

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: January 25, 2011

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

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

SUBJECT: SVRS Checklists I and II for the February 21, 2012 Spring Primary
Important Information

Attention Valued Clerk Partners!

We know that many of you are waiting on returned calls from us. We appreciate your patience. We are returning calls just as soon as we can. We appreciate the urgency of each situation and are moving as fast as we can to address all concerns. We ask for your continuing patience.

The SVRS Checklists I and II for the 2012 Spring Primary are attached. Because this is the first major election after redistricting, there are some special situations we want to be sure you are made aware of.

- **Counties and municipalities need to double check that their school district contests and multi-jurisdictional judge primaries have been correctly entered by the state.**

Because of changes to the districts types this year, we are temporarily entering all school district contests and multi-jurisdictional judge contests. We have contacted every county and believe they are all entered for the February 21, 2012 Spring Primary.

If these contests/candidates are incorrect in SVRS, you must contact the GAB to correct such inaccuracies ASAP, or by close of business on Friday, January 27th. After that, milestone #3 is checked, we may not be able to fix them.

- **We will only be setting-up school district and multiple jurisdictional judges' (MJJ) district contests.** Counties and municipalities must set all other contests and candidates just as they have done so in the past.
- **Please make sure that all of your data quality issues are fixed in SVRS before you issue absentee ballots.**
 - Districts on the ballot must be correct, or voters must be manually assigned to the correct district if the map in SVRS is wrong.

- New Polling Place Assignment Plans and Reporting Unit Plans must be created.
- Voters with no district combo must be fixed before they can be sent absentee ballots or show up on the poll list.
- Geocoded exceptions and Address/Boundary exceptions must be verified to ensure voters are placed in the correct district.
- If you have a school district contest, voters on the School District Exception report must be verified.
- Please double check the converted addresses from the spreadsheet emailed to you by the G.A.B. Most do not have to be fixed, but a few addresses may be incorrect. Please check the tab for your absentee addresses before sending ballots.
 - Normal data quality checks, like Felon and Death record matches, still need to be completed.
- **You can find the redistricting training documents on the G.A.B. website.** Simply follow this link: <http://gab.wi.gov/node/2130>. A compilation of frequently asked questions has recently been posted on the website to assist you.

If you have questions on the Redistricting project, please continue to use the incident tracker as requested in the training documents. If you need to contact the Help Desk at gabhhelpdesk@wi.gov, or (608) 261-2028. Thank you.

cc: Kevin J. Kennedy
Director and General Counsel
Government Accountability Board

Ross D. Hein
Elections Supervisor
Government Accountability Board

Sarah Whitt
SVRS Functional Team Lead
Government Accountability Board