

State of Wisconsin \ Government Accountability Board

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DATE: May 14, 2015

TO: Wisconsin County Clerks
Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Milwaukee County Election Commission

FROM: Michael Haas, Elections Division Administrator

Ann Oberle, SVRS Testing Lead
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SUBJECT: 2014-2015 Four-Year Voter Record Maintenance

This communication is to inform clerks of some important dates related to the 2014-2015 Four-Year Voter Record Maintenance.

No later than June 15 following each general election, Wis. Stats. § 6.50 (1) directs the Government Accountability Board (G.A.B.) to examine voter registration records for each municipality and identify each qualified elector who has not voted within the previous four years, and then mail a Notice of Suspension of Registration to the elector.

Prior to the enactment of 2013 Wis. Act 149, municipal clerks were required to perform the four-year maintenance and send the required mailings. However, in response to recommendations made by the Legislative Audit Bureau in the audits conducted in 2005 and 2007, the G.A.B. performed the four-year maintenance on behalf of the municipal clerks following the 2008, 2010 and 2012 general elections. 2013 Wis. Act 149 formally transferred to the G.A.B. the responsibility for reviewing the voter registration list and mailing notices on behalf of municipal clerks and boards of election commissioners.

The four-year maintenance process set for this year will be substantially the same process used for the 2012-2013 maintenance efforts. Our anticipated schedule is as follows:

- **June 3, 2015: Webinar and Instructional Materials.** The G.A.B. will provide updated instructional materials to clerks. Staff will be offering a live webinar that will be recorded and posted on the G.A.B. website. Lists of the voters that will be mailed postcards will be made available to clerks through the CRM website. Directions for processing the returned postcards will be distributed to clerks and posted to the G.A.B. website.
- **June 15, 2015: Notice of Suspension of Registration Postcards will be sent.** The list of voters who will be sent postcards will be identified from the Statewide Voter Registration System (SVRS) on May 22, 2015. Voters sent postcards will be marked in SVRS with a status of “Active - Suspended (4 Years Notice)” on June 15, 2015.

- **July 15, 2015: Deadline for voter to respond with a Request for Continuation of Registration.** On July 15, 2015, G.A.B. staff will run a batch process in SVRS to inactivate the voter records of individuals who did not respond to the Notice of Suspension of Registration sent on June 15, 2015. Voters who did not respond with a request for continuation of registration will be given a status of “Inactive - 4 Year Maintenance” in SVRS. Voters whose records were recorded as returned undeliverable will also be given the status “Inactive - 4 Year Maintenance.” The G.A.B. will provide clerks with the list of voters whose status has been changed to inactive in CRM.

- **August 1, 2015: The G.A.B. will post voter record maintenance online.** Pursuant to Wis. Stats. §6.50 (2r), the G.A.B. must post voter record maintenance statistics online. Therefore, it is imperative that clerks process all returned and undeliverable postcards in SVRS.

Additional details on the 2014-2015 Voter Record Maintenance will be provided as we approach these important dates. Clerks with questions may contact the G.A.B. HelpDesk at GABHelpDesk@wi.gov, or at (608) 261-2028.