

Name of Form:

Record of Ballot Distribution

Section Reference:

Section 51.005, 51.007, 51.008, 52.007 Texas Election Code

Purpose:

To serve as an official record of where the official ballots were distributed.

Number of Copies Required:

One per election

Completed by:

The authority responsible for distributing election supplies. The authority may add extra lines to the tables on this form or use supplemental lists if there are not enough lines to adequately list all information.

Filing Date:

This form is prepared after the official ballots have been packaged and sealed.

Filed with:

The authority responsible for distributing election supplies shall preserve the record.

Comments:

The record must be preserved for the period for preserving the precinct election records.

A specimen ballot is an official ballot which is removed from the ballot stock and marked "specimen ballot" by marking out "Official Ballot." One specimen ballot per each ballot format in the election must be made available for inspection at the office of the authority responsible for having the official ballot prepared or for a primary election, in the office of the County Clerk / Elections Administrator.

If ballots are reprinted to correct a mistake and some of the original ballots have been used, begin a new Record of Ballot Distribution form for the new set of ballots. Complete and sign the original Record of Ballot Distribution, then prepare a Notice of Ballot Destruction and destroy the original ballot stock that remains. Attach the old record of Record of Ballot Distribution to the Notice of Ballot Destruction. Make any and all notations regarding the corrected ballots on the new Notice of Ballot Distribution.

Version:

Current form is dated 9/2023*.

**Previous version of the form dated 3/2007 may still be used.*