Mail Receipt

First mailout 17 Sep 2021

Mail delivered to FFx Co mailroom; voter hand delivers to drop box

Pick up mail fm FFx Co mailroom and drop boxes

Retrieved by two Elections Office staff

Taken to mail workroom to sort, date-stamp, and count by category

Domestic/UOCAVA digital
UOCAVA Email
Drop Box
Undeliverables

Review for material omission

Envelopes with incomplete voter statements placed in curing tray

Create return mailer bundle chain of custody logs for each category and record on master log

Place mail in trays. Store in secure space until transfer to Check-in Team.

Place return mailer so voter info faces front of tray.
Mark (month/day/bundle #) on tray label.
Hold until next workday before transfer