

# 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 THOMAS H. BARLAND  
Chairperson

KEVIN J. KENNEDY  
Director and General Counsel

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**DATE:** December 8, 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

Jodi Kitts  
SVRS Elections Specialist

**SUBJECT:** SVRS Checklist I for 2015 Spring Election

SVRS Checklist I for the April 7, 2015 Spring Election is now available. The Checklist contains county and municipal election setup tasks through completing Milestone #2.

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 can 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 2015 Spring Election in SVRS:**

- All municipalities should inherit the 2015 Spring Election. Counties will need to inherit first and then the rest of their municipalities can inherit the election. Counties will need to inherit the election on behalf of their Reliers.

**There is specific information in this Checklist regarding contest setup:**

- The State must enter ALL School District (school board members and referenda), Technical College and Multi-jurisdictional Judge (MJJ) contests in SVRS for both 2014 Spring Primary and 2014 Spring Election. Counties and Municipalities should review and confirm that school board and MJJ contests have been correctly entered by the state.
- Counties must enter ALL Sanitary District contest in SVRS for the 2015 Spring Election.

*The quality of ballots accessed by military voters through the [MyVote website](#) depends on the care and conscientiousness with which election officials have entered the contest and candidate information in SVRS.*

*When you are entering contests and candidates in SVRS, please give special attention to contest ballot positions and ballot instructions.*

**Review and/or correct data quality issues in SVRS prior to issuing absentee ballots:**

- Voters with no district combo must be fixed 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.
- Normal data quality checks: Felon, Death and Duplicate record matches, still need to be completed.

Should you have further questions, please do not hesitate to contact the G.A.B. HelpDesk at <mailto:gabhhelpdesk@wi.gov> or (608) 261-2028. Thank you.