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DATE: November 7, 2017

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

FROM: Michael Haas Patrick Brennan
Administrator WisVote Trainer

SUBJECT: Instructions Posted for Processing ERIC Mover Postcards

Postcards have begun going out to voters who were identified as having potentially moved, based on data from the Electronic Registration Information Center (ERIC). The first batch of postcards was mailed last week and the remaining cards will go out this week.

Instructions for how to process these postcards in WisVote are attached to this memorandum.

Any returned postcards should be filed in accordance with standard election document-retention-policies. Postcards requesting continuation should be attached to the original voter registration forms. Returned postcards resulting in the deactivation of a registration (undeliverable, voter request, etc.) should be kept with the original voter registration documents until the expiration of the four-year records retention deadline per Wisconsin Statute 7.23(1)(c).

For more information about the postcards being mailed to voters who may have moved, please see the clerk communication ERIC List Maintenance Mailing to Voters Who Have Moved dated October 30, 2017 available here: <http://elections.wi.gov/node/5327>

If you have any questions regarding this process, please contact the Elections Help Desk at elections@wi.gov