



NATIONAL  
ARCHIVES

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UNITED STATES

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October 13, 2016

Governor Matthew Mead  
Idelman Mansion  
2323 Carey Ave.  
Cheyenne, WY 82002-0010

Governor Mead:

I am writing to offer the assistance of the National Archives and Records Administration (NARA) as you prepare to perform your responsibilities in the upcoming Electoral College process. This year the Presidential election and selection of electors will occur on November 8, 2016, and the State meetings of the Electoral College will be held on December 19, 2016.

As you may know, the Governor of each State (including the Mayor of the District of Columbia) performs certain duties to carry out the functions of the Electoral College. Each State is responsible for documenting the selection of electors and the electors' votes for President and Vice President, and for ensuring that properly executed certificates reach the appropriate Federal and State officials.

NARA administers the electoral process by receiving Certificates of Ascertainment of electors and Certificates of Vote from the States and the District of Columbia, reviewing them for legal sufficiency, making them available to the Congress for the official accounting of electors and votes, and providing the public with access to electoral documents and information about the Electoral College.

NATIONAL ARCHIVES *and*  
RECORDS ADMINISTRATION

700 PENNSYLVANIA AVENUE, NW  
WASHINGTON, DC 20408-0001

*www.archives.gov*

To assist you in carrying out your Electoral College duties, we have updated our website with this year's deadlines along with the provisions of the U.S. Constitution and the United States Code that relate to the election of the President and Vice President. Please make this link available to the officials who will administer the electoral process in your State.

<http://archives.gov/federal-register/electoral-college/officials.html>.

I would greatly appreciate your assistance in ensuring the smooth operation of the Electoral College process this year. It is essential that the electoral certificates be prepared accurately and submitted as promptly as possible within the time periods allotted by law. If you have any questions regarding Electoral College procedures, please have your staff or the appropriate State election officials contact the staff of the Legal Affairs and Policy Division of NARA's Office of the Federal Register at (202) 741-6030 or [electoral.college@nara.gov](mailto:electoral.college@nara.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "D. S. Ferriero", with a stylized flourish at the end.

DAVID S. FERRIERO

Archivist of the United States