

Kansas Administrative Regulations

Secretary of State

Article 21.—Voting Equipment

7-21-1. Storage of voting equipment.

(a) As used in this article of this agency's regulations, "voting equipment" shall mean an electronic or electromechanical voting system and electronic poll books, as defined in K.S.A. 25-4401 and amendments thereto, and optical scanning equipment, as defined in K.S.A. 25-4601 and amendments thereto, and all associated communication equipment, supervisor or administrator devices, ballot activation devices, and storage media.

(b) Each county election officer shall store all voting equipment in a secured facility to prevent unauthorized entry and to ensure that the voting equipment cannot be tampered with or damaged.

(1) The county election officer shall ensure that only election officials or persons authorized by election officials have access to the secured facility.

(A) Access shall be restricted through the use of badges, unique key locks, or an electronic keypad connected to a security monitoring system. The optimal access control system uniquely identifies each person entering the secured facility, authorizes entry, and automatically logs the date and time of entry.

(B) At no time shall a single individual enter the secured facility alone. Access to the secured facility must include a minimum of two people not affiliated with the same political party. Election staff must always accompany and remain with vendors who require access to voting equipment stored in the secured facility.

(2) The secured facility shall be equipped with monitored entry detection and fire alarm protection as well as temperature control features.

(3) The secured facility's interior may be monitored by video cameras if the video cameras are routinely tested to ensure they are functioning.

(c) The county election officer shall maintain the following records associated with the secured facility:

(1) access logs that list the name, date, time and purpose for each individual entering and exiting the secured facility;

(2) a list of all inspections of the secured facility and functionality checks of any monitoring systems, that include the date, time, inspector's name, and findings;

(3) a current inventory of all voting equipment stored in the secure facility indicating the date any voting equipment was permanently removed from or added to storage in the secured facility;

(4) a check-out and return log containing the date and time when each piece of voting equipment was released from and returned to the secured facility and the reason for its removal;

(5) a usage history for each piece of voting equipment listing the elections in which it was used; and

(6) a repair history for each piece of voting equipment that contains the date and nature of each repair or upgrade.

The county election officer may destroy those records enumerated in (c)(1) to (4) after 22 months and must retain those records enumerated in (c)(5) and (6) as long as the associated piece of voting equipment is in the possession of the county election officer.

(d) When voting equipment is delivered to polling places for use on election day, the voting equipment shall be secured with access limited to authorized personnel from the time the equipment leaves the storage facility until its return.

(Authorized by and implementing K.S.A. 2023 Supp. 25-4415 and K.S.A. 25-4614; effective Jan. 1, 1972; amended July 7, 2008; amended June 14, 2024.)

***** Authenticated Kansas Administrative Regulation *****