



Ohio Administrative Code

Rule 111:3-4-04 Persons authorized to update statewide voter registration database.

Effective: March 28, 2022

- (A) The secretary of state shall designate no less than two employees of the office of secretary of state to serve as system administrators for the statewide voter registration database.
- (B) The board of elections shall designate at least one employee of the board to serve as the system administrator for the county voter registration system.
- (C) The director and deputy director of a board of elections are permitted to allow a third party access its county voter registration system only for the amount of time necessary to accomplish tasks predetermined and approved by the board of elections. The board remains responsible for overseeing and logging all activities of any third party that receives access to its system and for complying with related directives from the secretary of state's office.
- (D) The director and deputy director of a board of elections must maintain a current and accurate list of any individuals who have been allowed access to any voter registration system whether the system was accessed in person or through a real-time computer connection.
- (E) This list described in paragraph (D) of this rule must contain the following information:
- (1) The name of the third-party;
 - (2) The identity of the system and/or applications to which the third-party user had access;
 - (3) The user identification code or number through which the third-party accessed the system;
 - (4) The date on which the director or deputy director granted the access;
 - (5) The date on which the authorized access terminates; and



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(6) A description of the activity conducted by the third party.