

## **CD ROM GUIDELINES & Precinct ID SUMNER COUNTY ELECTION COMMISSION**

**(Dec 2009)**

This document assumes you have purchased a CD ROM with voter history records on each voter for X number of years. If you have purchased a CD ROM list of voters without voter history records please ignore any reference to "History File" table or fields found in this document. We sell history records by year (previous 1 to 10 years).

The CD ROM has two text files which can be imported into different types of database management programs. The .txt files are comma delimited files with the field names in the first row. The text identifier used is "so when you plan to import the file remember these three points (comma delimited, field name in 1<sup>st</sup> row, " text identifier). **Social Security Numbers are not provided: it is the law!**

The "Voter Id" field is very important. It is what links (connects) the voter's record to the voter's history records. Since many voters normally participate in many different elections, they will naturally have more than one election history record. Some voters will not have any or very few voter history records (they may have just registered to vote or simply have ignored election days).

As stated on the "CD ROM ORDER FORM" you signed, you must provide your own technical support. The Sumner County Election Office will not provide technical computer support. Campaigning is not our business. This document is more than adequate information for someone with technical computer experience to import these files into usable form. If you don't have technical computer support available, start searching; it is available - just not at your local election office.

**Voter Id.** It is found on the voter.txt file & on the history.txt file. It is the connector.

**Mail Address 2.** This is the PO Box field. If you see the "mail street address" field is blank, look in Mail Address 2 for the PO Box.

**Registration Date.** This date field is the effective date the voter became eligible to vote in Sumner County Elections. "John Doe" can't vote in a 1999 City Election if their Registration Date is 4-12-2000.

**Result.** This field identifies what the voter did. "Y" means they voted. This symbol is used for general elections & referendums. "D" means Democratic Primary. "R" means Republican Primary. The "D" & "R" symbols are used only for primaries.

**Ballot Type.** This field identifies how a voter cast a ballot. "D" = Day of Election at their Election Day Polling Place. "E" = Early Voting Location during Early Voting Period. "A" = Absentee Voter. If this field is blank it means the data was not captured.

**Polling Location.** This identifies the Early Voting Location. This field may be blank even though the "Ballot Type" field will have an "E". This data has not always been captured data. The codes are: CEO = Central Election Office; POR = Portland Site; WES = Westmoreland Site; HEN = Hendersonville Site; WHS = White House Site; MIL = Millersville Site.

**District.** This means the County Commission District. Sumner County currently has 12 County Commission Districts.

**Precinct.** The precinct field is a four digit number. Consult the enclosed precinct list to identify the precinct name by looking at the four digit number.

**City.** This City Field deals with municipal city limits not a zip code/community identifier. If a city field for a voter is blank, they don't live inside the corporate boundary of any city. The codes are: POR = Portland; GAL = Gallatin; HEN = Hendersonville; WES = Westmoreland; WHS = White House; MIT = Mitchellville; MIL = Millersville; GOO = Goodlettsville; & WGR = Walnut Grove. (\* Walnut Grove has been involved in numerous court battles and is no longer a city but may appear on certain election history records).

**City District 1.** This field is the city ward number for the voter. Currently, Gallatin has 5 Wards; Hendersonville has 6 Wards; & White House has 4 Wards. In the case of White House: not all four wards are inside Sumner County. The other cities have only 1 ward in their city. A blank field on City District 1 = Voter only votes in county elections.

**School.** This field is the School Board District Field. Sumner County currently has 11 Education Districts commonly referred to as "School Board Districts".

**Voter Status.** This field means the status of a voter's record. "A" means this is an Active Voter. "P" means this is a Purged Voter. Moving out of the county, death, felony, failure to vote over a long period of time, & request of voter are some reasons why a voter's record becomes purged. "I" means this is an Inactive Voter. An "Inactive Voter" is purged if they don't change their record or vote by the second November General Election. The process allows a voter to stay on "Inactive Status" before they are "Purged." On normal orders we only provide "Active Voters". Election Officials only use "Active Voters" to compute voter turnout percentages for an election (TCA 2-2-106 g).

**Legal Address 1.** This field is a merge field where electronically we have combined the Legal House Number with the Legal Street Address. Both fields are available in the non-merged form (to make your walk list one could sort by legal street address 1<sup>st</sup> and legal house number 2<sup>nd</sup>).

**Mail Address 1.** This field is a merge field electronically. The non-merged form is also available on the CD.

**Phone.** A phone number is not a requirement for registering to vote. Many of the database phone numbers are inaccurate. The Election Office Staff uses the most recent phone book. You can't match the staff and resources of the phone utility.

This CD ROM is not compressed. In the past our office has used PKZIP to manage space and pass on savings in cost to customers. We no longer use PKZIP. With the use of CD ROM, all orders regardless of size are **\$38.50 each**.

*Sumner County has one Congressional District (#6). Sumner County has two State Senate Districts (#18) & (#17). Sumner County has three State House Districts (#44, #45 & # 57). Sumner County is all in the 18<sup>th</sup> Judicial District (Courts & District Attorney). In 2012 reapportionment may change some district numbers or the number of districts Sumner County has.*

**PRECINCT IDENTIFIER**

<b>Precinct Identifier</b>	<b>Precinct Code</b>	<b>Commission District</b>	<b>Precinct Name</b>
0101	WEST	1	Westmoreland
0102	NSUM	1	North Sumner
0103	COR	1	Corinth
0202	PORT	2	Portland
0203	WISE	2	Wiseman
0301	CIVIC	3	Civic Center
0302	CAIRO	3	Cairo
0303	CS	3	Castalian Springs
0304	BETH	3	Bethpage UMC
0305	BC	3	Bush's Chapel
0401	CAB	4	County Administration Bldg
0402	SALEM	4	Salem
0403	CTOWN	4	Cottontown
0404	UE	4	Union Elementary
0501	CH	5	Gallatin City Hall
0502	SW	5	South Water
0601	VS	6	Vol State
0602	SRHI	6	Senior High
0603	JA	6	Jack Anderson
0701	MAG	7	Magnet School
0702	SAUN	7	Saundersville
0703	LH	7	Long Hollow
0801	BE	8	Brown Elementary
0802	LS	8	Lakeside
0901	NB	9	Nannie Berry
0902	IL	9	Indian Lake
0903	RC	9	Rock Castle
1001	WF	10	Walton Ferry
1002	TRIN	10	TRINITY
1003	CP	10	Center Point
1101	HUNTER	11	Hunter-Beech High Annex
1102	MADCK	11	Madison Creek
1103	MILL	11	Millersville
1201	OAKM	12	Oakmont
1202	WHCH	12	White House City Hall
1203	WHM	12	White House Middle