

CLERK'S OFFICE AREAS OF RESPONSIBILITY

■ Document Storage:

The clerk's office is the official record keeping center for the Township. The Clerk's office has the following on file: ordinances, resolutions, cemetery deeds, assessments, agreements, and minutes of various boards including Township Board meetings and miscellaneous records of all types. This office maintains the Ordinances of the Township of Raisinville.

Voter Registration:

The Qualified Voter File (QVF) is the official voter registration file for the State of Michigan. Anytime someone renews a driver's license at the Secretary of State office they can register to vote at that time. Any change in name or address of a registered voter is transmitted by the State to the computer in the clerk's office, via QVF modem, on a daily basis. This could be as few as three-voters or as high as fifty-voters per day. Each voter change requires actions by this office. Some of the actions may include: a change of address; new voter; change of voter's name; or a voter moving in or out of the city. These changes require a new identification card for the voter and a new master card from the files maintained by the Clerk's office. These actions apply to several thousand-voter changes each year.

■ Elections:

The Clerk's office is responsible for conducting any election held within the township, whether local, state or federal. The Township has one (1) polling location ([Raisinville Township Hall](#)) with two (2) precincts. Approximately 4,600 township residents are registered to vote and approximately 1,200 are sent absentee ballot applications for each election.

Some of the election support activities the Clerk's Office performs on a routine basis includes:

- Ordering ballots and various election supplies
- Conducting public accuracy tests of voting machines
- Set up and take down of voting machines at the polls
- Maintaining a list of election chairpersons and inspectors and insuring they are competently trained
- Processing absentee voter applications and ballots
- Reporting voting results to the County Clerk of each polling place, including the absentee votes.