

## **MEMORANDUM OF UNDERSTANDING**

### **Creation of System for Sharing of Lists of Registered Voters and Those Who Voted for Maintenance of Voter Registration Systems**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made between the Commissioner of the Virginia Department of Elections and the Chief Election Official of the District of Columbia, Monica Evans, Executive Director.

This Memorandum of Understanding constitutes the terms by which the Commonwealth of Virginia, through the Virginia Department of Elections, and the Washington District of Columbia Board of Elections (collectively referred to as “the Parties”) will establish a system to share lists of registered voters and those who voted (“the Lists”) for the purpose of maintenance of the Parties’ voter registration systems.

#### **Legal Authority**

##### *Virginia*

**Pursuant to the Code of Virginia § 24.2-404, the Virginia Department of Elections must operate and maintain a voter registration system, which includes the cooperation with other states and jurisdictions to develop systems to compare voters, voter history, and voter registration lists to ensure the accuracy of the voter registration rolls, to identify voters whose addresses have changed, to prevent duplication of registration in more than one state or jurisdiction, and to determine eligibility of individuals to vote in Virginia.**

##### *Washington, District of Columbia*

**Pursuant to D.C. Official Code §§ 1-1001.05(a)(1) and 1-1001.07(j)(1), the District of Columbia Board of Elections shall “[a]ccurately maintain a uniform, interactive computerized voter registration list which shall serve as the official voter registration list for all elections in the District,” and “keep [such list] current.”**

#### **List of Registered Voters**

Under this MOU and any agreement regarding a reasonable fee, the Parties will provide each other with a list of registered voters on a mutually agreed upon timeframe each year for the purpose of maintaining voter registration systems.

The list of registered voters will include the following data elements to the extent allowed under the law governing the submitting Party: full name, residence and mailing addresses, gender, date of birth, registration date, date last registration form was received, current registration status, and the voter’s locality, precinct and voting districts.

#### **List of Those Who Voted**

Under this MOU and any agreement regarding a reasonable fee, the Parties will provide each other with voter history lists following the federal general elections in 2024 and 2026.

The list of those who voted will include the following data elements to the extent allowed under the law governing the submitting Party: full name, residence and mailing addresses, gender, date of birth, registration date, date last registration form was received, current registration status, the locality, precinct and voting districts, voter identification number, election date and type, and whether the voter voted in-person or absentee.

#### **List Transfer**

The Parties acknowledge that the Lists will be provided by electronic means and will be encrypted to ensure security and integrity of the data, including the voter's date of birth.

#### **Data Use Limitations**

The Parties agree that the use of data received pursuant to this MOU is limited solely to the maintenance of voter registration systems and agree that the data will be used for no other purpose.

Subject to applicable state and federal law, the Parties agree to refrain from (1) releasing the information contained on the Lists, and (2) publishing any of the information contained in the Lists online in any searchable form or providing information contained in the Lists to a third party for such purpose. The States acknowledge that the failure to comply with these prohibitions may result in the immediate termination of this MOU. The Parties agree to promptly notify each other upon receipt of a request for records that may include data from the Lists, as well as written notice of any response to the records request.

#### **Secure Storage, Destruction and Confirmation**

The Parties shall demonstrate the successful implementation of physical, technical, administrative, and managerial security controls to restrict access to data from the Lists to only authorized officials with a legitimate business need to access the data to maintain voter registration lists.

The States agree to confidential destruction of voter data from the Lists after the data has been used for the match, or within 30 days of receipt, whichever is shorter. The Parties acknowledge this obligation and understand the requirement to confidentially destroy the data after use, or within 30 days of receipt, whichever is shorter, using minimum sanitation methods that purge or destroy the data in compliance with NIST SP 800-88 Guidelines for Media Sanitization.

The Parties shall provide each other written confirmation of confidential destruction through a NIST SP 800-88 Certificate of Sanitization within 30 days of receiving the list.

#### **Social Security Numbers**

The Parties agree that social security numbers, or any parts thereof, will only be shared on the Lists if the Parties are both permitted to use social security numbers, or parts thereof, in voter registration under their laws. The Parties agree that no social security numbers (full or partial) will be included with the data on the Lists unless the Parties each execute an SSN Addendum attesting the use of social security numbers on applications for voter registration.

## **Disclosure**

The Parties agree to provide to each other immediate notice of any incident or data breach involving the impermissible disclosure of or access to data from the Lists for any other reason than maintenance of voter registration systems. If an incident or data breach occurs, the Parties agree to provide a written description of the incident, and how it was cured or mitigated, within 90 days of the incident or data breach.

## **Effective Date and Termination**

This MOU is effective upon signature of the representatives of the Parties, and shall remain in effect, unless it is amended or rescinded, until January 1, 2028. Either state may terminate this MOU upon providing written notice of its intent to terminate at least thirty (30) days before the desired termination date. Upon such termination, the Parties shall be relieved of all further obligations and liabilities under this MOU. Either of the Parties that terminates this MOU ("Terminating State") shall provide a NIST SP 800-88 Certificate of Sanitization for any data that did not originate within the Terminating Party within fourteen (14) days or at the earliest possible time pursuant to that state's public records law, whichever is sooner.

## **Waiver and Modification**

A party's waiver of any breach of the provisions of this MOU shall not be deemed a waiver of any preceding or succeeding breach of the same or any other provisions hereof. No such waiver shall be effective unless in writing and then only to the extent expressly set forth in writing.

The Parties may amend or modify this MOU at any time through an agreement in writing with the written concurrence of the other Party, signed by a duly authorized representative.

## **Notices**

All notices permitted or required hereunder shall be in writing and shall be transmitted either: via certified or registered United States mail, return receipt requested; by personal delivery; by expedited delivery service; or by e-mail with acknowledgement of receipt of the notice.

Such notices shall be addressed as follows or to such different addresses as the Parties may from time-to-time designate:

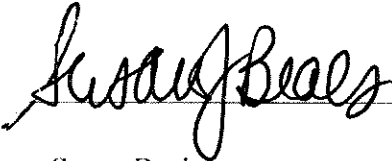
### **Commonwealth of Virginia**

Name: Susan Beals  
Title: Commissioner  
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Phone: 804-864-8903  
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**District of Columbia**

Name: Stacy Burrows  
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Address: 1015 Half Street SE, Washington, Suite 750, Washington, DC 20003  
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**COMMONWEALTH OF VIRGINIA**


By: 

Name: Susan Beals

Title: Commissioner

Date: 9/8/2023

**WASHINGTON, DISTRICT OF COLUMBIA**

By: 

Name: Monica H. Evans

Title: Executive Director

Date: 9/7/2023