

# California Post-Election Risk-Limiting Audit Ballot Manifest Format

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## Required Fields

- Batch Name
  - This is the unique identifier that can be used to locate a particular batch of ballots in storage. The actual naming convention doesn't matter as long as each batch is named uniquely, but most jurisdictions choose a descriptive name that indicates which ballots are contained in that particular batch. For example, where each batch encompasses all the Election Day ballots cast in a particular polling place/precinct, the batch name might simply be the name of that polling place/precinct (e.g. "Precinct 101 - Ames Fire Station" or "Ames Fire Station EDay").
  - Depending on how they are processed/stored, there will usually be one or more batches specifically for ballots \*not\* cast or tabulated at the precinct - e.g. provisional ballots, conditional registration ballots, absentee ballots (overall, per precinct, in batches) etc. Again, these can be named according to whatever makes sense.
- Number of Ballots
  - This field is a count of the individual voted ballot cards contained in each particular batch. Note that this is the number of ballot \*cards,\* meaning that a two-page ballot counts as 2, not 1. Note also that only voted ballots should be included - spoiled ballots should not.
  - Note that this count cannot be derived solely from the tabulation system; if counts from a tabulator are used, they must be independently validated against another count that is created outside the voting system (e.g. the number of voters who received credit for voting in the precinct, indicated by the voter credit given in the voter file or the counts from an e-pollbook system.)

## Optional Fields

- These fields may be included if deemed useful, but are not absolutely necessary.
  - Tabulator ID/Name
  - Storage Box/Envelope/Container ID or name (Note that if this is the only unique identifier for the batch, this should be used for the Batch Name. If the container ID is not unique but could be useful in finding the batch in storage, e.g. where multiple batches are stored in the same box, then it can be included as an additional field.)
  - If a two-step audit is being performed, e.g. an audit beginning prior to all the ballots being counted, a "placeholder batch" that lists the maximum possible ballots that could be counted from the untabulated ballots (e.g. 100% of the untabulated ballots) can be added until the final count is available.

## File creation & Formatting

- The ballot manifest files can be created in any spreadsheet program, such as Microsoft Excel. The file should contain:
  - A header row with field names
  - Columns for each piece of data, with "Batch Name" and "Number of Ballots" fields required
- The file should be saved as either a spreadsheet (.xls) or comma-separated-value (.csv) file format

## Sample Ballot Manifest

<b>Batch Name</b>	<b>Number of Ballots</b>
Precinct 101	3070
Precinct 102	1863
Precinct 103	1973
Precinct 104	2364
Precinct 201	1614
Precinct 202	2192
Precinct 203	1531
Precinct 204	2274
Precinct 301	1429
Precinct 302	2139
Precinct 303	1283
Precinct 304	894
Precinct 401	788
Precinct 402	2576
Precinct 403	2362
Precinct 404	1508
Precinct 501	2473
Precinct 502	1707
Precinct 503	1717
Precinct 504	1661
Precinct 601	1733
Precinct 602	2054
Precinct 603	2146
Precinct 604	1147
Precinct 701	2432
Precinct 702	1730
Precinct 703	2825
Absentee	5324
Provisional	41