

State of Wisconsin\Government Accountability Board

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



JUDGE THOMAS H. BARLAND
Chairperson

KEVIN J. KENNEDY
Director and General Counsel

DATE: August 21, 2014

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

FROM: Michael Haas
Elections Division Administrator
Government Accountability Board

Lila Walsh
SVRS Elections Specialist

SUBJECT: SVRS Checklist I for 2014 General Election

SVRS Checklist I for the 2014 General Election is attached.

Many counties are potentially involved in recount processes from the August Partisan Primary. The G.A.B. understands this requires additional clerk resources and attention. Our goal is to remain sensitive to these increased demands on some clerks, while also encouraging some SVRS election setup tasks be completed now. These steps will be beneficial in meeting the September 18 deadline for absentee ballots to be sent to voters with absentee requests on file.

- This Checklist contains recommended deadlines for counties and municipalities to inherit the 2014 General Election.
- **It also contains a reminder that the G.A.B. must enter all school district referenda (including technical colleges) on the November ballot into SVRS.** The G.A.B. cannot check Milestone #3 until all such contests have been entered. Counties must email all school district referendum questions as soon as possible to the G.A.B. Help Desk at gabhhelpdesk@wi.gov.

There are three SVRS Checklists sent out for each election cycle. You can expect to receive Checklist II shortly after the G.A.B. certification of candidates for the General Election and as soon as the G.A.B. checks Milestone #3. Checklist III will be posted the week of October 27, 2014. These checklists should be reviewed and followed, as they are the best resource to organize and track completion of SVRS election related tasks. Each one contains unique and valuable information.

Please review the document carefully and thoroughly and contact the G.A.B. Help Desk with any questions. *Please do not disregard the instructions on this checklist.* When steps are not completed properly and in the correct order, significant problems arise later in the process. These problems can affect ballots, poll lists, and voters which may be more difficult to resolve.

The State has created the 2014 General Election in SVRS.

- All counties and municipalities will need to inherit the 2014 General Election.
- *NOTE: During the election setup process, the reporting unit plan in SVRS must match the programming of the electronic voting equipment.*

There is specific information in Checklist I regarding contest setup.

- The State has entered all state and federal contests in SVRS.
- All contests and candidates will be entered either by the State or County for the 2014 General Election unless a municipality has a special election.
- The quality of ballots accessed by military and permanently overseas voters through the MyVote website (myvote.wi.gov) depends on the care and precision with which election officials have entered the contest and candidate information in SVRS.

Now is the time to make sure all of your data quality issues are corrected in SVRS before you issue absentee ballots.

- Voters with no district combos (DC1) must be corrected in order for them to appear on a poll book.
- Geo DC mismatches, geocode exceptions and boundary exceptions must be verified to ensure voters are placed in the correct district and receive the correct ballot.
- Felon, Death and Duplicate Voter Record matches need to be completed.

The G.A.B. has recently recorded webinars on Mapping and HAVA Matches. Please visit the webinar page on the G.A.B. website for a refresher on these processes: <http://gab.wi.gov/clerks/education-training/webinars>

Should you have questions, please do not hesitate to contact the G.A.B. Help Desk at gabhelpdesk@wi.gov or (608) 261-2028. Thank you.