

Specifications for: Envelope 3A for 1VAC20-60-50 Overfull Optical Scan Ballot Container

Must be printed in accordance with the following specifications and conditions:

PAPER: 20# Brown Kraft Envelope

SIZE: 12-1/2" x 18-1/2"

STYLE: Reinforced seams with gummed end flap – no clasp.

INK: Black

PRINT: One side

LOGO: No manufacturer's logo is to be printed on forms.

# COUNTED BALLOTS

For use in accordance with 1 VAC 20-60-50.

**TYPE OF VOTING SYSTEM:**  OPTICAL SCAN

**ENCLOSE . . .**

- COUNTED PAPER BALLOTS
- COUNTED ABSENTEE BALLOTS

**INSTRUCTIONS TO REGISTRARS & OFFICERS OF ELECTION:**

- SEAL THIS ENVELOPE WITH LABEL
- ALL OFFICERS MUST** SIGN AND DATE LABEL

Election Date: \_\_\_\_\_

City OR  
County OR Town: \_\_\_\_\_

Precinct: \_\_\_\_\_

District: \_\_\_\_\_  
ENTER ONLY IF PRECINCT IS SPLIT BY CONGRESSIONAL, STATE SENATE OR HOUSE DISTRICT

# 3A

## TO: CLERK OF THE CIRCUIT COURT

**OPEN THIS ENVELOPE ONLY . . .**

- ON ORDER OF A COURT
- WITH AUTHORIZATION OF THE STATE BOARD OF ELECTIONS - § 24.2-669, CODE OF VIRGINIA

**RETENTION . . .**

- FEDERAL ELECTIONS = TWO (2) YEARS
- ALL OTHER ELECTIONS = ONE (1) YEAR

**DISPOSITION . . .**

**DESTROY**

**Envelope 3A – Counted Ballots**

Use this document to organize and track containers with Counted Ballots which were removed from voting equipment in accordance with 1VAC20-60-50

<b>Container # _____ of _____</b>
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**Date** \_\_\_\_\_

**Time** \_\_\_\_\_

**# of Ballots in container:** \_\_\_\_\_

The General Registrar, Assistant Registrar and/or Officers of Election shall sign below in accordance with 1VAC20-60-50

**Signatures:**

1.	
2.	
3.	
4.	
5.	
6.	