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721—21.354(53) Review process. A reviewer shall remove the contents from only one return carrier envelope at a time.

- **21.354(1)** *Return carrier envelopes preserved.* The return carrier envelopes shall be stored in a manner that will facilitate their retrieval, if necessary. They shall be stored for 22 months for federal elections and 6 months for local elections.
  - **21.354(2)** *Examination of affidavit envelope.* The reviewer shall make sure that:
  - a. The affidavit envelope is sealed, apparently with the ballot inside.
  - b. The affidavit envelope has not been opened and resealed.
  - c. The affidavit includes all of the following:
  - (1) An address.
  - (2) A signature.
  - (3) For primary elections only, political party affiliation.
- **21.354(3)** *No defects or deficiencies.* If the reviewer finds no defects or deficiencies that would cause the absentee and special voters precinct board to reject the ballot, the reviewer shall put the affidavit envelope into a group of envelopes to be retained in the secure storage area with others that require no further attention until they are delivered to the absentee and special voters precinct board.
- **21.354(4)** *Defective and deficient affidavits.* The commissioner shall contact the voter if the reviewer finds any of the following flaws in the affidavit or affidavit envelope:
- a. The commissioner shall contact the voter immediately if the affidavit envelope is defective. An affidavit envelope is defective if:
  - (1) The absentee ballot is not enclosed in the affidavit envelope.
  - (2) The affidavit envelope is not sealed.
  - (3) The affidavit envelope has been opened and resealed.
- *b.* The commissioner shall contact the voter within 24 hours if the affidavit is deficient. A deficient affidavit lacks:
  - (1) The signature of the voter.
  - (2) The voter's address.
  - (3) For primary elections only, political party affiliation.
- c. If an affidavit envelope has flaws that are included in both paragraphs "a" and "b," the commissioner shall follow the process in paragraph "a."
- **21.354(5)** Defective and deficient affidavits stored separately. The commissioner shall store the defective and deficient affidavit envelopes separately from other returned absentee ballot affidavit envelopes.
- a. Deficient affidavit envelopes requiring voter correction must be available for retrieval when the voter comes to make corrections.
- b. Defective (improperly closed) affidavit envelopes must be attached to the original application, replacement application and replacement ballot for review by the special precinct board.