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To: Scott County Board of Supervisors  
From: Roxanna Moritz, Scott County Auditor  
RE: Designation of Drop Box as Accessory of Auditor's Office

There has been a lot of public discussion about the use of drop boxes for receipt of ballots in the upcoming General Election. Drop boxes were used in many counties during the June Primary Election and the Secretary of State approve the purchase of drop boxes with CARES money. Then during a video training session it seemed that the Secretary's Office viewed the use of drop boxes as not allowed by law. After further review the Secretary issued new guidance on the use of drop boxes. In short, they are allowed but restricted in location and must be subject to control by the county auditor. The Official Guidance: No-Contact Ballot Delivery is attached to this memo.

Scott County has a multi-use drop box located at the Administrative Center which could be used for the receipt of ballots pursuant to the Official Guidance if the Auditor's Office were in control of the box and only Auditor staff had access to the box. (See Guidance Section 2) There is an existing video security camera which can be accessed by the Auditor's Office for after-hours security. (See Guidance Sections 3 & 4) The box is fastened to a stationary surface. (See Guidance Section 5) The drop box is locked. (See Guidance Section 6)

The proposed resolution would transfer control of the drop box to the Auditor's Office and only Auditor staff would access the box. All keys to the box would be transferred to the Auditor's Office and Auditor staff would separate out ballots and other documents meant for the Auditor's Office and give all other documents to Facility and Support Services (FSS) for distribution to appropriate departments and offices. These provisions would meet Guidance Sections 6 and 7. The arrangement would run through November 4, 2020 when the keys and control would return to FSS.

My staff will develop a log system to meet Guidance Sections 8 and 9. We already enter each ballot received into the I-VOTERS system on the day we receive and we can put ballots received via the drop box into the system in separate daily batches.



OFFICE OF THE IOWA SECRETARY OF STATE

September 2, 2020

**Official Guidance: No-Contact Ballot Delivery**

Iowa Code §§ 53.8 and 53.17 provide Iowa voters with 4 ways in which their voted absentee ballot can be returned to the correct County Auditor's Office:

1. The voter may return their voted ballot via the USPS
2. The voter's designee may return the voted ballot via USPS
3. The voter may personally deliver their voted ballot to the County Auditor's Office
4. The voter's designee may personally deliver the voted ballot to the County Auditor's Office

Recognizing that some voters may desire to personally deliver their voted ballot to their County Auditor's Office in a no-contact manner, the Secretary of State's Office is issuing the following official guidance related to no-contact ballot delivery systems for voted absentee ballots:

1. The County Auditor's Office is the location where voters may receive services pursuant to Iowa Code §§48A.17, 50.20, 53.10 and 53.18.
2. A County Auditor may develop a no-contact ballot delivery system option located at their office, as defined above, or on county owned and maintained property directly surrounding the building where their office is located.
  - It is recommended that the no-contact ballot delivery system be limited to the collection of election materials.
  - If the no-contact ballot delivery system is a multi-use system, only the County Auditor or individuals employed by the County Auditor shall have access.
3. County Auditors must take all reasonable and necessary steps to ensure the accessibility and security of the no-contact ballot delivery system.
  - Such security measures may include placing the system within the regular sight of the County Auditor or their staff, monitoring the system with a video security system, or establishing some other type of monitoring system.
  - A video security surveillance system may include existing systems in the building where the County Auditor's Office is located.
  - If utilized, the video security surveillance system should create a recording, which can be reviewed by the County Auditor and law enforcement in the event misconduct occurs.

4. The no-contact ballot delivery system shall be available when the County Auditor's Office is open and staffed. If the no-contact ballot delivery system is available to voters during hours when the County Auditor's Office is closed, the County Auditor must take all steps necessary to ensure that the system is always secure and monitored.
5. The no-contact ballot delivery system shall be securely fastened to a stationary surface or to an immovable object.
6. The no-contact ballot delivery systems shall be secured by a lock and may include a tamper-evident seal. Only the County Auditor or individuals employed by the County Auditor shall have access to the keys and/or combination of the lock.
7. Materials delivered via the no-contact ballot delivery system shall be retrieved by the County Auditor or an individual employed by the County Auditor in an expeditious manner, but not less than once per 24-hour period.
8. The County Auditor's Office shall maintain a log of each time election materials are retrieved from the no-contact ballot delivery system, including date, time and the staff member who retrieved the materials.
9. On Election Day, the no-contact ballot delivery system shall be emptied at the time polls close. A record shall be kept, including the date, time and staff member who retrieved the materials, to memorialize that absentee ballots were delivered timely. Any ballots retrieved at the time polls close shall be immediately delivered to the Absentee and Special Voters Precinct Board for review and tabulation.
10. All elections materials received via a no-contact ballot delivery system shall be processed in the same manner as election materials delivered directly to an individual employed by the County Auditor's Office in a traditional hand to hand delivery.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
THAT THIS RESOLUTION HAS BEEN FORMALLY  
APPROVED BY THE BOARD OF SUPERVISORS ON  
\_\_\_\_\_  
DATE  
\_\_\_\_\_  
SCOTT COUNTY AUDITOR

R E S O L U T I O N  
SCOTT COUNTY BOARD OF SUPERVISORS

September 17, 2020

DESIGNATION OF ADMINISTRATIVE CENTER DROP BOX AS A COUNTY  
PROVIDED ACCESSORY OF THE SCOTT COUNTY AUDITOR'S OFFICE.

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. The designation of the Administrative Center exterior drop box as a  
County provided assessor of the Scott County Auditor's office.

Section 2. That the exterior drop box may continue to be utilized as a drop off  
location for other departments and office located on the Scott County  
campus.

Section 3. That this designation shall expire on November 4, 2020.

Section 4. This resolution shall take effect immediately.