



Office of the  
Federal Register

Fall 2024

Hon. Your Governor  
Your Statehouse  
Capitol City, Your State 00000

Dear Governor,

I am writing to offer the assistance of the National Archives and Records Administration (NARA) as you prepare to perform your responsibilities in the upcoming Electoral College process. This year, the Presidential election and selection of electors will occur on **November 5, 2024**, and the State meetings of the electors will be held on **December 17, 2024**.

The Executive of each State (the State Governor or the Mayor of the District of Columbia, except when the laws or constitution of a State in effect as of election day expressly identify a different State executive) performs certain duties to carry out the functions of the Electoral College. Each State is responsible for documenting the selection of electors and the electors' votes for President and Vice President, and for ensuring that properly executed certificates reach the appropriate Federal and State officials.

NARA administers the electoral process by receiving Certificates of Ascertainment of electors and Certificates of Vote from the States and the District of Columbia. NARA's Office of the Federal Register (OFR) reviews the Certificates for legal sufficiency and makes them available to the Congress for the official accounting of electors and votes. OFR also provides the public with access to electoral documents and information about the Electoral College.

To help carry out your duties, we have updated our website with this year's deadlines along with the provisions of the U.S. Constitution and the U.S. Code that relate to the election of the President and Vice President. The checklist and instructions for State officials, and an informational pamphlet for electors, are also available on that website.

Please make this link available to the officials who will administer the electoral process in your State: <https://www.archives.gov/electoral-college/state-officials>.

I would greatly appreciate your assistance in ensuring the smooth operation of the Electoral College process this year. It is essential that the electoral certificates be prepared accurately and submitted immediately after they are issued, but no later than 6 days before the meeting of the electors. If you have any questions regarding Electoral College procedures, please have your staff or the appropriate State election officials contact the staff of OFR's Legal Affairs and Policy Division at (202) 741-6030 or [fedreg.legal@nara.gov](mailto:fedreg.legal@nara.gov).

To sign up for periodic reminders and announcements from OFR, send an email to [election.officials+subscribe@nara.gov](mailto:election.officials+subscribe@nara.gov) from an official State email account.

Sincerely,

**COLLEEN SHOGAN**

Archivist of the United States

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