

State of Wisconsin\Government Accountability Board

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DATE: January 12, 2015

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
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SUBJECT: SVRS Checklists I & II for 2015 Spring Primary

SVRS Checklists I & II for the February 17, 2015 Spring Primary are now available. These Checklists contain county and municipal election setup tasks through completing Milestone #5.

NOTE: Please immediately review and send any missing contests or corrections from State entered Primary contests (School districts, Multi-Jurisdictional Judges, Technical Colleges) to the G.A.B. HelpDesk at gabhelpdesk@wi.gov or call (608) 261-2028. The State will check Milestone #3 on Wednesday, January 14, 2015 and any changes/additions will need to be made prior to this date.

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 Primary in SVRS. Because there is not a statewide office on the Spring Primary Ballot, some jurisdictions will not need to inherit the 2015 Spring Primary in SVRS. Only inherit the 2015 Spring Primary in SVRS if you or your Relier(s) have a contest on the primary ballot.

NOTE: During the election setup process, the Reporting Unit Plan (RUP) in SVRS must match the programming of the electronic voting equipment. If you have questions, check with your county.

- The State must enter ALL School District (school board members and referenda), Technical College and Multi-Jurisdictional Judge (MJJ) contests in SVRS for the 2015 Spring Primary. Counties and Municipalities should review and confirm that these contests have been correctly entered by the state. If you do not see your School District, Technical College or MJJ contest for the 2015 Spring Primary in SVRS, please contact the G.A.B. HelpDesk immediately at gabhelpdesk@wi.gov or (608) 261-2028.

- Counties must enter ALL Sanitary District contests in SVRS for the 2015 Spring Primary.
- The State will check Milestone #3 on **Wednesday, January 14, 2015**. Counties and municipalities which have a 2015 Spring Primary must enter all county and local contests and candidates and then check Milestone #3. Counties must check Milestone #3 by **Thursday, January 22, 2015** so municipalities can begin their entry.
- 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.
NOTE: Permanent Overseas voters are not eligible to vote in the 2015 Spring Primary.
- All municipalities must generate ballot styles and check Milestone #4 by **Tuesday, January 27, 2015** – Voter Data Quality Maintenance tasks should be completed prior to checking Milestone #4 (see below in red).
- Print poll books no sooner than 5:00 p.m. on January 28, 2015. Check Milestone #5.

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

- 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.