

Complying with FOIA Requests for Absent Voter Data

Clerks are beginning to see FOIA requests for absent voter data. Most of this information is open to public inspection and clerks must respond promptly and uniformly to requests for this data. The **QVF Daily AV Report** was designed to assist clerks in fulfilling these requests. The Daily AV Report can be customized by date and by ballots sent and/or ballots received and it can be emailed in a .csv file, printed as a list, or printed as labels.

In addition, this report only includes information available to the public. Remember, if using any other method to share this information, **the following items must not be included** and/or should be redacted:

- Driver license or PID number
- Month and day of the voters' birth
- Phone Number
- Email addresses provided by military/overseas voters

Full instructions on creating the Daily AV Report can be found in [QVF Refresh Daily AV Report Guide](#), [Chapter 7 of the QVF Legacy Manual](#), or the [EMP \(for non-QVF users\) Manual](#).