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**FILING AND RECORD KEEPING**
**BALLOTS RETURNED AS UNDELIVERABLE AND/OR REQUESTED BY MEMBERS**

<u>**Review The Mailing Roster.**</u>  Familiarize yourself with the membership roster that accompanied the mailing labels or data package provided by the International Union. Locate the sequence number and Employer Number on the roster as they are important to the processing of phone requests for ballots.

<u>**Set Up A System to Organize and Track the Process**</u>

**Returned Ballot Envelopes:  File and Store in A Secure  Location**.  Keep all of the envelopes returned as undeliverable ("RAUs") in an orderly fashion.   If you succeed in updating address information, you will need to be able to find the original RAU packet to update and resend to the member.  A simple file system for ballot envelopes allows them to be stored, in banded batches labeled by the date on which they were picked up at the post office, in the following suggested file sections:

| RAU:  IN PROCESS | RAUs picked up from the post office which are being processed. |
|---|---|
| RAU:  END SEARCH: | RAUs for which all searches for an updated address have been unsuccessful |

**Returned Ballot Envelopes:  Paper Copy Files:**  Before filing and securing the RAUs picked up at the post office, photocopy the face of each envelope showing the member mailing address information.  Date stamp (or write) the date the corresponding RAU was picked up at the post office.  You will use these paper copies to organize and note the progress of your processing work.  They can be kept in file folders like:

| RAU FILES: EMPLOYER OUT | RAU file sheets, organized by Employer, waiting for contact to determine if updated address information is available from the employer. |
|---|---|
| RAU FILES: EMPLOYER PENDING | RAU file sheets, organized by Employer, waiting for reply from employers with updated address information. |
| RAU FILES: SEARCH 2: | File copies of RAUs for which an employer search has been unsuccessful but alternate search methods are still available (see below) |
| RAU:  COMPLETED | File copies of RAUs remailed to members with updated address information |

**Member Requests for Ballots:  Paper Copy Files:**  Requests for ballots are often received from members.  If you are using a paper file system, the Request for Ballot form (See Manual Tab 24) should be used as it includes all of the information you will need to obtain from the member in order to both verify and process his or her request.  Three additional files are necessary to record and process the Requests for Ballots received:

| MEMBER REQUESTS IN: | Telephoned ballot requests not yet processed |
|---|---|
| MEMBER REQUESTS OUT: | Ballot requests processed and mailed |
| MEMBER REQUESTS PENDING | Message left for members; waiting for response |

**Keeping Statistics**. From time to time during and after the process, you may be called upon to provide general information regarding the processing of ballots. A good record keeping system will help you maintain an accurate count of:

- RAUs. The number of ballots that have been returned as undeliverable
- Remails,. The number of addresses you have updated and mailed a ballot
- Requests In. The number of Request For Ballots received
- Requests Out. The number of ballots mailed as a result of Requests For Ballots and the names and addresses of the members to whom the ballot was mailed
- Duplicates. The number of ballots mailed in response to Requests For Ballots received from members whose names appear on the roster you received from the International union and are assumed to have received a ballot in the initial mailing
- New Ballots - The number of ballots mailed in response to Requests For Ballots received to members whose names do not appear on the roster you received from the International

A flexible system of keeping count uses some version of the form attached to the Manual as Tab 23. Ledger Sheet(s) can be kept in a binder, depending on the size of the Local Union, and can help to track mailings and phone requests for ballots on a daily basis.

**AN ALTERNATIVE: Computer-based Systems Can Process And Keep Statistics**. A computer database, spreadsheet or word processing program, where available, is very flexible to operate and can be used to both:

- organize and track progress in the processing of RAUs and Request for Ballots; and
- maintain current and cumulative statistics on the handling of member ballot mail.

You can include all categories by which you may wish to sort data: (such as last name, mail code, employer). The Office of the Election Supervisor has prepared a usable system using Microsoft Excel which is available upon request. It includes a number of categories and fields. Depending on your needs and the number of members in your local, you could include all or any of the following available fields:

RAU/Request
Date Received
Member First Name
Member Last Name
SOCSECNO
SEQUENCE
EMPLOYERCODE
STATUS CODE
Mailing Label STREET
Mailing label CITY
Mailing label STATE
Mailing label ZIP

Mailing label I.D. Number
Employer Contact Date
Employer Response Date
Alternative Address Check
Updated STREET
Updated CITY
Updated STATE
Updated ZIP
Updated I.D. Number
New/Duplicate
Comment

Any database or spreadsheet program can work.  But there are two important things to remember well before mailing the Local Union ballots:

- Set-up your data fields in advance;
- Design your label format and test the printout of the labels.

Finally, once you begin processing ballot mail, <u>remember to back-up your data regularly and share new or updated address information with the TITAN Department.</u>