In the VISTA database, Precincts and Sub Precincts are tracked using a unique identifier of up to 10 characters to represent a specific balloting unit (wherein all voters in a specified precinct receive the same ballot). Precincts are identified using up to 6 characters; example: SJ001A or 007. Sub Precincts are identified using a 6 character precinct identifier, a ":" character, and up to 3 characters for the Sub Precinct identifier; example: SJ0003:SW2.

The Lt. Governor's office is requesting that counties provide Precinct - Sub Precinct plan boundaries (all precincts in their county and, where applicable, sub precincts) in a digital geographic file format so the boundaries can be represented on map displays to be built into VISTA and other voter information applications. While the standards speak to digital files, paper or other map-based products may be acceptable if they convey the information requested.

In order to simplify the integration of county-defined Precinct - Sub Precinct Areas into a statewide dataset, we ask that Precincts and Sub Precinct geographic boundary submissions meet the following requirements:

Boundary Geometry:

- **Seamless Boundaries:** All new Precinct - Sub Precinct Area data should form a seamless polygon data layer in a shapefile or file geodatabase format that covers the geographic extent of the county. The following topological rules should hold valid: 1) must not overlap; and 2) must not have gaps.

- **One Record Per Unique Precinct - Sub Precinct Area:** Each VISTA Precinct or Sub Precinct will have one and only one geographic area record. Where two or more areas have the same VISTA Precinct or Sub Precinct identification number, these should be merged into a single geographic feature and corresponding attribute record. No Precinct-level polygon should be submitted if that Precinct is subdivided into Sub Precincts .

- **Standard Coordinate System:** Ideally, all submissions will represent Precinct - Sub Precinct Areas using Universal Transverse Mercator coordinates (NAD83, Zone 12 North). However, boundaries stored in other industry standard coordinate systems will be accepted if they are both defined within the data file(s) and documented in the metadata (see below).

Descriptive Attributes:

- **Database Field/Column Definitions:** The table below indicates the field names and definitions for attributes requested for each Precincts and Sub Precincts record

Field/Column Definition for Ballot Areas

Name	Type	Length	Description	Example

Shape	Geometry	n/a	Geometry associated with Ballot Area	polygon boundary in UTM NAD83 Zone 12 N coordinates or other industry standard defined and documented coordinates
County ID	Numeric	2	County ID Number	Beaver = 1, Box Elder=2, Cache=3..., Weber=29
VistaID	Text	10	Composed of the VISTA Precinct Name and where applicable, a colon (:) and the VISTA Sub Precinct ID. VistaIDs must exactly match one, and only one precinct or sub precinct in the state VISTA database.	BRGC09:CFD, SJ001A, SJ0003:SW2, 007, 12:B
PrecinctID	Text	6	VISTA database unique identifier for Precinct area. Up to six alphanumeric characters	BRGC09, SJ001A, SJ0003, 007, 12
SubPrecinctID*	Text	3	VISTA database unique identifier for subprecinct area. Up to 3 alphanumeric characters	CFD, null**, SW2, null**, B
VersionNbr	Text	20	Plan version number	1.0, 12B, etc
EffectiveDate	Date	n/a	The planned start date for a Ballot Area	mm/dd/yyyy

* Precinct ID should be included for all Sub Precincts, but there should be no precinct-level polygon submitted if that precinct is subdivided into Sub Precincts .
** null values or empty string values are both acceptable

Deliverable Media: All digital data associated with county Ballot Areas shall be delivered on mutually agreed upon Windows OS compatible media, including but not limited to:

a. CD
b. DVD
c. Portable USB storage device
d. Electronic delivery by email attachment or File Transfer Protocol (FTP)

Metadata: Data submissions should be documented in accordance with Federal Geographic Data Committee (FGDC) Content Standard. A technical contact person should be indicated in the metadata or accompanying documentation. A minimum set of suggested metadata elements and "how to" information are shown at: http://gis.utah.gov/quickmetadata

Delivery/Contact Point for Ballot Area data submissions: Please direct or coordinate submissions with Bert Granberg of the State's Automated Geographic Reference Center. Mailing address: DTS-AGRC; 1 State Office Building, Room 5130; Salt Lake City, UT 84114. (email: bgranberg@utah.gov; office phone: 801-538-3072)

General VISTA Database and Application Contact Points:
Ray Palmer (email: rpalmer@utah.gov; office phone: 801-538-1546)
Kevin Higgs (email: khiggs@utah.gov; office phone: 801-538-1393)