

**Confidentiality of Voter Records  
Procedures for Compliance  
G.S. 163-82.10**

1. All voter records are secured in locked fire-proof file cabinets.
2. All voter record requests must be made in writing
3. Requested lists are printed from the SEIMS applications Report Manager and Bert. These omit the date of birth.
4. If individual voter records are requested a copy of the voter's profile, generated from Voter View, is provided.
5. If copies of the actual voter registrations are requested the following steps are taken.
  - ❖ If an image of the registration is stored in Voter View, it is printed and the confidential information is blacked out.
  - ❖ If the registration is pre-scanning and is located in the alphabetical files, the registration is pulled from the files, a copy is made, and any confidential information is blacked out.
6. Confidential information includes:
  - ❖ Date of Birth
  - ❖ Drivers License Number
  - ❖ Social Security Number
  - ❖ Address of confidential voters.
  - ❖ Digital Signature
7. The same procedures apply to all public records within the office. (Ex: provisional envelopes, absentee registers, etc.)
8. The records of confidential voters are marked as such according to SEIMS procedures.
9. Information on the records of confidential voters is supplied in accordance with G.S. 163-82.10(d). The same procedures apply to their records with address as an additional confidential item.
10. The requestor is charged the actual cost of preparing the information. However, information provided on magnetic media is subject to a charge of up to \$25.00. Fees adopted by the board as of 07/17/2007 are listed below:

Printed lists are \$0.05 per page. (more than 10 pages)  
Labels are \$0.30 per page.  
CD \$25.00  
Information emailed at no charge.