

# State of Wisconsin \ Government Accountability Board

212 East Washington Avenue, 3<sup>rd</sup> Floor  
Post Office Box 7984  
Madison, WI 53707-7984  
Voice (608) 266-8005  
Fax (608) 267-0500  
E-mail: [gab@wisconsin.gov](mailto:gab@wisconsin.gov)  
<http://gab.wi.gov>



JUDGE TIMOTHY L. VOCKE  
Chairperson

KEVIN J. KENNEDY  
Director and General Counsel

---

## Annexation Checklist/ Information

The Government Accountability Board must be advised of any new annexations. Please use the checklist on the first page to guide you through this process and the second page should be sent to the G.A.B. along with the annexation ordinance. Annexations must be represented within the Statewide Voter Registration System (SVRS) regardless of whether there are registered voters in the area to be annexed. Ward boundary updates are generally done through County Land Information Office (LIO). Please see the Election Administration Manual “Wards, Reporting Units and Annexations” Chapter for more information.

### The clerk of the annexing municipality shall:

- Step 1:** Notify the County Clerk & G.A.B of annexation. (State Law also requires the annexation to be filed with the County Register of Deeds and the Wisconsin Secretary of State.)
- Step 2:** Send completed GAB-100 Form & copy of signed ordinance authorizing the annexation to the Government Accountability Board.
  - Annexed territory may be added to an existing ward **only** if the territory is comprised of the same Assembly, Congressional and County Supervisory district boundaries as the existing ward. If any of these districts are different, a new ward must be created. (*Note - Some counties have ordinances that relate to updating County Supervisory boundaries due to annexations, so check with the county if special rules apply*)
  - Area of annexation must be accounted for within SVRS regardless of population
- Step 3:** Obtain the applicable original GAB-131 forms and any valid absentee ballot applications from the clerk of the municipality losing territory.

### The clerk of the municipality losing territory shall:

- Step 1:** Retain photocopies of the GAB-131 forms.
  - Mark the GAB-131 forms for final disposition four years from the effective date of the annexation and Absentee Ballot Applications. Each photocopied GAB-131 and Absentee Ballot Application is marked “transferred.”
- Step 2:** Retain photocopies of the Absentee Ballot Applications.
  - Mark the Absentee Ballot Applications for final disposition per the Destructions of Materials chart or Wis. Stat. § 7.23(1)(f), (k), using the date of the last election to which the application applied.
  - If the municipality has adopted a longer retention period than those specified in Wis. Stats. Sec. 7.23, the absentee ballot applications are marked for final disposition consistent with such other specified retention policy.

