

# Ballot Retrieval Team

## CHAIN OF CUSTODY RECORD

|                         |                               |
|-------------------------|-------------------------------|
| Ballot Drop Box Name/#  | Date                          |
| Retrieval Team Member 1 | Retrieval Team Member 2       |
| Transfer Box/Bag #      | Additional Transfer Box/Bag # |

|   |          |                          |
|---|----------|--------------------------|
| Time of Arrival<br><input type="checkbox"/> a.m.<br><input type="checkbox"/> p.m. | Initials | Place used security seal |
| Security Seal Intact<br><input type="checkbox"/> Yes <input type="checkbox"/> No  | Initials |                          |
| Remove security seal and record seal #  |          |                          |

Inspect ballot drop box for any signs of tampering or vandalism.  
 Unlock the access door and remove ballots.  
 Transfer ballots to ballot transfer box or bag.  
 Inspect inside of drop box for ballots that might be leaning against or stuck to the wall.  
 Inspect drop box area to ensure no ballots have fallen on the ground.  
 Seal the ballot transfer box or bag.  
 Record the transfer box or bag seal number(s).  
     Seal # \_\_\_\_\_ Seal # \_\_\_\_\_  
     Seal # \_\_\_\_\_ Seal # \_\_\_\_\_

Verify access door is closed and locked (checked by both team members).  
 Place new security seal on door.  
 Record new security seal placed on door. Seal # \_\_\_\_\_  
 Load transfer containers into vehicle.  
 Record new door security seal and transfer security seal numbers on the ballot retrieval log

|  |          |          |
|--|----------|----------|
| All procedures completed and recorded <input type="checkbox"/> Yes <input type="checkbox"/> No |          | Initials |
| Service Required?<br><input type="checkbox"/> Yes <input type="checkbox"/> No                  | Notes    |          |
| Time of Departure<br><input type="checkbox"/> a.m.<br><input type="checkbox"/> p.m.            | Initials |          |