

State of Wisconsin\Government Accountability Board

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DATE: April 29, 2011

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

FROM: Nathaniel E. Robinson
Elections Division Administrator
Government Accountability Board

SUBJECT: **Four-Year Voter Record Maintenance Instructions**

Voters eligible for the Four-Year Voter Record Maintenance have been marked as Active – Suspended in SVRS. On April 14, 2011, those voters eligible for the Four-Year Voter Record Maintenance were updated in the Statewide Voter Registration System (SVRS). These voters now have a status of “Active – Suspended (4 Years Notice).” For the time being, those voters will show up on poll lists, and in all respects, function like any other Active voter.

The G.A.B. will send postcards to all affected voters on Friday, April 29. On April 29, approximately 240,000 voters will be mailed Notice of Suspension of Registration postcards, and will be given 30 days to respond. The Government Accountability Board will pay for printing and postage for all postcards.

Municipal clerks will receive postcards returned by the post office and by voters wishing to remain on the registration list. Municipal clerks who rely on their county or another municipality to provide SVRS services must collect the returned postcards and forward them to their SVRS provider periodically. Clerks who work with SVRS will record the mailings as returned and update voter records as appropriate. SVRS Providers must return the original postcards to each municipal clerk after recording the postcards as returned in SVRS.

Instructions are posted on the G.A.B. website. Directions for handling the Four-Year Voter Record Maintenance in SVRS are posted with this memorandum on the website: <http://gab.wi.gov/clerks/recent-communications>. The updated Post Election Activities chapter on the G.A.B. website includes these directions. The updated Post Election Activities chapter also includes improved instructions for training poll workers to facilitate data entry in SVRS, and reconciling voter history between the poll book, the GAB-190, and SVRS. You can follow this link to the updated chapter on our website: <http://gab.wi.gov/clerks/education-training/svrs-manual>.

The G.A.B. will schedule webinars for clerks with questions at a later date. We will notify clerks when they are scheduled. In the meantime, if you have questions, please contact the G.A.B. Help Desk at 608-261-2028. Thank you.