

**For:** State and County Offices

**COC Review of Local Administrative Area (LAA) Boundaries**

**Approved by:** Deputy Administrator, Field Operations



**1 Overview**

**A Background**

In preparing for the 2004 election process, County Offices are to begin reviewing LAA boundaries.

**B Purpose**

This notice provides State and County Offices with guidance and dates to complete reviews of LAA boundaries.

**2 Action**

**A COC Action**

COC's shall:

- follow instructions in 15-AO, Part 3 for reviewing LAA boundaries
- complete the COC review of LAA boundaries and inform STC of any changes by May 1, 2004, by submitting:
  - boundary changes on FSA-582
  - county map showing the proposed boundary changes
  - justification for the proposed boundary changes with COC's recommendations and DD's concurrence.

**Note:** COC shall document the review and determination about LAA boundaries in COC minutes.

<b>Disposal Date</b>  August 1, 2004	<b>Distribution</b>  State Offices; State Offices relay to County Offices
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### 2 Action (Continued)

#### B STC Action

STC's shall:

- complete the STC review of COC LAA boundary changes and approve by June 30, 2004
- ensure that existing LAA's are correct if COC does not propose changes
- submit STC determination to COC for action
- document all decisions in the STC minutes.

### 3 Updating LAA Data

#### A LAA Changes

County Offices shall:

- ensure COC and LAA data is updated according to 15-AO, paragraphs 67 and 68
- make any LAA changes by July 15, 2004.

#### B Voter Names

County Offices shall ensure that:

- voters are listed in their correct LAA's
- all voter names and addresses are correct for each LAA.

### 4 Eligible Voter Lists

#### A Voter's List

County Offices shall prepare the eligible voters' list by July 15, 2004, and make the list available for public view.

#### B Contact

For questions about this notice, contact any of the following:

- Ken Nagel, DAFO, at 2920720-7890
- Deborah Johnson, DAFO, at 202-720-0067
- Zina Riley, DAFO, at 202-720-0258