

1 STATE BOARD OF ELECTIONS

2 (Amendment)

3 31 KAR 4:201. Chain of custody for records during an election contest.

4 RELATES TO: KRS 120.205, 120.215

5 STATUTORY AUTHORITY: KRS 117.015(1)(a), 120.205, 120.215

6 CERTIFICATION STATEMENT: This is to certify that this administrative regulation
7 complies with the requirements of 2025 RS HB6, Section 8.

8 NECESSITY, FUNCTION, AND CONFORMITY: KRS 117.015(1)(a) authorizes the State
9 Board of Elections to promulgate administrative regulations necessary to properly carry
10 out its duties. KRS 120.205 and KRS 120.215 require the State Board of Elections to
11 promulgate administrative regulations to provide for a form that documents any
12 individuals transporting all voting equipment, ballots, boxes, precinct rosters, and other
13 voting records related to an election contest involving an election of a Governor and
14 Lieutenant Governor or a member of the General Assembly. This administrative regulation
15 establishes that form.

16 Section 1. If a board is established under KRS 120.205 or KRS 120.215 to try a
17 contested election of a Governor and Lieutenant Governor or a member of the General
18 Assembly, the possession of all components of a voting system, ballots, ballot boxes,

1 precinct rosters, and any other voting records sent for by the board shall not transfer
2 unless the transfer is:

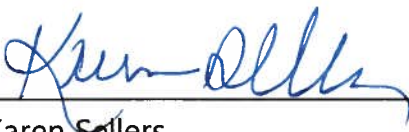
- 3 (1) Documented in writing on Form SBE 75, Election Contest Chain-of-Custody; and
4 (2) In compliance with the directions on the form.

5 Section 2. Incorporated by Reference.

6 (1) "Election Contest Chain-of-Custody", Form SBE 75, 10/2025~~[08/2022]~~, is
7 incorporated by reference.

8 (2) This material may be inspected, copied, or obtained, subject to applicable
9 copyright law, at the State Board of Elections, 140 Walnut Street, Frankfort, Kentucky
10 Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.

11 (3) This material is also available on the board's Web site at <https://elect.ky.gov>.



Karen Sellers
Executive Director, State Board of Elections

10/13/25
Date

PUBLIC HEARING AND PUBLIC COMMENT PERIOD

A public hearing on this administrative regulation shall be held on December 22, 2025, at 11:00 a.m. ET, at the Office of the State Board of Elections. Individuals interested in being heard at this hearing shall notify this agency in writing by five (5) workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing was received by that date, the hearing may be cancelled. This hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted until December 31, 2025. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

CONTACT PERSON: Taylor Brown, General Counsel, 140 Walnut Street, Frankfort, Kentucky 40601, Phone: (502) 782-9499, Email: TaylorA.Brown@ky.gov.

REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

31 KAR 2:010

Contact Person: Taylor Brown, phone: 502-782-9499, email: TaylorA.Brown@ky.gov

Subject Headings: Elections and Voting; County Clerks; Local Governments

(1) Provide a brief summary of:

(a) What this administrative regulation does: This administrative regulation establishes the form which documents any individuals transporting all voting equipment, ballots, boxes, precinct rosters, and other voting records related to an election contest involving an election of a Governor and Lieutenant Governor or a member of the General Assembly, as required by KRS 120.205 and KRS 120.215.

(b) The necessity of this administrative regulation: This administrative regulation is necessary to maintain the maximum degree of correctness, impartiality, and efficiency in the procedures of voting.

(c) How this administrative regulation conforms to the content of the authorizing statutes: KRS 117.015(1)(a) authorizes the State Board of Elections to promulgate administrative regulations necessary to properly carry out its duties.

(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes: This administrative regulation assists in maintaining the maximum degree of correctness, impartiality, and efficiency in the procedures of voting.

(2) If this is an amendment to an existing administrative regulation, provide a brief summary of:

(a) How the amendment will change this existing administrative regulation: This amendment updates Form SBE 75.

(b) The necessity of the amendment to this administrative regulation: This amendment updates Form SBE 75 to be more user friendly.

(c) How the amendment conforms to the content of the authorizing statutes: KRS 117.015(1)(a) authorizes the State Board of Elections to promulgate administrative regulations necessary to properly carry out its duties.

(d) How the amendment will assist in the effective administration of the statutes:

This amendment will assist in maintaining the maximum degree of correctness, impartiality, and efficiency in the procedures of voting.

(3) Does this administrative regulation or amendment implement legislation from the previous five years? This amendment does not implement legislation from the previous five years.

(4) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation:

This administrative regulation will affect voters of the Commonwealth, county boards of election, and the State Board of Elections.

(5) Provide an analysis of how the entities identified in question (4) will be impacted by either the implementation of this administrative regulation, if new, or by the change, if it is an amendment, including:

(a) List the actions that each of the regulated entities identified in question (4) will have to take to comply with this administrative regulation or amendment. To comply with this amendment, the new Form SBE 75 will need to be completed.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (4): The State Board of Elections estimates that the implementation of this administrative regulation will have minimal costs.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (4): Compliance with this new administrative regulation will benefit all by assisting in maintaining the maximum degree of correctness, impartiality, and efficiency in the procedures of voting.

(6) Provide an estimate of how much it will cost the administrative body to implement this administrative regulation:

(a) Initially: The cost of the implementation of this administrative regulation for the State Board of Elections will be minimal.

(b) On a continuing basis: The continuing costs of this administrative regulation for the State Board of Elections will be minimal.

(7) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation: Funds from the State Board of Elections' administrative budget will be used in the implementation and enforcement of this administrative regulation.

(8) Provide an assessment of whether an increase in fees or funding will be necessary to implement this administrative regulation, if new, or by the change if it is an amendment: Implementation of this administrative regulation can be achieved without an increase in fees or funding by the General Assembly.

(9) State whether or not this administrative regulation established any fees or directly or indirectly increased any fees: No fees are associated with this administrative regulation.

(10) TIERING: Is tiering applied? Explain why or why not. Tiering is not used in this administrative regulation, as a desired result of the promulgation of this administrative regulation is uniform procedures for the administration of elections throughout all of the counties in the Commonwealth.

FISCAL IMPACT STATEMENT

31 KAR 4:201

Contact Person: Taylor Brown, phone: 502-782-9499, email: TaylorA.Brown@ky.gov

(1) Identify each state statute, federal statute, or federal regulation that requires or authorizes the action taken by the administrative regulation. KRS 117.015(1)(a), KRS 117.145(4), KRS 117.383, KRS 117.383(1), KRS 117.383(2), and KRS 117.383(5) require and authorize the actions taken by this administrative regulation.

(2) State whether this administrative regulation is expressly authorized by an act of the General Assembly, and if so, identify the act: This administrative regulation is expressly authorized by the creation of KRS 117.015(a), 2005 Ky. Acts ch. 91, sec. 2.

(3)(a) Identify the promulgating agency and any other affected state units, parts, or divisions: This administrative regulation will affect the promulgating agency, the State Board of Elections.

(b) Estimate the following for each affected state unit, part, or division identified in (3)(a):

1. Expenditures:

For the first year: The State Board of Elections expects that this administrative regulation amendment will cost no more to administer than is currently expended.

For subsequent years: The State Board of Elections expects that this administrative regulation amendment will cost no more to administer than is currently expended.

2. Revenues:

For the first year: It is not expected or intended that this administrative regulation will generate any revenue.

For subsequent years: It is not expected or intended that this administrative regulation will generate any revenue.

3. Cost Savings:

For the first year: The State Board of Elections expects that this administrative regulation will not generate any specific cost savings.

For subsequent years: The State Board of Elections expects that this administrative regulation will not generate any specific cost savings.

(4)(a) Identify affected local entities (for example: cities, counties, fire departments, school districts): This administrative regulation will affect county boards of election.

(b) Estimate the following for the first year:

1. Expenditures:

For the first year: The State Board of Elections expects that this administrative regulation amendment will cost no more to administer than is currently expended.

For subsequent years: The State Board of Elections expects that this administrative regulation amendment will cost no more to administer than is currently expended.

2. Revenues:

For the first year: It is not expected or intended that this administrative regulation will generate any revenue.

For subsequent years: It is not expected or intended that this administrative regulation will generate any revenue.

3. Cost Savings:

For the first year: The State Board of Elections expects that this administrative regulation will not generate any specific cost savings for the regulated entities.

For subsequent years: The State Board of Elections expects that this administrative regulation will not generate any specific cost savings for the regulated entities.

(5)(a) Identify any affected regulated entities not listed in (3)(a) or (4)(a): This administrative regulation will affect voters of the Commonwealth.

(b) Estimate the following for each regulated entity identified in (5)(a):

1. Expenditures:

For the first year: The State Board of Elections expects that this administrative regulation amendment will cost no more to administer than is currently expended.

For subsequent years: The State Board of Elections expects that this administrative regulation amendment will cost no more to administer than is currently expended.

2. Revenues:

For the first year: It is not expected or intended that this administrative regulation will generate any revenue.

For subsequent years: It is not expected or intended that this administrative regulation will generate any revenue.

3. Cost Savings:

For the first year: The State Board of Elections expects that this administrative regulation will not generate any specific cost savings for the regulated entities.

For subsequent years: The State Board of Elections expects that this administrative regulation will not generate any specific cost savings for the regulated entities.

(6) Provide a narrative to explain the following for each entity identified in (3)(a), (4)(a), and (5)(a):

(a) Fiscal impact of this administrative regulation: The State Board of Elections expects that this administrative regulation will have little to no fiscal impact on the regulated entities, outside those expenditures already undertaken.

(b) Methodology and resources used to determine the fiscal impact: This determination of this administrative regulation's fiscal impact is made by the listed contact person and other agency staff based on their collective experience with the subject matter.

(7) Explain, as it relates to the entities identified in (3)(a), (4)(a), and (5)(a):

(a) Whether this administrative regulation will have a "major economic impact", as defined by KRS 13A.010(14): The State Board of Elections does not expect that this administrative regulation will result in a "major economic impact" as the combined implementation and compliance costs of an administrative regulation are not expected to rise to at least five hundred thousand dollars (\$500,000) over any two (2) year period.

(b) The methodology and resources used to reach this conclusion: This conclusion is made by the listed contact person and other agency staff based on their collective experience with the subject matter.

SUMMARY OF MATERIAL INCORPORATED BY REFERENCE

The "Election Contest Chain-of-Custody", Form SBE 75, 10/2025, is the 1-page form that documents any individuals transporting all voting equipment, ballots, boxes, precinct rosters, and other voting records related to an election contest involving an election of a Governor and Lieutenant Governor or a member of the General Assembly.

SUMMARY OF CHANGES TO MATERIAL INCORPORATED BY REFERENCE

The "Election Contest Chain-of-Custody", Form SBE 75, 10/2025, is the 1-page form that documents any individuals transporting all voting equipment, ballots, boxes, precinct rosters, and other voting records related to an election contest involving an election of a Governor and Lieutenant Governor or a member of the General Assembly. The form was amended to replace the "Y" and "N" options the "Yes" and "No" options for clarity.



KENTUCKY STATE BOARD OF ELECTIONS

Election Contest Chain-of-Custody

Voting Site Location: _____

- *A separate form must be completed for each transfer of records between a person(s) transferring and a person(s) receiving.*

To Be Completed by Person(s) Transferring Election Materials:

Transferred By: _____

Site of Transfer: _____

Date/Time of Transfer: _____

Upon initial inspection, did any materials show any signs of tampering or vandalism? Yes No

Were all locking mechanisms locked at time of arrival? Yes No

Do any locking mechanisms appear to be tampered with? Yes No

Name of anyone with access to materials after materials were transferred by the above-listed:

Date/Time of Departure: _____

Signature(s): _____

To Be Completed by Person(s) Receiving Delivery of Election Materials:

Received By: _____

Site of Delivery: _____

Date/Time of Delivery: _____

Upon initial inspection, do any materials show any signs of tampering or vandalism? Yes No

Are all locking mechanisms locked at time of arrival? Yes No

Do any locking mechanisms appear to be tampered with? Yes No

Name of anyone with access to materials after materials were received by the above-listed:

Signature(s): _____

- *Deliver all completed Chain-of-Custody Forms to the County Clerk in the jurisdiction of the voting site location.*



KENTUCKY STATE BOARD OF ELECTIONS

Election Contest Chain-of-Custody

Voting Site Location: _____

- A separate form must be completed for each transfer of records between a person(s) transferring and a person(s) receiving.

To Be Completed by Person(s) Transferring Election Materials:

Transferred By: _____

Site of Transfer: _____

Date/Time of Transfer: _____

Upon initial inspection, did any materials show any signs of tampering or vandalism? Y ☒ N ☒

Were all locking mechanisms locked at time of arrival? Y ☒ N ☒

Do any locking mechanisms appear to be tampered with? Y ☒ N ☒

Name of anyone with access to materials after materials were transferred by the above-listed:

Date/Time of Departure: _____

Signature(s): _____

To Be Completed by Person(s) Receiving Delivery of Election Materials:

Received By: _____

Site of Delivery: _____

Date/Time of Delivery: _____

Upon initial inspection, do any materials show any signs of tampering or vandalism? Y ☒ N ☒

Are all locking mechanisms locked at time of arrival? Y ☒ N ☒

Do any locking mechanisms appear to be tampered with? Y ☒ N ☒

Name of anyone with access to materials after materials were received by the above-listed:

Signature(s): _____

- Deliver all completed Chain-of-Custody Forms to the County Clerk in the jurisdiction of the voting site location.