**Audit of Duplicated Ballots**

Election Staff will conduct an audit of **all** duplicated ballots prior to running them through the tabulator. This shall be done prior to certification of the election.

This process will be included in the notice to the parties so they can attend and participate in the random selection.

Observers may not touch the ballots.

Procedure:

1. Two staff that were not involved in the duplicating process will conduct the audit.
   1. Items needed:
      1. Non-readable ballots
      2. Duplicated ballots
      3. Non-readable ballot log
      4. Certification of Audit form
      5. Green pen
2. Remove the ballots from the Duplication Ballot tub that correspond with the control numbers given.
   1. Put them in numeric order and set them aside.
   2. Put the rest of the ballots aside.
   3. Pull the first matching number from the stack of duplicated ballots.
   4. Set the rest of the duplicated ballots aside.
   5. Working with one set at a time (one non-readable ballot and the matching duplicated ballot), compare them to each other and mark if they match or not on the form.
   6. If there are any discrepancies, place the set containing the non-readable ballot and matching duplicated ballot aside.
      * 1. Duplicate a new ballot and spoil the incorrectly marked ballot.
        2. Attach the incorrectly marked ballot to the original non-readable ballot marked by the voter and place them with the other non-readable ballots
        3. Place the new duplicated ballot with the other duplicated ballots waiting to be audited.
           1. Use a green pen and write the next sequential duplication number (from the duplicating log) on the new ballot, the incorrectly marked ballot and the original non-readable ballot marked by the voter and write the precinct on the log.
           2. Make a notation of “N” (not matched) in the column on the Certification of Audit form.
3. Replace the audited non-readable ballots in the Duplication Ballot Tub.
4. Replace the audited duplicated ballots back in the tray – to be tabulated.
5. Report the results of the audit to the CB via the CB agenda.
6. Review duplication process. Determine what went wrong and tighten controls.