

Kansas Administrative Regulations

Secretary of State

Article 47.— Election Audits

7-47-2. Procedural audits.

(a) Audit process.

(1) Each audited county shall receive notice of the audit by electronic mail from the secretary of state. The notice shall include an outline of the audit process, instructions, a checklist of requested documents, and written procedures. The audit shall occur in two parts.

(2) In the first part of the audit, each audited county shall provide all requested records to the secretary of state's audit team no later than 21 days after receipt of the audit notice.

(3) In the second part of the audit, the secretary of state's audit team shall schedule and commence an in-person audit within 30 days after completing the first part of the audit.

(b) Records examined in the first part of the audit. Items to be audited shall include:

(1) Documentation regarding election equipment, including:

(A) Voting system tests performed after delivery and installation;

(B) election equipment testing records;

(C) hardware model numbers and software version and release numbers;

(D) initiation logs and sequence-of-events records from the election management computer housing election management software; and

(E) records of voting machine errors, malfunctions, and repairs.

(2) results tapes;

(3) documentation of chain of custody for removable media, including memory sticks, transported to and from polling places;

(4) audit trail documentation related to the delivery of voting equipment;

(5) records regarding poll workers, including:

(A) Training materials provided to poll workers;

(B) a list of supervising judges;

(C) a list of emergency-appointment poll workers; and

(D) a list of election-day workers.

(6) records of published election notices in newspapers, including notices of voting, equipment testing, and canvassing;

(7) documentation demonstrating the availability and use of accessible voting equipment compliant with the Americans with Disabilities Act, including equipment models, deployment locations, and accommodation procedures; and

(8) documentation of successful postelection audit.

(c) Procedures and facilities examined in the second part of the audit.

Procedures and facilities to be audited shall include:

(1) Written security procedures, including:

(A) Identification of individuals authorized to access the election computer; and

(B) access time logs.

(2) written voter registration procedures, including:

(A) Assignment of responsibility for processing initial voter registrations;

(B) assignment of responsibility for processing voter registration updates and cancellations;

(C) procedures for processing incomplete or suspicious applications; and

(D) storage of paper voter registration applications.

(3) written advance ballot procedures, including:

(A) Assignment of responsibility for processing updates and additions;

(B) procedures for incomplete or suspicious applications; and

(C) storage procedures for applications when a backlog exists.

(4) written procedures for handling advance ballot applications (form AV1), including:

(A) Local ballots;

(B) state and federal ballots; and

(C) a permanent blank copy of each final ballot style.

(5) written procedures for secured locations;

(6) records establishing, and a physical inspection confirming, that the election computer is maintained in a secure location;

(7) written documentation verifying that election equipment meets the following requirements:

(A) Operation as a stand-alone system;

- (B) absence of network connections;
- (C) absence of modems;
- (D) installation of only the operating system and voting software;
- (E) controlled access limited to authorized users; and
- (F) password policies and procedures.

(8) procedures for sealed ballots and ballot envelopes, including:

- (A) Identification of secured storage locations;
- (B) requirements for sealed containers holding ballots and ballot envelopes;
- (C) schedules of destruction;
- (D) records of past destruction events; and
- (E) procedures ensuring that only materials required by law are secured and

destroyed. (Authorized by and implementing K.S.A. 2025 Supp. 25-3010; effective June 5, 2026.)

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

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