

Completing the Presidential Primary

Presidential Primary 2024 Advisory #05

Reissued March 29, 2024

| Task | Deadline |
|-----------------------------------------------|---------------------|
| Presidential Primary | March 12, 2024 |
| Final County Reconciliation and Certification | March 22, 2024 |
| Statistical Report | March 22, 2024 |
| Election Cost Reimbursement | May 28, 2024 |
| Records Retention | See Reference Chart |

Reconciliation and Certification

When certifying an election, the County Canvassing Board reviews the election certification report presented by the County Auditor per [RCW 29A.60.235](#). The County Canvassing Board must certify the Presidential Primary on March 22, 2024.

Unique to the Presidential Primary, voters must select a political party preference **and** vote for that party's ballot. In addition to normal causes for a difference between the numbers of voters credited and ballots counted, rejected cross-party and both-party votes will cause a difference.

When certifying the Presidential Primary, use the Reconciliation Form provided in VoteWA. Email the Excel format and all other certification documentation to CTsupport@sos.wa.gov.

Statistical Report

Most ballot rejection statistics will be available via VoteWA; however, some are not. The number of ballots rejected due to cross- and both-party votes will not be tracked within VoteWA and must be tracked separately outside of the system.

Include the following with your certification documents sent to the Secretary of State:

Declarations rejected by the Canvassing Board: Tracked by VoteWA

- The total number of ballots rejected because both party declarations were marked and signed.
- The total number of ballots rejected because no party declarations were marked. This number includes signed and unsigned declarations.

Declaration Cures: Tracked by VoteWA

- The total number of Presidential Primary Missing Signature/Party Choice Cure Forms sent by your office to voters.
- The total number of Presidential Primary declarations cured using the Missing Signature/Party Choice Cure Form. Do **not** include signature update cures.

The following items will need to be tracked separately, outside of VoteWA, and should be available in your Canvassing Board minutes.

Consolidated Ballots Rejected by the Canvassing Board: Tracked Outside of VoteWA

- The total number of consolidated ballots rejected for a cross-party vote. Cross-party voting is when the party ballot voted does not match the party declaration.
- The total number of consolidated ballots rejected for a both-party vote. Both-party voting is when the voter voted for candidates on both political parties' ballots.

Election Cost Reimbursement

The deadline to submit reimbursement requests is May 28, 2024. [WAC 434-219-340](#) requires that claims for reimbursement and supporting documentation be submitted no later than 60 days following certification of the Presidential Primary by the Secretary of State. Please see the Office of the Secretary of State's [Election Cost Allocation and Reimbursement Templates and Forms page](#).

Records Retention

The state retention schedule defines the retention period that records must be kept. The Presidential Primary is a federal election; records are retained according to the County Auditor Records Retention Schedule and [WAC 434-219-330](#). For retention of any record not addressed in the County Auditor's Retention Schedule, refer to the Local Government Common Records Retention Schedule (CORE).

| Retain Until | | | Disposition Authority Number (DAN) | Description of Records |
|-----------------------------|------|---------|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10 days after certification | 2024 | April 1 | AU52-03C-80 | Security envelopes |
| 10 days after certification | 2024 | April 1 | AU52-03C-70 | Unissued ballots and undeliverable balloting packets not used to update voter registration information. (Retain undeliverable ballot packets used to update voter registration information according to AU52-03C-65). |


WASHINGTON SECRETARY OF STATE
 Elections Division

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| 60 days after Secretary of State certifies results of the Presidential Primary | 2024 | May 28 | DAN 08-05-61782 (Secretary of State Records Retention Schedule) | 60 days following state certification of the Presidential Primary results, the Secretary of State will remove party designation from VoteWA. Reports created after the removal of political party preferences will not contain individual voter political party information. |
| 22 months after date of election | 2026 | January 12 | AU52-03C-74 | Official election results records (County Auditor Records Retention Schedule, Item 1.3.4) Send records after this date to Washington State Archives. |
| 22 months after date of election | 2026 | January 12 | AU52-03C-72 | Presidential Primary administration records and materials including voted ballots of any kind, records that document logic and accuracy testing, risk-limiting audits, administration operations, inspections, and challenges. Reports created and produced prior to the removal of political party records must be retained according to the retention schedule. Reports created after the removal of political party preferences will not contain individual voter political party information. |
| 6 years after date of election | 2030 | March 12 | AU52-03C-79 | Statement of 2024 Presidential Primary election expenses. Send to Washington State Archives for appraisal. |

For more information about the proper destruction of public records, visit [Washington State Archives Records Management](#).

More Resources

Certification forms are located on the [Office of the Secretary of State's website](#).

For questions about administering Washington State's 2024 Presidential Primary Election, please contact the Certification and Training Program at (360) 902-4180 or CTsupport@sos.wa.gov.

An informational publication of the Certification and Training Program, Elections Division, Office of the Secretary of State.