DATA REQUESTS
AND REPORTS

SVRS Training Webinar Series
Data Requests and Reports
Election Data Reporting: Reconciling SVRS, WEDCS and Canvass
January 8, 2014, 10:00 a.m. – 11:00 a.m.

The Data Requests and Data Automation Webinar will provide information regarding procedures and policies including:

- Data Availability
- Data Quality in SVRS
- GAB 361 Overview
- The Voter Listing Report in SVRS
- Reconciling SVRS, WEDCS (GAB 190), and Canvass
- The Voter Participation Report in SVRS

The Statewide Voter Registration System (SVRS) represents Wisconsin's compliance with the federal Help America Vote Act of 2002 (HAVA) to have a single, uniform, official, centralized, interactive computer statewide voter registration list. SVRS contains the name and registration information of every registered voter in the state and also provides the ability to record and track voter participation.

In addition to tracking specific voter participation in SVRS, general election data is collected in both the Canvass and Wisconsin Elections Data Collection System (WEDCS). Election results are entered into Canvass and statistics from the GAB-190 form are entered into WEDCS. The data collected in Canvass, WEDCS, and SVRS can be compared to confirm the accuracy and quality of the data.

Much of the information contained within SVRS, Canvass, and WEDCS is available to the public, though some information, such as a voter's date of birth, is considered confidential. Public records requests may be submitted to municipal or county clerks or directly to the G.A.B. Regardless of who fills the request, fees relating to public records requests for voter/election information are governed by Wis. Stat. §6.36(6) and Section GAB 3.50, Wis. Adm. Code.

SVRS, Canvass, and WEDCS are maintained by the G.A.B., however, the accuracy and integrity of the data depend on the service and dedication of the county and municipal clerks who provide and enter the information.

Many requests for information can be completed using step by step instructions in the Voter, Post-Election, WEDCS, and Canvass chapters in the SVRS Training Manual.

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Government Accountability Board Statement on Data Availability and Data Quality

Data Availability

Municipalities are required to update voter participation and elections data in the Statewide Voter Registration System (SVRS) within 45 days of a general election, and 30 days of all other elections. The Government Accountability Board (G.A.B.) will notify those who request data beyond the 30 or 45 days after an election, as applicable, if the data is incomplete. Statewide voter participation and elections data is available from September 2006 to present. Information from February 2006, and April 2006, reflect only the jurisdictions in 21 counties that were using the Statewide Voter Registration System (SVRS) during those elections.

The price for data from the SVRS is $25 plus $5 per 1000 voter records ($5 for up to the first thousand, and then rounded to the nearest thousand thereafter). The price for printed data from the SVRS is an additional $0.25 per page, plus the cost of postage and shipping. The system is constantly updated, so it is necessary to query the system before a price for a file can be provided. The maximum charge for SVRS data is $12,500. See Wis. Stat. §6.36(6) and Section GAB 3.50, Wis. Adm. Code, for additional information about charges for SVRS data.

Quotes are valid for 15 days from the time they are produced. The G.A.B. reserves the right to re-estimate the quote after the 15-day period due to the fluidity of the data. The G.A.B. strives to provide quotes within 1-2 business days of receiving the request. The G.A.B. also works to provide the requested data within 5-7 business days of receiving payment.

There is no charge for quantity-only data (data without individual identifiers, e.g. the number of registered voters in a municipality, or the number of absentee ballots cast in a particular county during a particular election), unless the request would require creating a custom report. There is also no charge for data from the Wisconsin Elections Data Collection System (WEDCS) regarding election voting and registration statistics, and election cost tracking. This information is available on the G.A.B. website at http://gab.wi.gov/elections-voting/statistics. Data from WEDCS is available for all statewide elections beginning with the 2008 General Election. For data not yet posted on the website listed above, please contact the G.A.B. Data Request Team by email at GABdata@wi.gov, or by phone at (608) 261-2028.

Some information about voters is considered confidential, and can only be shared for law enforcement purposes, or official purposes of other government entities. As outlined in Wis. Stat. §6.36(1)(b), certain information cannot be released to the public, which includes:

- Date of birth
- Driver license or DOT-issued identification number
- Social Security Account Number
- The name or address of a confidential voter (see Wis. Stat. §6.47(3))
- An indication of a required accommodation to vote

Data Quality

In Wisconsin, elections are conducted at neither the state nor county level. Arguably, Wisconsin has the most decentralized elections administration systems in the nation. There are 1,852 municipalities and 72 counties in Wisconsin. The G.A.B. is charged by State law to maintain the official voter records and statistics, in Wis. Stat. §6.36(1). Responsibility for entering accurate information into SVRS and the Wisconsin Elections Data Collection System (WEDCS), however, resides with the individual municipal clerk or election commission, per Wis. Stats. §§ 6.275, 6.276, and 6.33(5).

Election cost data are provided by each municipality and county for each statewide election. G.A.B. staff asks that clerks provide these data based on actual paid invoices or the clerk's best available information (i.e. unpaid invoices, accepted bids, etc.) within the required reporting period. As clerks receive updates, they may revise their reports. The cost reporting is part of collecting elections statistics, and is intended to provide a greater understanding about the costs of conducting elections. Collecting these data allows the G.A.B to provide detailed reports to the State Legislature, the media, voters, and the general public about elections throughout the State of Wisconsin, and will assist municipalities to prepare and budget for elections.

These figures should not be construed as a complete accounting of audited election-related expenses. The G.A.B. has published instructions on completing the election cost report, but clerks may interpret these instructions and report expenditures differently. In addition, cost data may be incomplete and reflect the information available when the data was reported. While initial reports are due 30 days after an election, municipal and county clerks have the ability to update their data as more specific information becomes available.

The G.A.B. is dedicated to maintaining the highest possible voter data quality and accurate elections statistics. Every effort is made to assure their accuracy and completeness. Given the complexity of Wisconsin's elections administration structure and business processes, despite best efforts and quality control management practices, some residual data error resulting from compilation by multiple partners may sometimes occur. Reviewers of Wisconsin's voter participation and elections data are encouraged to contact the G.A.B if errors or omissions in the data are discovered.

Government Accountability Board
212 East Washington Avenue
Third Floor
P.O. Box 7984
Madison, Wisconsin 53707-7984

GOVERNMENT ACCOUNTABILITY BOARD

DATA REQUEST FORM (GAB-361)

Voice: (608) 261-2028
Toll-Free: (866) VOTEWIS
Fax: (608) 267-0500
Email: GABData@wi.gov
Website: http://gab.wi.gov

Additional information about the data request process is available on our website: http://gab.wi.gov/clerks/svrs/voter-data. Per §6.36(6) and Wisconsin Administrative Code §GAB 3.50, the price for data from the Statewide Voter Registration System (SVRS) is **$25 plus $5 per 1,000 voters** (rounded to the nearest thousand) with a maximum charge of $12,500. To receive a cost estimate, please submit the completed GAB-361 form by e-mail, fax or mail, using the contact information at the top of the page.

Requestor's Contact Information (Please Print Clearly)

Name: _____

Phone (with Area Code): _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____ Today's Date: _____

How would you like to receive the data (select all that apply – you will receive the file on disc by mail unless declined):

☐ decline a CD-ROM ☐ via email (if possible)

☐ via FTP (please call for details) ☐ Call for pick up disc from office

For Official Use Only

Tracking ID: _____

Estimate: _____

Voter Count: _____

Quote Date: _____

Email Sent: _____

CD Sent: _____

For the Jurisdiction or District checked below:

☐ State of Wisconsin

☐ U.S. Congressional District number _____

☐ State Senatorial District number _____

☐ State Assembly District number _____

☐ County of _____

☐ City ☐ Town ☐ Village of _____ (Municipality – also designate the county above)

☐ School District: _____

☐ Common ☐ Union ☐ Unified ☐ First-Class (also designate the county/counties above)

☐ County Supervisory District number _____ (also designate the county above)

☐ Aldermanic/Village Supervisory Dist. # _____ (also designate the county above)

☐ Other _____

SCOPE OF REQUEST

☐ All registered voters in the jurisdiction/district.

☐ Voters from only a specific election (since September 2006): _____

☐ Polling places by reporting unit (wards at the same polling place listed together) – specify election(s): _____

_____

☐ Absentees [Note: Some municipalities do NOT use SVRS to manage absentees]

Select: ☐ Permanent Absentees (Currently Registered as Permanent Absentee or requested for the calendar year)

☐ Absentees (includes Permanent) from specific election(s): _____

☐ Weekly Absentee (includes Permanent) Requests (specify the election): _____

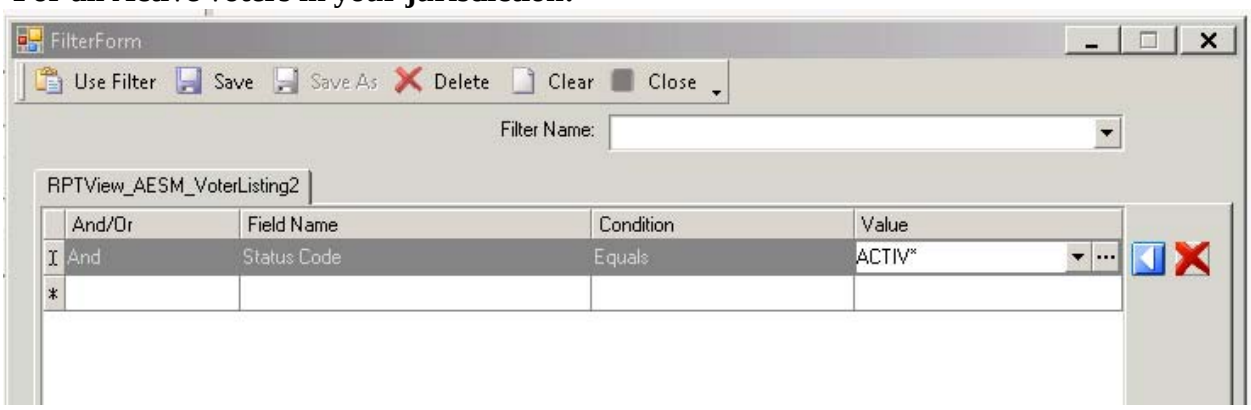
☐ Other _____

Voter Listing Report

This report returns a list of all voters, regardless of status. If not filtered, it will return all voters: Active, Inactive, Cancelled. Therefore, it is most often run with at least the filter for all active voters. It can be run at the municipal and county jurisdictional levels.

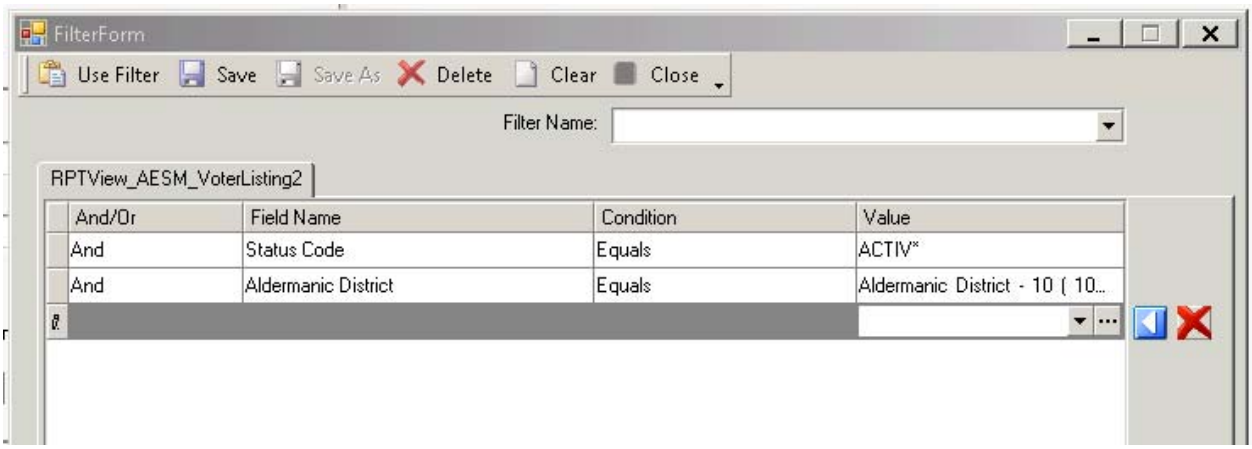
The following are some commonly used filters.

For all Active voters in your jurisdiction:



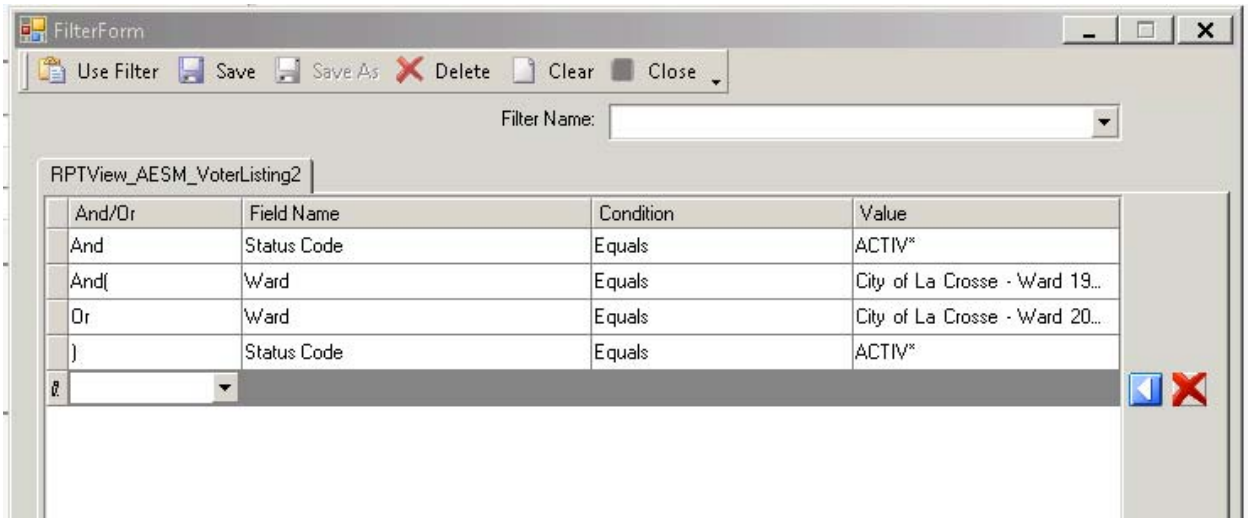
*Note the use of the asterisk: **ACTIV***. Asterisks can be used as wildcard characters. The asterisk means "and anything that comes after it." Thus ACTIV* means all Active voters regardless of status-reason (Active-Registered, Active-Suspended, etc.) will be included in this report.

For all Active voters in a certain Aldermanic District:



Voter Listing Report

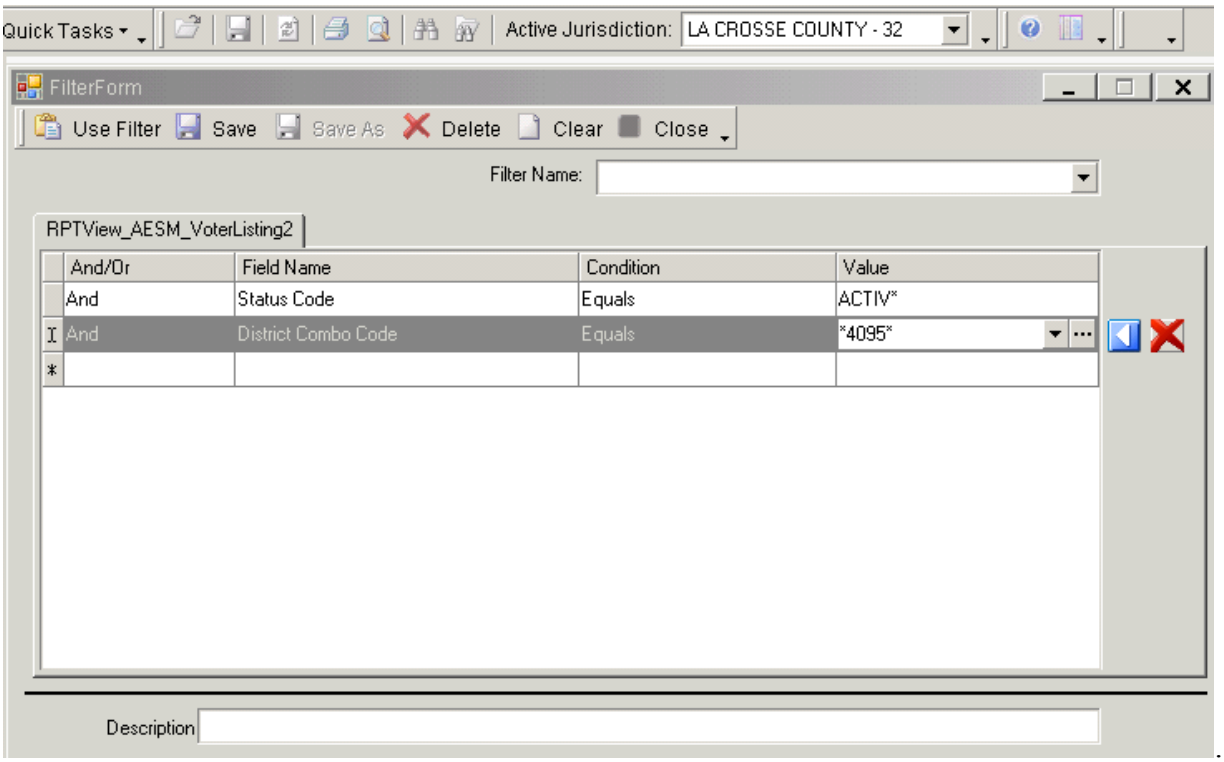
For all Active voters in certain Wards:



*Note the use of the **And(** and **Or** functions in order to return voters in multiple districts. Also, because SVRS requires a closing parenthesis, the last filter must include**)**. The remainder of the row can simply be the first filter row repeated.

For all Active voters in a certain school district:

For example, to obtain a list of voters in La Crosse County who are within the Onalaska Unified School District, use the following filter. The **4095** represents Onalaska's School District number. This filter will only pull Active voters in the Onalaska School District.



Election Data Reporting

RECONCILING SVRS, WEDCS (GAB-190) AND CANVASS

Recording voter participation in SVRS for an election. Recording participation is done through the Record Votes node under the specific election. Wis. Stat.§6.33(5)(a) requires that any information pertaining to a voter's registration that changes on Election Day, including but not limited to a new or updated voter registration, as well as voter participation, be updated in SVRS within 45 days of a general election, or within 30 days of any election other than a general election. The G.A.B.'s Director and General Counsel may grant an extension to 60 days after a general election, upon the request of the municipal clerk.

Clerks share their best practices with the G.A.B., including processing the supplemental poll list(s) first. This involves first entering all late registrations and Election Day registrations in SVRS because they are potentially more complex and may require additional follow-up work. Once these supplemental registrations are processed and these voters' participation is recorded, then move on to processing the regular section of the poll list(s).

The GAB-190 Form and WEDCS. The GAB-190 Form has been required since 1980. WEDCS was developed and launched in 2008 using a grant from the EAC, and provides an electronic alternative to the paper version of the GAB-190 Form. The primary purpose of WEDCS is to improve the election data collection process for clerks in order to better meet Wisconsin and Federal statutory reporting requirements. However, WEDCS also provides the additional opportunity to compare data entered on the GAB-190 Form to what has been recorded in SVRS, allowing clerks to reconcile voter data after elections.

Sections 6.275 and 6.276 of the Wisconsin Statutes require municipal clerks and boards of election commissioners to provide several statistics to the county clerk or election commission, and to the G.A.B. *"within 30 days after each primary and election at which a state or national office is filled or a statewide referendum is held."* The G.A.B. uses these same criteria to determine whether or not a GAB-190 Form is required for an election. When you complete the GAB-190 in WEDCS, you are helping to meet multiple statutory requirements, without the need to create and exchange numerous paper forms. Wis. Stat. §6.276 also requires that the G.A.B. transmit all specified election data to the federal EAC.

The GAB-190 Forms are now standardized and continually posted on the G.A.B. website.

- GAB-190F Election Voting and Registration Statistics Report for Federal Elections http://gab.wi.gov/forms/gab-190-federal
- GAB-190NF Election Voting and Registration Statistics Report for Non-Federal Elections http://gab.wi.gov/forms/gab-190-non-federal
- Guide to completing the GAB-190 Forms: http://gab.wi.gov/sites/default/files/publication/65/gab190_helpguide_20130909_pdf_16930.pdf

Election Data Reporting

Canvass Reporting. The G.A.B. Canvass Reporting System is an online database primarily used by counties, although increasingly municipalities are also using it [There is an SVRS Webinar on the Canvass Reporting System scheduled for March 2014]. After Election Day, when the official canvass has been completed, clerks may upload electronic results from a file generated by their voting machines, or they may enter canvass results by hand.

As an additional check on election data reporting, the G.A.B. will look at the state contest with expected highest turnout reported in the Canvass System and compare it to the participation in SVRS and number of voters reported on the GAB-190 Form in WEDCS.

This triad comparison – SVRS, WEDCS, Canvass results – helps to ensure the integrity of our election data. This comparison is done at the Reporting Unit Level.

In the example below, Municipality C's is reporting many fewer (recorded) votes in SVRS than in WEDCS and Canvass for Ward 1. This would require follow-up work on the part of G.A.B. in contacting the municipality, as well as for Municipality C, which would have to research why there is missing participation and from what section of the poll list, etc.

Reconciliation Report 2013 Spring Election

County	Municipality	Reporting Unit	Provider Or Relier	SVRS Voters	WEDCS Voters	Canvass Ballots
County A	CITY OF MUNICIPALITY A - 74012	Ward 1	Provider	48	48	48
County A	CITY OF MUNICIPALITY A - 74012	Ward 2	Provider	52	52	51
County B	CITY OF MUNICIPALITY B - 75032	Ward 1	Relier	514	514	508
County C	CITY OF MUNICIPALITY C - 76033	Ward 1	Provider	711	865	854

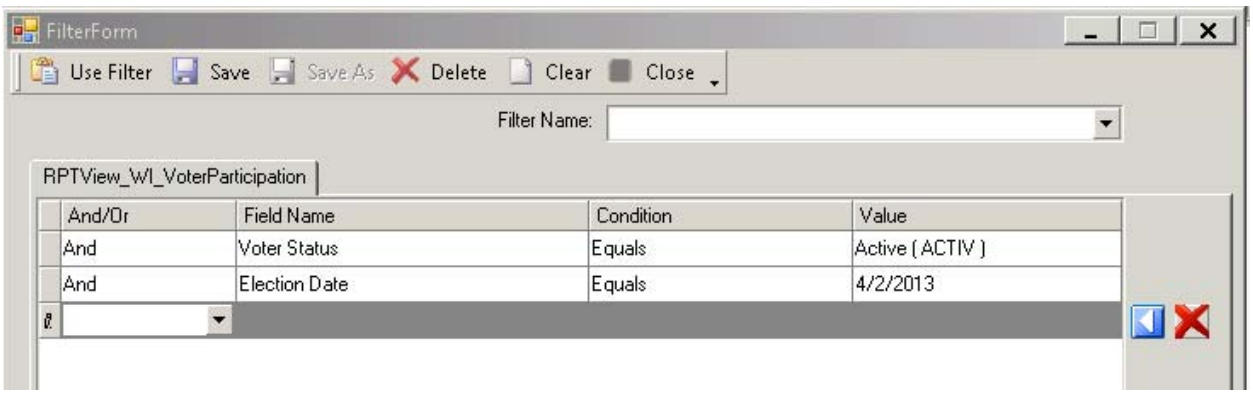
Election Data Reporting

VOTER PARTICIPATION REPORT

This report can be used to verify vote counts, or for data requests from candidates or other parties. This report needs to be filtered by the election date for which you reviewing voter participation. The report includes voter number, voter name, address, ward information and ballot style.

- **WI Voter Participation** is the standard participation report.
- **WI Voter Participation – All Voters** also includes voters who have been merged out of the municipality (which is helpful for reconciliation purposes and less for data requests, since those voters are no longer living in the municipality).
- **WI Voter Participation by Voting Method** includes the voting method – At Polls or Absentee – as long as this information was selected when the votes were recorded in SVRS for this election.

For all Active voters who voted in a certain election:
In this example, the filter will return all Active voters who participated in the 2013 Spring Election in your jurisdiction.

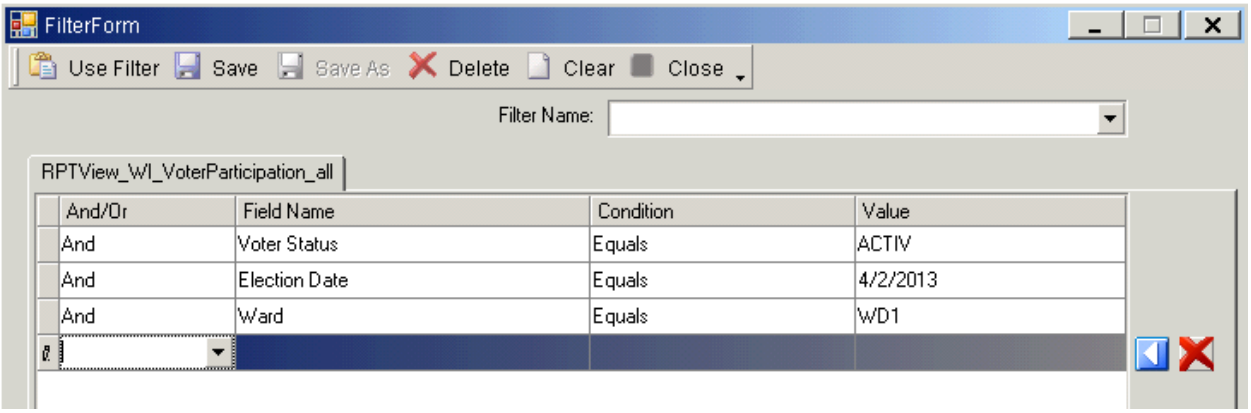


- One important thing to understand is that this report will return all currently Active voters who voted in your jurisdiction for a certain election, *even if they have subsequently relocated to another jurisdiction*. Their new jurisdiction will be printed on the report.
- Again, this is why this report is very useful to reconcile participation; it includes voters who were on your poll book at the time of the election, even if they are no longer active in your jurisdiction at the time you are printing the report.
- If the report, however, is being generated as a candidate request, this should be taken into account. If the report is exported as an Excel file, these voters can easily be removed prior to fulfilling the data request.
- If this report is being generated for a candidate request, then filtering for all Active voters is appropriate; candidates likely only want active voters in their request. However, it is important to note that if you are using this report to reconcile a specific election, then the filtering for all Active voters is not needed. You want to include voters who voted in the election, whether or not they are currently active now.

For all Active voters who voted in a certain election by Ward:

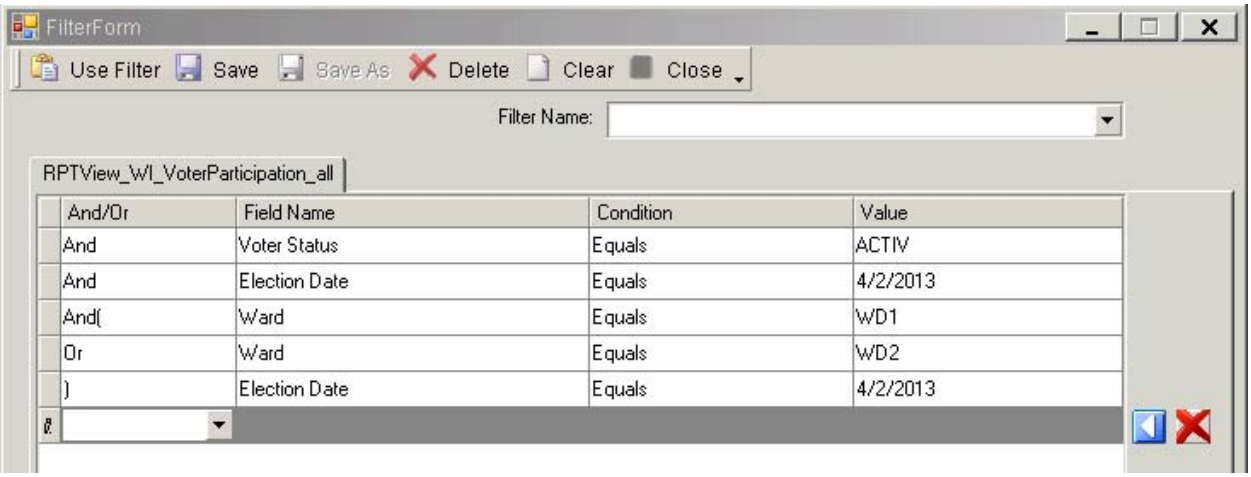
Election Data Reporting

In this example, the filter will return all Active voters who participated in the 2013 Spring Election in a specific ward.



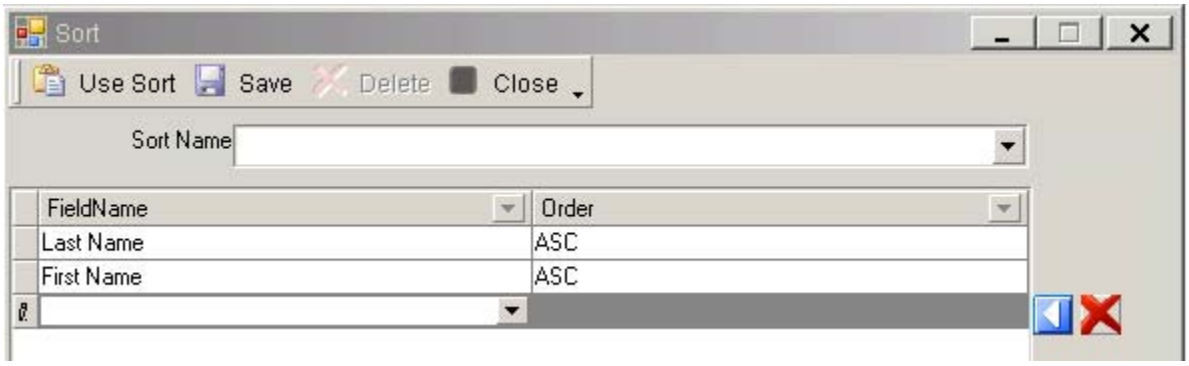
- This filter should be used if you want a listing of only those voters who voted in a specific election and within a specific ward (in this case, Ward 1).

- As with the previous filter, this report returns a list of all currently Active voters who voted within the specified jurisdiction even if they have subsequently relocated to a different ward or jurisdiction.



- The above example will provide a list of all voters by Ward, but lists voters from more than one ward.

- This filter is useful in creating a list that groups wards together in the same way poll books group voters from combined wards.

Sorting the Voter Participation List by Name

In this example, the Voter Participation List will be sorted by voter's Last Name, then First Name.