

# Post-Election Pack-up List

## Memory Stick Bag (Alpha Precinct Only)

- Memory Sticks from ALL DS200s at your Polling Location

**Note: Leave the Memory Stick Bag attached to the Gray Ballot Box!**

## Gray Ballot Box

- ALL** voted Ballots from your precinct's assigned DS200 (do not separate ballots)
- All unused Ballots from your precinct
- Soiled/Defaced/Voided Envelope from your precinct
- Valid Unscanned Ballot Envelope from your precinct
- Stub A Envelope from your assigned DS200
- Clear Provisional Precinct Pouch
  - All used Provisional Envelopes
- One signed copy of the Zero Report from your precinct's assigned DS200
- One signed copy of the Voting Results Report from your precinct's assigned DS200
- All Security Records – Make sure all seal numbers are recorded
- All 17-Year-Old Envelopes (Primary Election Only)

## Return Envelope

- Alphabetical Poll Books – A-K volume and L-Z volume (do not remove the Certificate #1 or the Pink Memo Sheets)
- Payroll Cards (Alpha Precinct Only)
- Voter Assistance Table Guide (Alpha Precinct Only)
- PLC Field Guide (Alpha Precinct Only)
- PLC Cell Phone (After placing the Mandatory Polls Closed Call to the BOE)
- Completed Forms Envelope
  - All completed Voter Registration Forms
  - Observer Sign-In Sheet
  - Polling Location Set-Up Diagram w/changes (Alpha Precinct Only)
  - Rover Sign-In Sheet (Alpha Precinct Only)
  - All other completed forms



**DO NOT place the Return Envelope inside of the Precinct Supply Bag or the Gray Ballot Box!**

## Precinct Supply Bag

- Polling Location Coordinator's Green Supply Bag (Alpha Precinct Only)
- All other Election Day supplies from the Precinct Tables, Voter Assistance Table and Polling Location must be returned to the Red/Blue Precinct Supply Bag.

Reminder: All voting booths must be returned to the Transport Cart.