussed.
- All records concerning the purchase, maintenance, storage, delivery, and location of election drop boxes including but not limited to letters, emails, and text messages between any county employee and any vendor or potential vendor of election drop boxes.
- All work orders and directions to county employees concerning the placement of election drop boxes.
- Current policies and procedures for the collection of ballots from election drop boxes, including chain of custody of the actual drop boxes and the ballots that make their way into the drop boxes.
- All policies and procedures for providing paper ballots to polling places.
- Changes to any of the above referenced policies and procedures starting January 1, 2020.