

SOUTH CAROLINA

ELECTION COMMISSION

CORRECTIVE ACTION PLAN

S.C. Code §7-3-25(A) authorizes the State Election Commission (SEC) to identify any compliance failures and establish and implement a corrective action to remedy such failures. Recommendations included in an SEC audit report require implementation of a corrective action plan (CAP) that is developed by the county and approved by the SEC's Audit Division.

AUDIT TITLE	An In-Depth Review of Aiken County's Ballot Reconciliation Worksheets from the November 2022 General Election	AUDIT PUBLICATION DATE	December 2024
CAP REVIEW DATE	May 21, 2022	CAP REQUIRED RESPONSE DATE	05/26/25
COMPLETED BY	Dana Burden	JOB TITLE	Director
DATE COMPLETED	May 22, 2025	# OF RECOMMENDATIONS TO ADDRESS	5

#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Rob Sims
1	1	The Aiken County Voter Registration and Elections Office should retain all ballot reconciliation worksheets for two years after an election, as required by state regulation.	Since becoming director, I have implemented new storage and retention procedures to ensure state regulations are met. I also have reset election night to make sure the reconciliation sheets are gathered and put in binders. Labels are then placed on all election material, including ballot reconciliation, with the retention schedule code, contents of box or binder, and destroy date	COMPLETION DATE	11/04/25
				APPROVED BY	SEC Director of Audit
				APPROVAL DATE	May 22, 2025

#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Nathan Garner
2	2			COMPLETION DATE	11/05/25

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	The Aiken County Voter Registration and Elections Office should count individual ballot cards before supplying them to the precincts or polling locations.	We are now packaging ballot activation cards prior to elections and the number of ballots given will be written on the ballot reconciliation sheet by my staff	APPROVED BY	SEC Director of Audit
			APPROVAL DATE	May 22, 2025

#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Nathan Garner
3	3	The Aiken County Voter Registration and Elections Office should ensure poll clerks count individual ballot cards to verify the total ballots supplied.	I will reinforce through training that clerks should be counting ballot cards	COMPLETION DATE	11/04/25
				APPROVED BY	SEC Director of Audit
				APPROVAL DATE	May 22, 2025

#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Kim Day
4	4	The Aiken County Voter Registration and Elections Office should train poll clerks on how to address ballot reconciliation when impacted by technical issues, including the use of the paper poll list and following procedures for handling jammed ballots.	During clerk training, I will be sure and go over how to account for all ballots, where they go on the ballot reconciliation sheet, when to use the paper poll list and how to address jammed ballots on ballot reconciliation worksheet. Also, in case the clerk is unable to reach my office during the day, reconciliation sheets will be checked by board and/or staff on election night when clerks turn in paperwork	COMPLETION DATE	11/04/25
				APPROVED BY	SEC Director of Audit
				APPROVAL DATE	May 22, 2025

#	REC #	RECOMMENDATION	CORRECTIVE ACTION	RESPONSIBLE PARTY	Dana Burden
5	5	The Aiken County Voter Registration and Elections Office	I have created my own data for ballot reconciliation practice during	COMPLETION DATE	11/04/25
				APPROVED BY	SEC Director of Audit

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	should incorporate a hands-on exercise on how to complete and reconcile ballot reconciliation worksheets during poll clerk trainings. This training should explain the terms used on the worksheet.	clerk training. In all of the trainings I've done this, year, I have incorporated hands on training and went over results together with clerks and will continue doing this in all future clerk training sessions.	APPROVAL DATE	May 22, 2025
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