

Kansas Administrative Regulations

Secretary of State

Article 24.—Supplies for Voting Places

7-24-2. Chain of custody documents.

Chain of custody documents for election supplies, including ballots and poll books, shall be made and given in the following manner: (a) All chain of custody documents for election supplies, including ballots and poll books, shall be on forms provided by the county election officer so that photocopies are clearly legible. The county election officer shall make provisions for each of the kinds and types of election supplies received by the supervising judge. The forms shall clearly state the in-person early voting location or polling place including all precincts assigned to the polling place.

(b) At the time the supervising judge receives election supplies, including ballots and poll books, a chain of custody document shall be made, signed, and dated by the supervising judge.

(c) Upon the return of the election supplies required by law to be returned to the county election officer, a chain of custody document shall be made, signed and dated by the county election officer, or the duly authorized deputy, for the supplies returned.

(d) Items that shall be included on chain of custody documents are poll books, ballots, party affiliation lists, USB drives, ballot containers, provisional ballot envelopes, returned mail ballots, and miscellaneous supplies.

(e) A chain of custody document, on a form approved by the secretary of state, shall be completed for every remote ballot drop box used in any election.

(f) A chain of custody document, on a form approved by the secretary of state, shall be completed each time the U.S. postal service delivers returned ballots or undeliverable ballots.

(Authorized by and implementing K.S.A. 25-2707; effective Jan. 1, 1972; amended March 23, 2001; amended June 14, 2024.)