



# The Blue Ballot Security Bag

1. **Remove the ADMINISTRATOR Memory Card from the left-hand memory card compartment (the card will be marked #2 on the back and will be blue).**
2. **Place ADMINISTRATOR (#2) Memory Card in Blue Ballot Security Bag (Blue Memory Card).**
3. **Pack the Bag.**
4. **Record plastic seal used to seal the bag on the After the Closed Sheet.**
5. **Seal the bag by bringing together the zipper pulls and snapping the seal between them.**
6. **Return to be loaded on a truck at the Town Hall in the Towns (except Brighton and Henrietta: return directly to Board of Elections Service Center). In the City, return blue bags to truck in the parking lot adjacent to the Board of Elections.**

