

**Onondaga County Board of Elections**  
**Meeting Agenda**

March 1, 2023  
2:30 PM

Type of Meeting: Decision Making

Commissioners: Dustin Czarny and Michele SarDO

Invitees: Candice Clemens, Julie Cook, Michelle Edinger

- I. Call to order: DUSTIN CZARNY AT 2:30 PM
- II. Roll call: DUSTIN CZARNY, JULIE COOK,  
MICHELE SARDO, CANDICE CLEMENS, MICHELLE EDINGER
- III. Approval of Agenda: YES 2 / NO 0
- IV. New Business
  - a) Approval of 2023 General Election polling places: YES 2 / NO 0
  - b) Approval of RFP for voting machines submission: YES 2 / NO 0
  - c) Approval of website agreement: YES 2 / NO 0
  - d) Approval letter for destruction of past voter registration forms to NYS Board of Elections:  
YES 2 / NO 0
- V. Adjournment: DUSTIN CZARNY AT 2:36 PM / MICHELE SARDO SECOND



COUNTY OF ONONDAGA

*Office of the Board of Elections*

1000 ERIE BLVD WEST  
SYRACUSE, NY 13204

PHONE: 315-435-3312 • FAX: 315-435-8451

www.ongov.net/elections

DUSTIN M. CZARNY  
COMMISSIONER

MICHELE L. SARDO  
COMMISSIONER

**Onondaga County Board of Elections  
Website Access and Use Agreement**

**Whereas**, the Onondaga County Board of Elections (“OCBOE”) has established a secure, password protected, website (the “Website”) which will contain information on the registered Onondaga County voters who vote in the upcoming 2023 Election Cycle; and

**Whereas**, OCBOE desires to make such information available to candidates, or an authorized representative of a candidate or campaign for a candidate, running for office in the 2023 Election Cycle in Onondaga County, or a member of the news media, or authorized representative of a news media outlet, covering the 2023 Election Cycle in Onondaga County (“Authorized User”), provided said Authorized User agrees to abide by certain terms and conditions for Website access and usage.

I, \_\_\_\_\_, hereby certify that I am an Authorized User, as that term is defined above, and, as a condition of being granted access to the Website in conjunction with the 2023 Election Cycle, hereby agree to abide by the following terms and conditions:

- Each Authorized User will be issued a unique password in order to access the Website. Passwords must not be shared with anyone and shall be kept/stored in a secure and protected format and manner. Passwords should not be stored in unencrypted formats or saved in security databases or automated logon procedures, such as batch files, login scripts, software macros, and function keys;
- No information retrieved or derived from the Website may be posted on any social media platform;
- Authorized Users are forbidden from publicizing or sharing with anyone the name(s) or any other identifying information of any voter; and
- Authorized Users may only publicize or otherwise share statistics, numbers, and/or geographical data derived or retrieved from the Website

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date



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MICHELE L. SARDO  
COMMISSIONER

March 9, 2023

Thomas Connolly  
Director of Elections of Operations  
New York State Board of Elections  
40 North Pearl St., Suite 5  
Albany, NY 12207

Dear Thomas:

In 2006, Onondaga County Board of Elections upgraded our registration system to a Full Document Imaging System with NTS Data Services. In 2007, all active and inactive voter registration forms were scanned into a full documentation system.

As of December 2022, all and any forms received in our office have been scanned and uploaded into each voter record through the NTS Data Services system. In January of 2023, the Onondaga County Board of Elections has migrated all scanned documents from the NTS Data Services system into the NextVote Election Management System and continue to do so daily.

This letter is to advise your office that the Onondaga County Board of Elections has successfully completed the scanning of all active and inactive voter registration files, the files scanned were proofed for accuracy, indexing has been reconciled and voter registration files are now stored in the NextVote Election Management System.

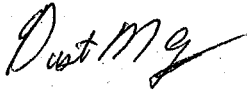
Original records that have been scanned are being retained in a manner that permits disposal after the required 2-year retention period. Any voter registration forms on Microfiche will continue to be retained in this office permanently as those records have not been digitized.

Based on the above, we consider the Full Document Imaging project complete and operational and respectfully submit the following certification:

CERTIFICATION

We, the undersigned Commissioners of Elections, Onondaga County, New York, do hereby certify the foregoing statements to be true and accurate and that the actions stated above have been completed as stated.

Sincerely,



Dustin M. Czarny  
Commissioner



Michele L. Sardo  
Commissioner