

Anderson County List Maintenance Program (Does not include use of Audit Notices)

The list maintenance program adopted by the Anderson County Election Commission on July 17, 2025 shall involve the following activities done by the staff of the county election commission:

1. Mailing a Confirmation Notice to Voters
2. Purging Ineligible Voters
3. Using the Verification Card, Voter Inquiry Letter, or other Non-Forwardable Mailer, such as the Voter Registration Card as needed

The list maintenance program must be completed every two (2) years.

Purges of inactive voters who have been on inactive status for a period of two (2) November general elections since sending the confirmation notice must be completed no later than ninety (90) days before any federal primary or general election.

During each odd-numbered year, the election commission staff shall:

1. Identify each voter who has been on Inactive Status for a period of two (2) November general elections since the confirmation notice was sent and purge those voters.
2. Review the following sources to identify voters to whom a confirmation notice must be sent, and mail the confirmation notices to the address of registration.
 - a. A voter who has had inactivity over two (2) consecutive regular November elections (Inactivity = Voter's failure to vote, or otherwise update the voter's registration)
 - b. Returned Mail that was sent by the County Election Commission Office
 - c. Information received through the National Change of Address (NCOA) Program
 - d. Information received from the Coordinator of Elections as a result of a comparison of voter registration addresses with the residential addresses of record with another Tennessee state agency, including, but not limited to, state welfare and public assistance agencies, and commercially available data.
 - e. Information received from the Coordinator of Elections as a result of a comparison of voter registrations with another State.

- f. Information received from the jury coordinator serving the circuit/criminal court or the federal jury coordinator stating a registered voter is disqualified or potentially disqualified as a prospective juror from jury service due to not being a resident of this state or not being a resident of the county (Tenn. Code Ann. §§ 2-2-113 and 22-3-317.
 - g. Different Address Listed on a Petition (*Keep a copy of the signature page with the voter's records*)
3. Immediately upon sending the confirmation notice, the staff must change the status of the voter from **Active Status** to **Inactive Status**.
 4. Staff must attach the documentation, such as, any returned mail, to the voter registration record as proof of the reason for making the voter inactive.

Throughout each month of each year, the election commission staff shall perform the following duties:

1. Anytime the post office returns a mailer as undeliverable, including the **non-forwardable verification card, a voter registration card, or a letter**, which has been mailed to a registered voter by the election commission staff, the voter shall be mailed a **forwardable confirmation notice** and placed on INACTIVE STATUS. The returned mailer shall be kept with the applicable voter registration record.
2. As needed, mail the **non-forwardable verification card, voter inquiry letter**, or voter registration card to voters. If the card does not return to the election commission office, the voter shall be presumed a resident of the address on record and shall remain on ACTIVE STATUS.
3. The staff shall update an inactive voter's status if the voter does any election-related activities, including, but not limited to, the following:
 - a. Voting in an election
 - b. Registering to vote (including filing a duplicate registration form at state agencies)
 - c. Requesting an absentee ballot
 - d. Requesting a voter registration card
 - e. Returning a properly completed confirmation notice
 - f. Returning a properly completed verification notice
 - g. Changing the voter's address from one location to another location within the county
 - h. Signing a nominating petition where the address is provided with the voter's signature (*Keep a copy of the signature page for your records*)
 - i. Signing a referendum petition where the address is provided with the voter's signature (*Keep a copy of the signature page for your records*)

4. The election commission staff shall maintain records and documentation related to the list maintenance program, including, but not limited to:
 - a. The date of sending the confirmation notices.
 - b. A list of all voters and their addresses to which confirmation notices have been sent.
 - c. Any evidence supporting the reason for sending the confirmation notice or for removing a voter's name must be maintained with the voter's records.
5. Records shall be electronically retained and physically retained.
6. The election commission staff shall maintain all purged records and any documentation related to the reason for purge for two (2) years from the date of purge.

Adopted by the Anderson County Election Commission on the 17th day of July, 2025.

At least three (3) commissioners must sign below:

Chairman, County Election Commission

Secretary, County Election Commission

Member, County Election Commission

Member, County Election Commission

Member, County Election Commission