



Archivist of the
United States

October 17, 2024

Sent via email:

The Honorable [Name]
Governor of
[address]

Dear Governor [Name],

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 5, 2024, and the State meetings of the electors will be held on December 17, 2024.

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. NARA's Office of the Federal Register (OFR) reviews the Certificates for legal sufficiency and makes them available to the Congress for the official accounting of electors and votes. OFR also provides the public with access to electoral documents and information about the Electoral College.

To help carry out your duties, we have updated our website with this year's deadlines along with the provisions of the U.S. Constitution and the U.S. Code that relate to the election of the President and Vice President. The checklist and instructions for State officials, and an informational pamphlet for electors, are also available on that website. Please make this link available to the officials who will administer the electoral process in your State:

<https://www.archives.gov/electoral-college/state-officials>.

Note that this year there is a new legal requirement to include at least one security feature in each Certificate of Ascertainment for purposes of verifying the authenticity of the Certificate. It is up to each State to determine what this feature will be. To ensure compliance with this new requirement, please provide my staff with the security feature(s) you will implement.

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.

To support this process, I am pleased to announce the launch of an online portal that will allow you to share draft Certificates for a pre-review, contact the OFR with questions, provide tracking information, and monitor OFR's progress in reviewing the official Certificates once they receive them. Each State can designate up to four individuals as points of contact with access to this new system. We are in the process of identifying and inviting those individuals, which includes at least one individual from your office.

State officials without direct access to the portal can continue to receive the general announcements, reminders, and other periodic emails by emailing a request to OFR's Legal Affairs and Policy Division (email address) from an official State email account. If you have any questions regarding Electoral College procedures, you, your staff, and State election officials can contact OFR's Legal Affairs and Policy Division at (phone number) or (email address).

Sincerely,

DR. COLLEEN J. SHOGAN
Archivist of the United States