Supervisor of Elections, Leon County

Voter Data Guide

Version 5

Last edited 10/06/2017

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Section 1- About our data

Anyone may obtain voter data from the Supervisor of Elections Office. We have an online request form from the "Data & Lists" section of the site.

Starting in early 2012, we converted our addresses to be congruent with the USPS standards for street name formats. Normally 90% of our bulk mailed pieces qualify for Non Profit postage rates and our addresses are compared to the Coding and Accuracy Support System (CASS) certification list. We use an internal 3rd party software application to quality control addresses entering our database, we check domestic absentee mailing addresses using this software and routinely verify our internal street list. We save thousands of dollars for the Leon County taxpayer annually by qualifying for this discount. The difference in First Class mail and Non Profit mail is normally around $0.35 per piece.

We occasionally receive questions about the availability of our voter data. Certain voters are eligible for record protection per Florida Statute, but normal voter data requests are not protected items and are available openly.

97.0585 Public records exemption; information regarding voters and voter registration; confidentiality.—

(1) The following information held by an agency as defined in s. 119.011 is confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution and may be used only for purposes of voter registration:

(a) All declinations to register to vote made pursuant to ss. 97.057 and 97.058.

(b) Information relating to the place where a person registered to vote or where a person updated a voter registration.

(c) The social security number, driver's license number, and Florida identification number of a voter registration applicant or voter.

(2) The signature of a voter registration applicant or a voter is exempt from the copying requirements of s. 119.07(1) and s. 24(a), Art. I of the State Constitution.

(3) The names, addresses, and telephone numbers of persons who are victims of stalking or aggravated stalking are exempt from s. 119.071(1) and s. 24(a), Art. I of the State Constitution in the same manner that the names, addresses, and telephone numbers of participants in the Address Confidentiality Program for Victims of Domestic Violence which are held by the Attorney General under

s. 741.465 are exempt from disclosure, provided that the victim files a sworn statement of stalking with the Office of the Attorney General and otherwise complies with the procedures in ss.741.401-741.409.

(4) This section applies to information held by an agency before, on, or after the effective date of this exemption.

(5) Subsection (3) is subject to the Open Government Sunset Review Act in accordance with s.119.15 and shall stand repealed on October 2, 2015, unless reviewed and saved from repeal through reenactment by the Legislature.

History.—ss. 1, 2, ch. 94-345; s. 24, ch. 96-406; ss. 1, 3, ch. 2005-279; s. 1, ch. 2010-42; ss. 1, 2, ch. 2010-115.

741.465 Public records exemption for the address confidentiality Program for Victims of Domestic Violence.—

(1) The addresses, corresponding telephone numbers, and social security numbers of program participants in the address confidentiality Program for Victims of Domestic Violence held by the Office of the Attorney General are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution, except the information may be disclosed under the following circumstances: to a law enforcement agency for purposes of assisting in the execution of a valid arrest warrant; if directed by a court order, to a person identified in the order; or if the certification has been canceled. For purposes of this section, the term “address” means a residential street address, school address, or work address, as specified on the individual’s application to be a program participant in the address confidentiality program for Victims of Domestic Violence.

(2) The names, addresses, and telephone numbers of participants in the address confidentiality program for Victims of Domestic Violence contained in voter registration and voting records held by the supervisor of elections and the Department of State are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution, except the information may be disclosed under the following circumstances: to a law enforcement agency for purposes of assisting in the execution of an arrest warrant or, if directed by a court order, to a person identified in the order. This exemption applies to information made exempt by this subsection before, on, or after the effective date of the exemption.

History.—s. 1, ch. 98-405; ss. 3, 4, ch. 2003-185; ss. 2, 3, ch. 2005-279; s. 1, ch. 2010-42; s. 2, ch. 2010-115.

Section 2- Voter data fields and descriptions

The table below describes the layout for our voter data. The file is delivered in a text file that can be read by most any database or spreadsheet program.

Field	Field Name	Description	Valid Values
1	VoterID	Voter's Unique registration id number	text, 9 digits
2	Voter_Name	Full name in one field	
3	Last_Name	Last name	
4	First_Name	First name	
5	Middle_Name	Middle name or initial	
6	Name_Style	Surname (Jr., Sr. etc)	
7	Formatted_Address	Address to be used for mailing to voter. Formatted address field uses the voter's mailing address if they have one, otherwise it defaults to the residence address.	
8	City_State	City and state for formatted address	
9	Zip_Country	ZIP code for formatted address	text 5 or 9 if plus 4
10	Residence_Address	Residential address in one field	
11	Street_Number	House number	
12	Street_Number_Suffix	House number suffix (rarely used)	
13	Street_Dir	Directional (N, E, S, or W normally)	
14	Street_Name	Street name	
15	Street_Type	Street type (Dr, Way, Loop etc)	
16	Street_Dir_Suffix	Directional (N, E, S, or W normally)	
17	Unit_Type	Unit Designator (APT,LOT, UNIT, SUITE)	
18	Apartment_Number	Apartment number, if needed	
19	Zip_Code	Residential address ZIP code	
20	City_Name	Residential address city	
21	Mailing_Address_1	Mailing address, if voter has provided one	
22	Mailing_Address_2	Mailing address 2	
23	Mailing_Address_3	Mailing address 3	
24	Mailing_Address_4	Mailing address 4	
25	Mailing_City	Mailing address city	
26	Mailing_State	Mailign address state	
27	Mailing_zip	Mailing address ZIP code	
28	Mailing_Country	Mailing address country (if outside US)	

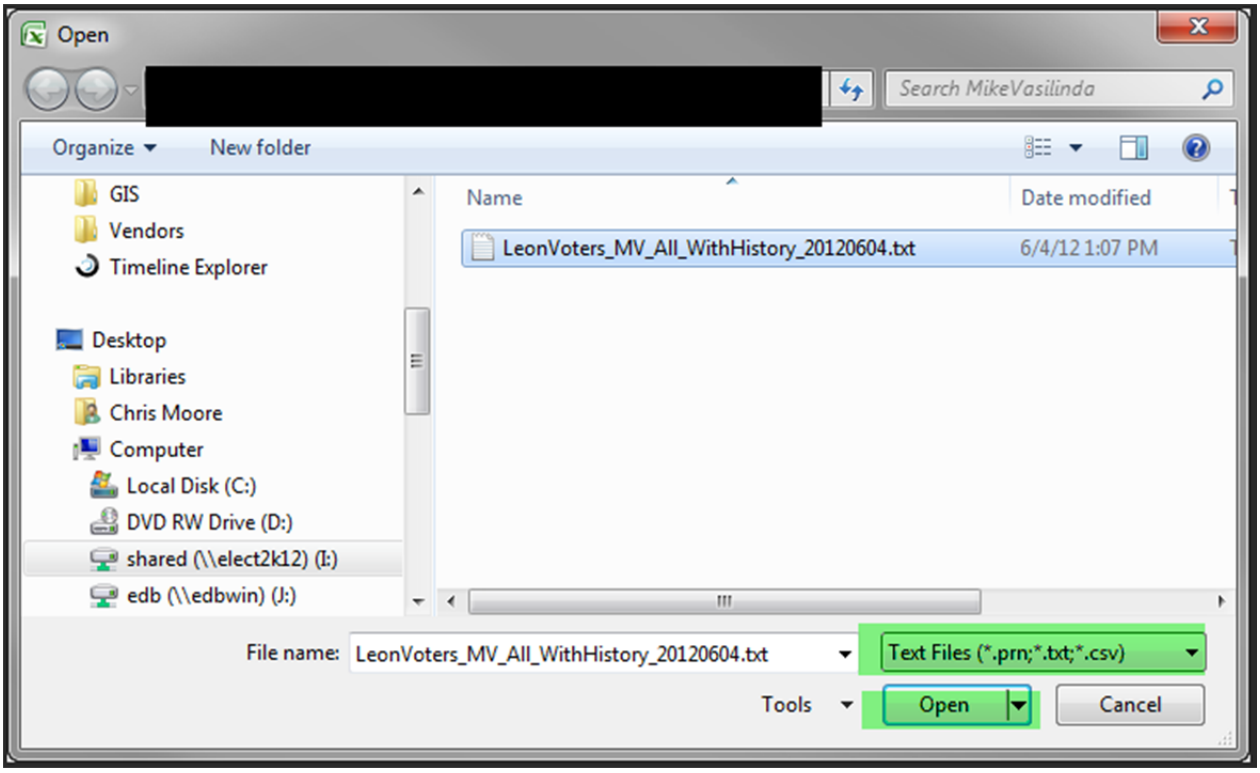
29	Race	Race code, see codes for values	1= American Indian or Alaskan Native 2= Asain or Pacific Islander 3= Black, not Hispanic 4= Hispanic 5= White, not Hispanic 6= Other 7= Multi Racial 9= Left Blank
30	Sex	Gender	F= Female M= Male U= Unknown
31	Birth_Date	Date of birth	DD/MM/YYYY
32	Registration_Date	Date of initial voter registration	DD/MM/YYYY
33	Congressional_District	US Congressional district	Leon County is in CNG district 2
34	Party	Party affiliation	link
35	Precinct	Precinct assignment	4 digit number, text field
36	House_District	Florida House district	7, 8 or 9
37	Senate_District	Florida Senate district	Leon County is in SEN district 2
38	Commission_District	Local County Commission district	1, 2, 3, 4 or 5
39	School_Board_District	Local School Board district	1, 2, 3, 4 or 5
40	Assistance_Required	Has voter requested assisstance in voting	Y or N
41	Mailing_Address_Flag	Voter has mailing address	Y or N
42	City_Code	Is the voter in a city precinct	0= Leon County, 1 = Tallahassee
43	City_Ward	City Ward	not in use anymore
44	Telephone_Number	Phone number, given by voter	text field, as given by voter
45	Voter Status	Voter's status	ACT= Active voter INA= Inactive voter (voter has address issue)
46	Vote_by_Mail_Email Address	Voter’s email address for mail ballot delivery	Vote by mail email address (protected)
47	Public_Email_Address	Voter’s email address given for sample ballot delivery or communications not related to ballots	Voter email address
48-XX	Election	Voter's performance record in elections.	Y= Voted in election E= Early Voted in election A= Voted Absentee N= did not Vote X= Ineligible to Vote Z= Voted at polls by Provisional, was counted F= Early Voted by Provisional, was counted B= Absentee ballot rejected by Canvassing Board <blank>= not registered at time of election P=Provisional Ballot NOT counted

Section 3- How to get this data into Excel 2007

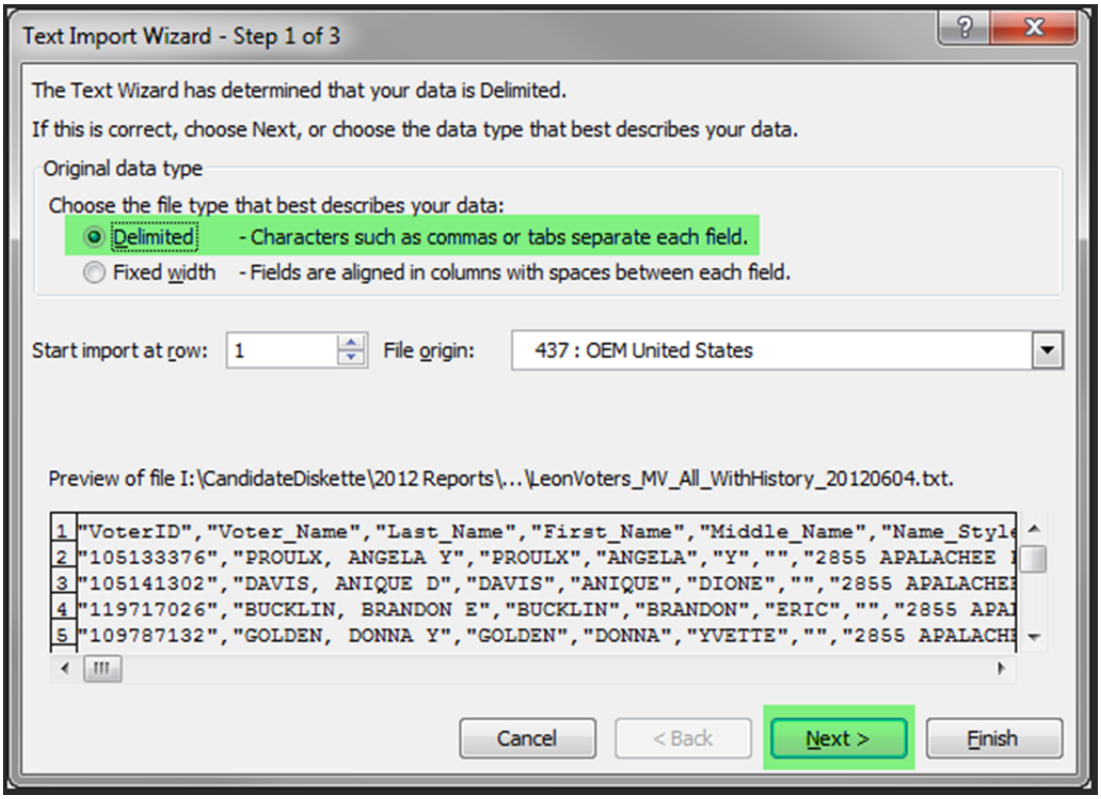
Excel is by far the most popular and widely used spreadsheet software on the market. This tutorial will focus in Excel 2007, but you can also download free software called Open Office that includes a spreadsheet module "Calc". Open Office is an open source, free suite of software.

Versions of Excel previous to 2007 can only read approximately 66,000 records, so please be mindful of this limitation as it may affect your file. *Excel 2003 will not give you an error that it did not load all the data.*

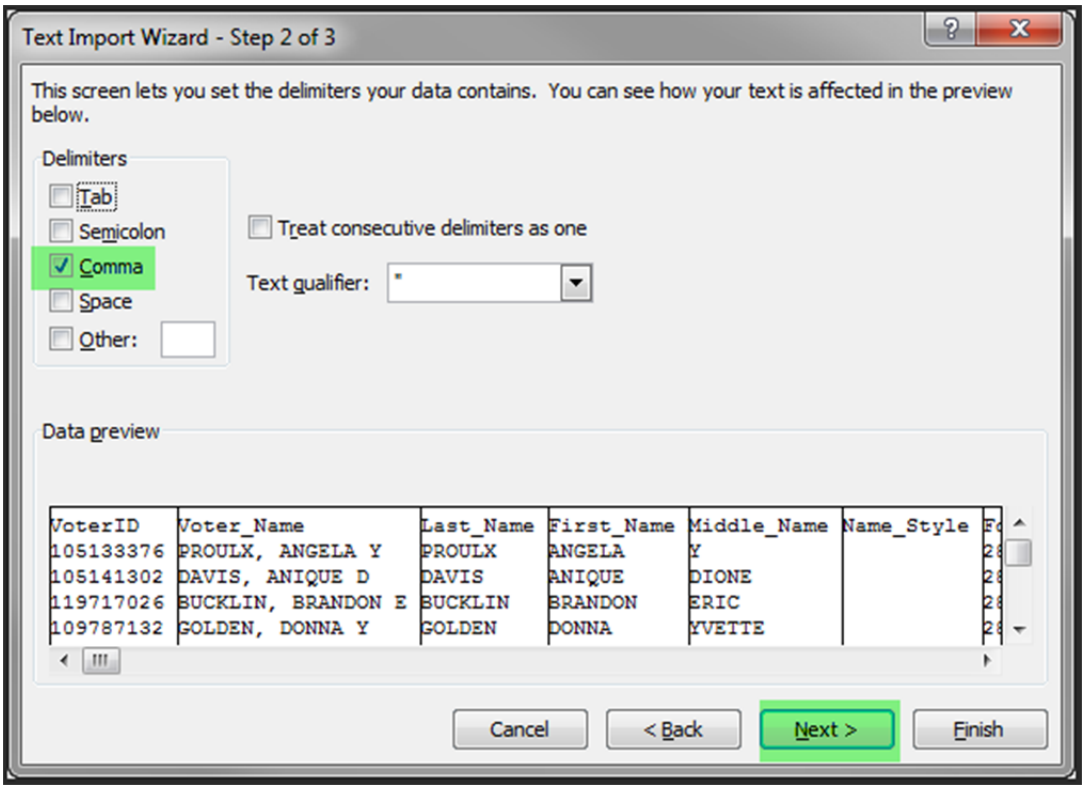
1) Choose Open file from the Windows button. Change the drop down at lower right to "Text Files" to see the file. Select the voter data file. Choose **Open** at lower right.



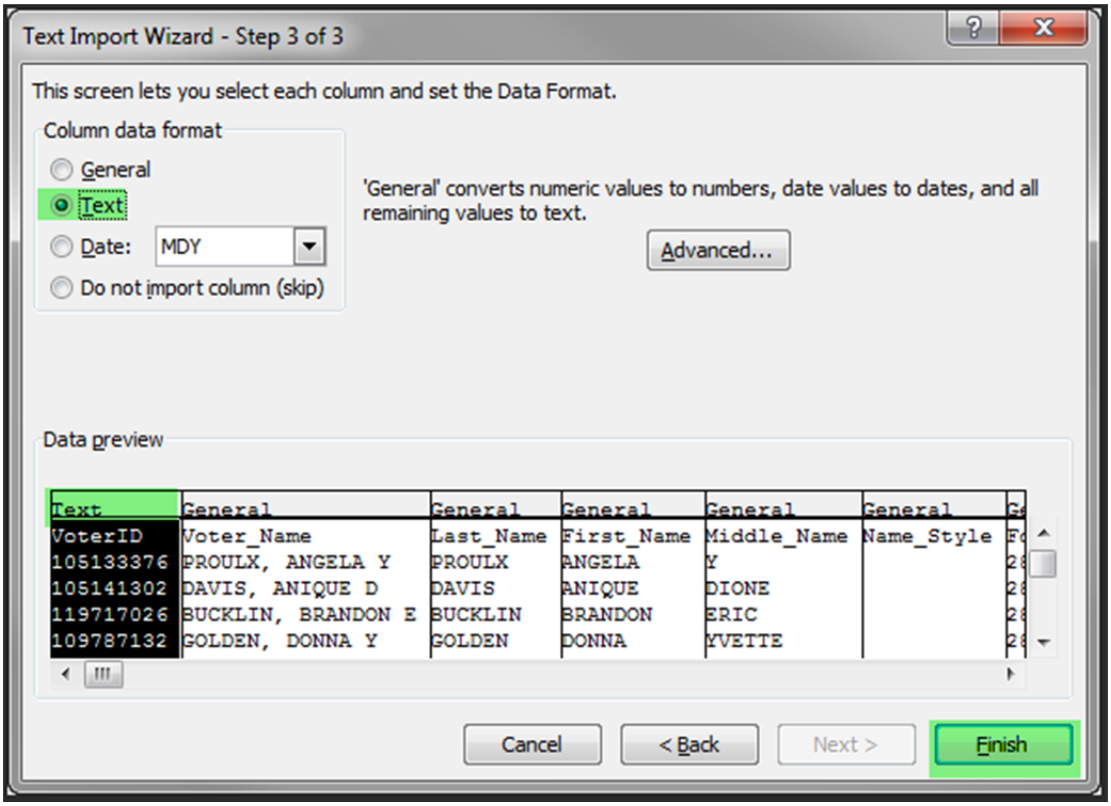
2) Choose “Delimited” and Next.



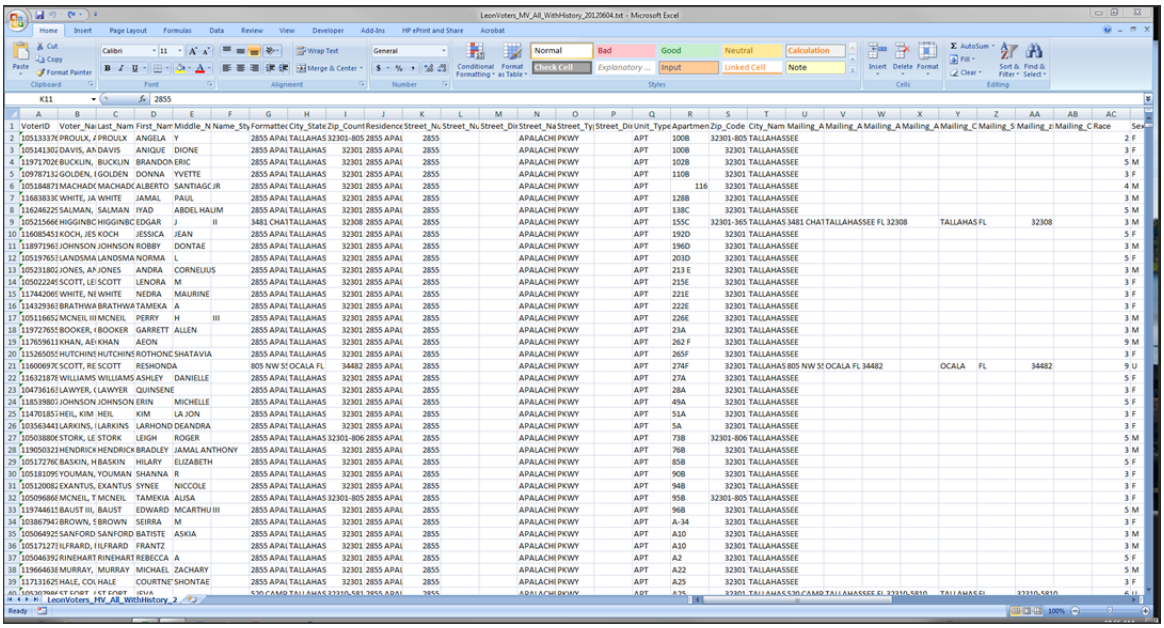
3) Choose “Comma” and Next.



4) Choose Text as the data type for the “VoterID” field, leave others. Choose Next



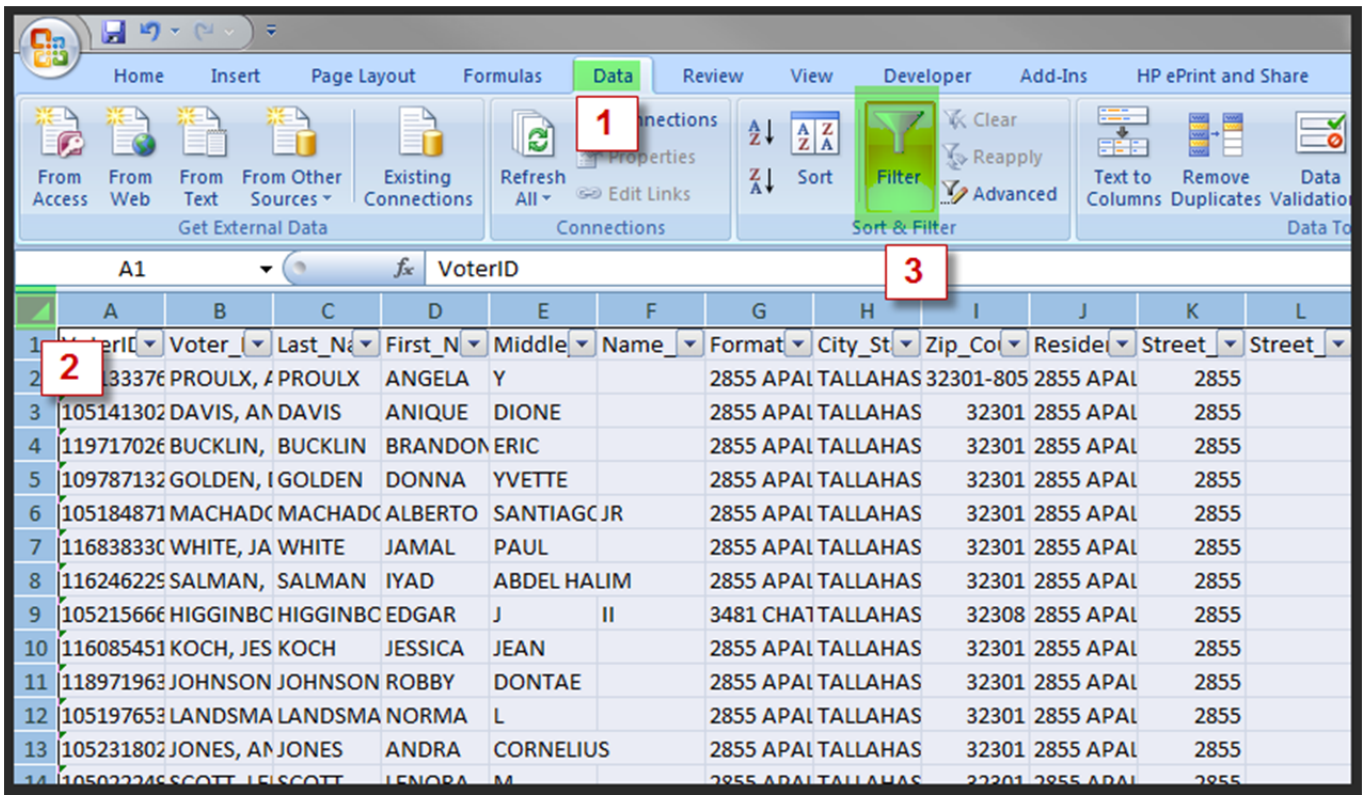
5) If you have successfully loaded the data, it will appear in the spreadsheet. You can save the data at any time now in Excel format.



Excel Tip

- **You can use the Data filter tool to filter your data in 3 steps!**
    1. Select the Data tab
    2. Select all the cells by clicking in the upper right cell
    3. Click the Filter tool

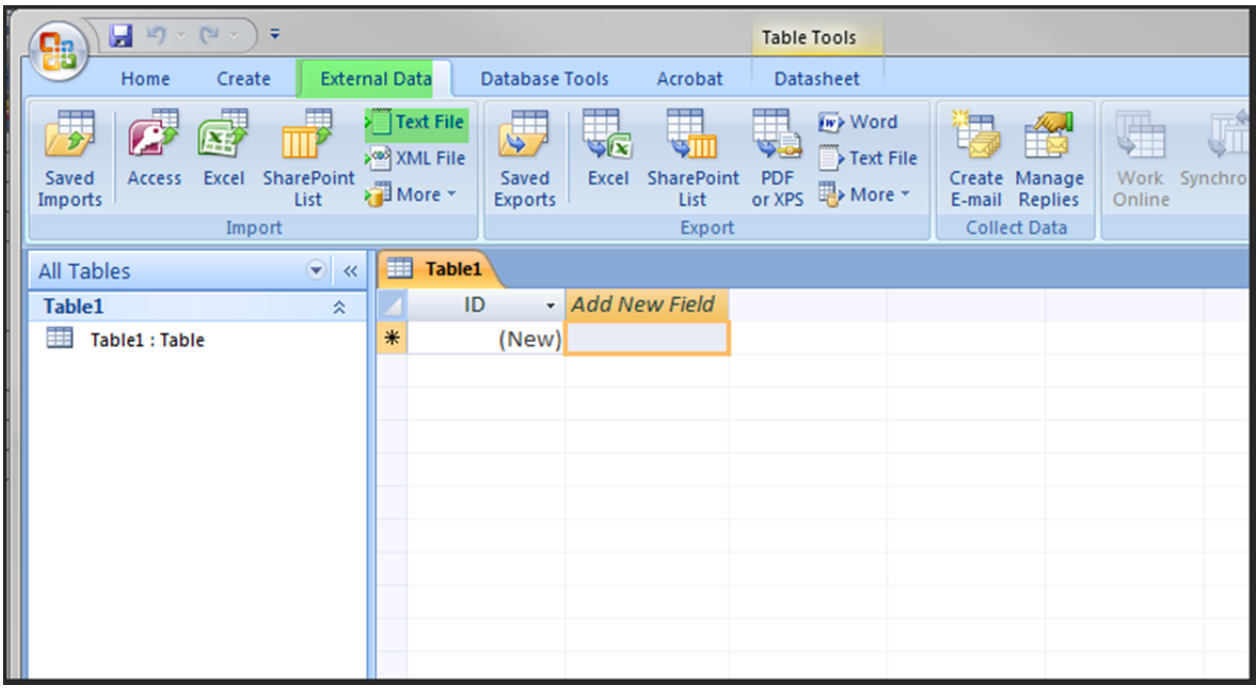
Use the drop down arrows to select values.



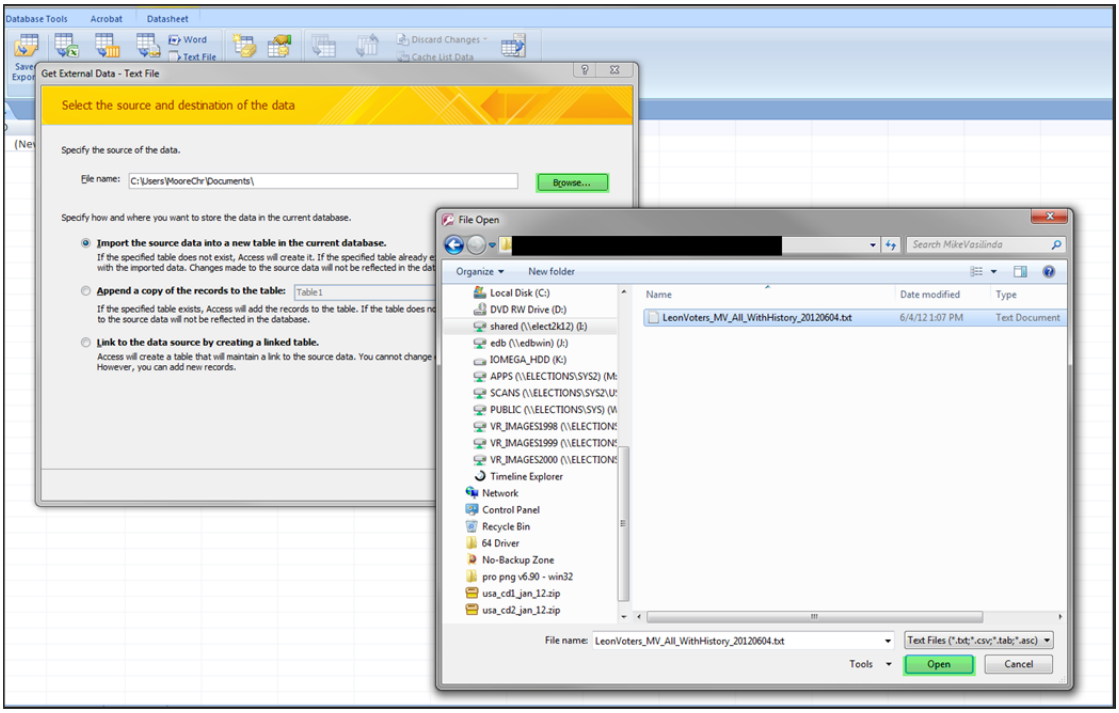
Section 4- How to get this data into Access 2007

Access is another popular Microsoft software product, though there are many other choices in this category. Access allows you to perform more powerful queries on the data and can be specifically manipulated to identify voters across multiple queries, match other data and remove duplicates from other sources.

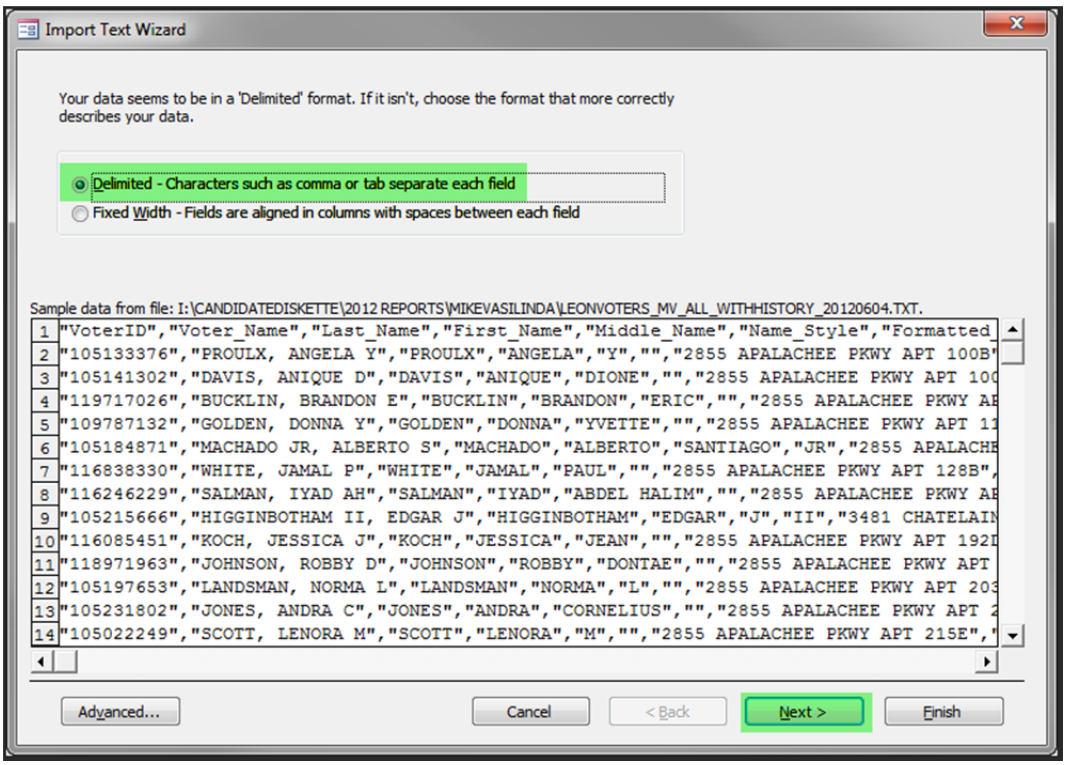
1) From an new access file, choose “External Data” and **Text File**.



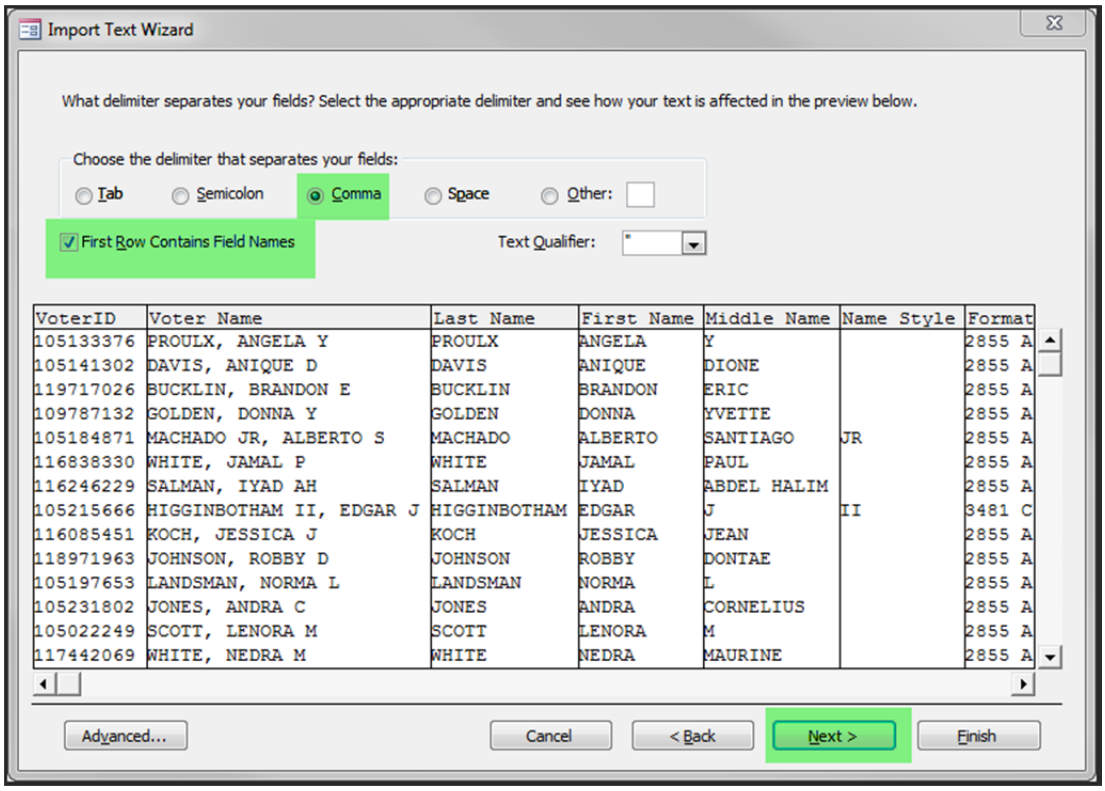
2) First choose the location of the data, then open the file. Say OK to both dialogs once completed.



3) Choose Delimited, then Next.

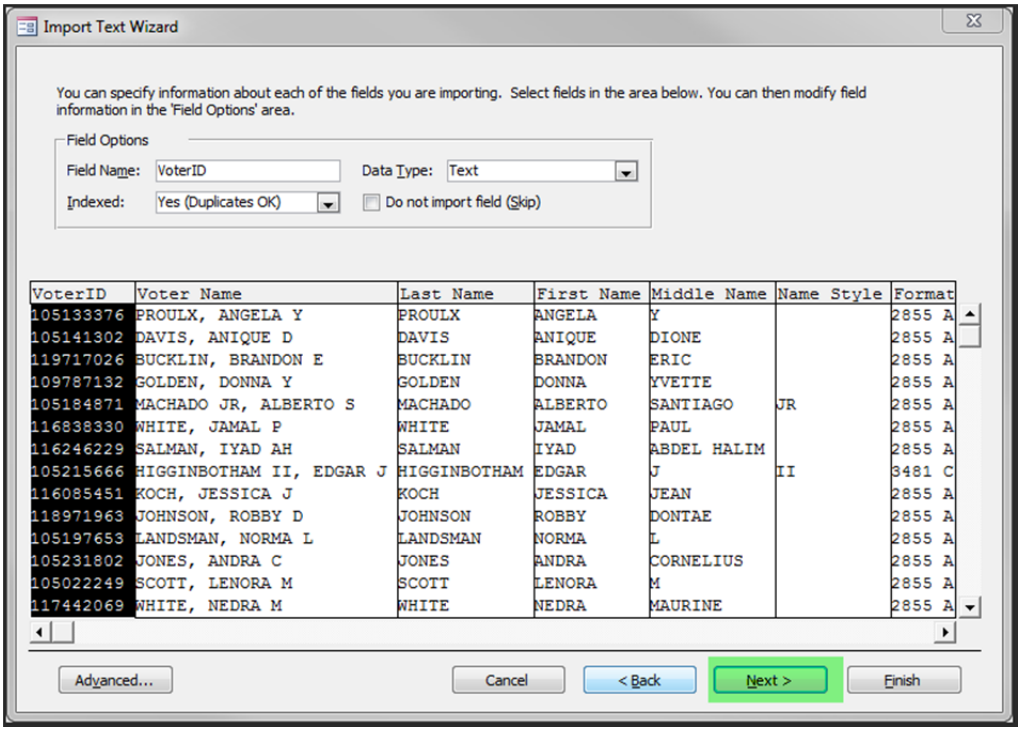


4) Choose Comma, check the box for “First Row Contains Field Names”, then Next.



VoterID	Voter Name	Last Name	First Name	Middle Name	Name Style	Format
105133376	PROULX, ANGELA Y	PROULX	ANGELA	Y		2855 A
105141302	DAVIS, ANIQUE D	DAVIS	ANIQUE	DIONE		2855 A
119717026	BUCKLIN, BRANDON E	BUCKLIN	BRANDON	ERIC		2855 A
109787132	GOLDEN, DONNA Y	GOLDEN	DONNA	YVETTE		2855 A
105184871	MACHADO JR, ALBERTO S	MACHADO	ALBERTO	SANTIAGO	JR	2855 A
116838330	WHITE, JAMAL P	WHITE	JAMAL	PAUL		2855 A
116246229	SALMAN, IYAD AH	SALMAN	IYAD	ABDEL HALIM		2855 A
105215666	HIGGINBOTHAM II, EDGAR J	HIGGINBOTHAM	EDGAR	J	II	3481 C
116085451	KOCH, JESSICA J	KOCH	JESSICA	JEAN		2855 A
118971963	JOHNSON, ROBBY D	JOHNSON	ROBBY	DONTAE		2855 A
105197653	LANDSMAN, NORMA L	LANDSMAN	NORMA	L		2855 A
105231802	JONES, ANDRA C	JONES	ANDRA	CORNELIUS		2855 A
105022249	SCOTT, LENORA M	SCOTT	LENORA	M		2855 A
117442069	WHITE, NEDRA M	WHITE	NEDRA	MAURINE		2855 A

5) Accept values in this screen without changing them, Next.



VoterID	Voter Name	Last Name	First Name	Middle Name	Name Style	Format
105133376	PROULX, ANGELA Y	PROULX	ANGELA	Y		2855 A
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116246229	SALMAN, IYAD AH	SALMAN	IYAD	ABDEL HALIM		2855 A
105215666	HIGGINBOTHAM II, EDGAR J	HIGGINBOTHAM	EDGAR	J	II	3481 C
116085451	KOCH, JESSICA J	KOCH	JESSICA	JEAN		2855 A
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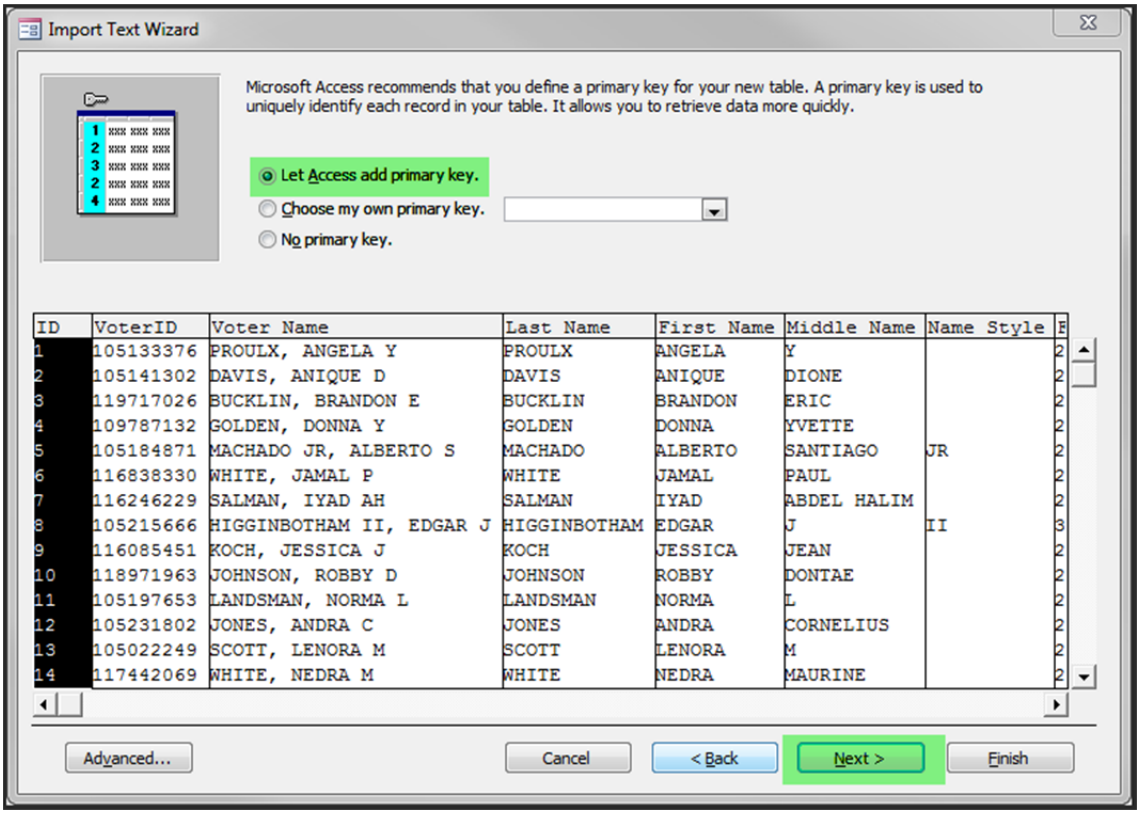
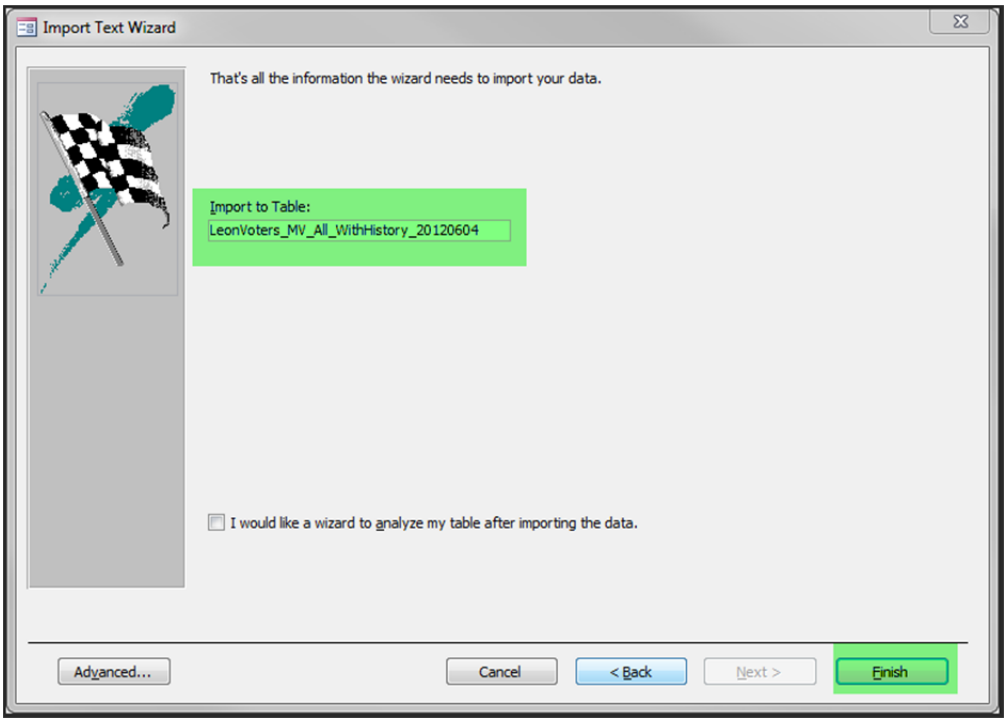
105197653	LANDSMAN, NORMA L	LANDSMAN	NORMA	L		2855 A
105231802	JONES, ANDRA C	JONES	ANDRA	CORNELIUS		2855 A
105022249	SCOTT, LENORA M	SCOTT	LENORA	M		2855 A
117442069	WHITE, NEDRA M	WHITE	NEDRA	MAURINE		2855 A

6) Choose Let Access add primary key, Next.

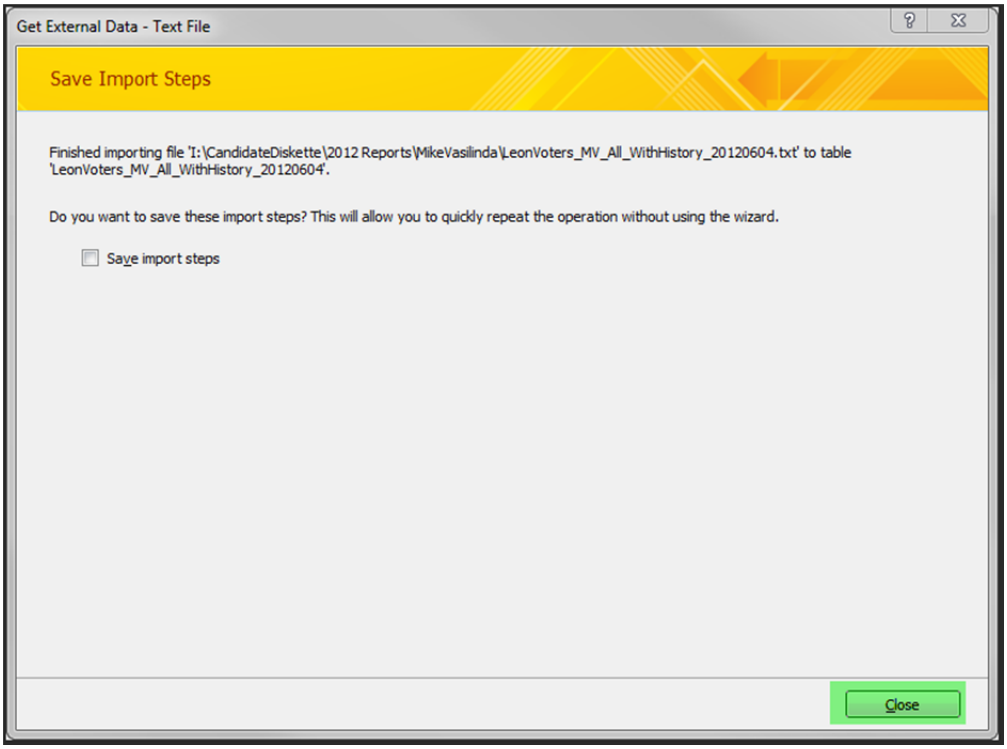


ID	VoterID	Voter Name	Last Name	First Name	Middle Name	Name Style	F
1	105133376	PROULX, ANGELA Y	PROULX	ANGELA	Y		2
2	105141302	DAVIS, ANIQUE D	DAVIS	ANIQUE	DIONE		2
3	119717026	BUCKLIN, BRANDON E	BUCKLIN	BRANDON	ERIC		2
4	109787132	GOLDEN, DONNA Y	GOLDEN	DONNA	YVETTE		2
5	105184871	MACHADO JR, ALBERTO S	MACHADO	ALBERTO	SANTIAGO	JR	2
6	116838330	WHITE, JAMAL P	WHITE	JAMAL	PAUL		2
7	116246229	SALMAN, IYAD AH	SALMAN	IYAD	ABDEL HALIM		2
8	105215666	HIGGINBOTHAM II, EDGAR J	HIGGINBOTHAM	EDGAR	J	II	3
9	116085451	KOCH, JESSICA J	KOCH	JESSICA	JEAN		2
10	118971963	JOHNSON, ROBBY D	JOHNSON	ROBBY	DONTAE		2
11	105197653	LANDSMAN, NORMA L	LANDSMAN	NORMA	L		2
12	105231802	JONES, ANDRA C	JONES	ANDRA	CORNELIUS		2
13	105022249	SCOTT, LENORA M	SCOTT	LENORA	M		2
14	117442069	WHITE, NEDRA M	WHITE	NEDRA	MAURINE		2

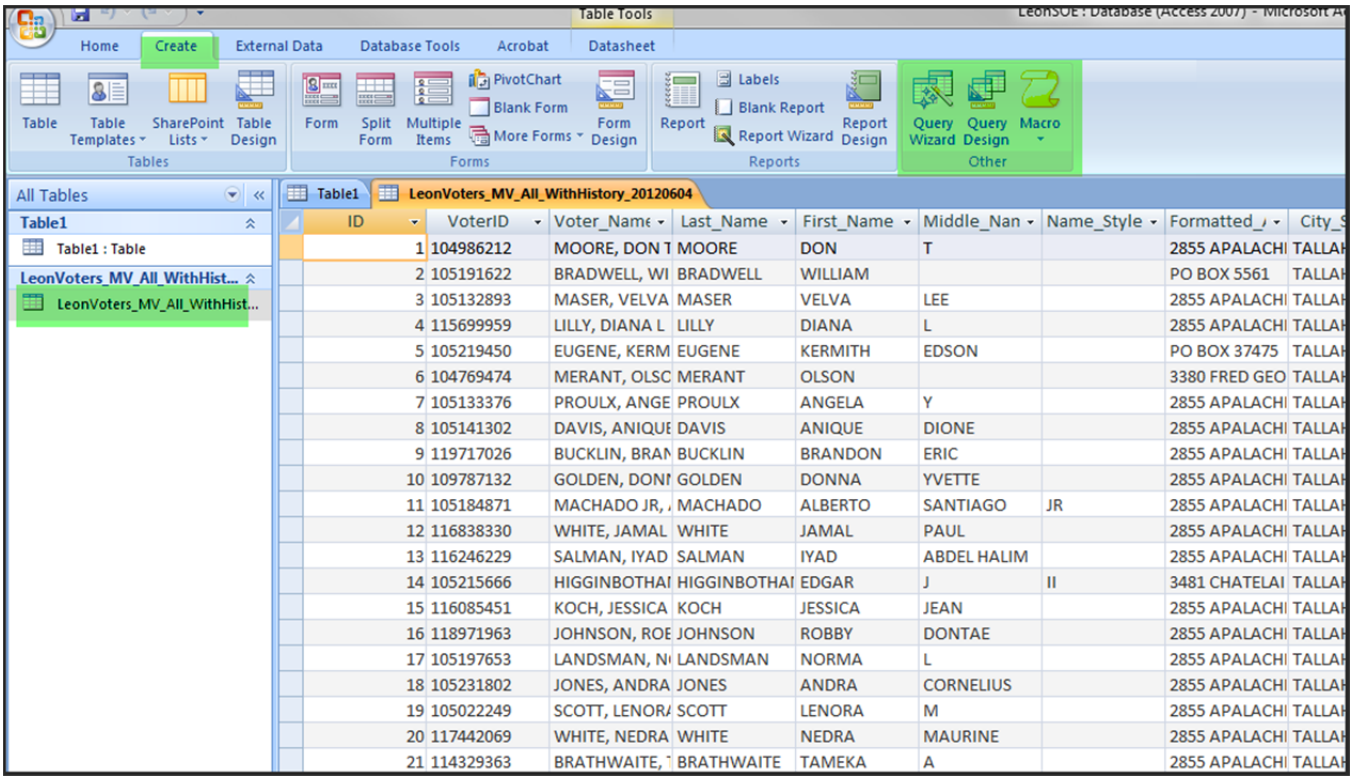
7) Choose to accept the file name, or change it, then Finish.



8) Choose Close.



9) Choose your table on the left, then the Create tab allows for query creation.



Section 5- Maps and other resources

Our website has a Live Map accessible from www.leonvotes.org/map.

The site includes precincts, districts, polling locations, Early Voting sites and branch registration sites.

We have an online Voter Data Order Form, a Map Order Form and other resources from the Data & Lists section of the website. You can access past election results from our website as well as find other helpful links at any time.

As always, if you have any questions, contact us at:

Supervisor of Elections - Leon County
P. O. Box 7357, Tallahassee FL 32314-7357
Phone (850) 606-8683 - Fax (850) 606-8601
www.leonvotes.org