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DATE: April 26, 2017

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

FROM: Michael Haas
Elections Commission Administrator
Wisconsin Elections Commission

Patrick Brennan
WisVote Elections Specialist

SUBJECT: Four-Year Maintenance Mailing: WisVote Preparation Checklist

A new checklist has been made available for the 2017 Four-Year Maintenance mailing. The checklist includes tasks related to voter record maintenance and contact information that directly affect the mailing process:

- Review and update Clerk's Office contact information in WisVote
- Complete and stay current on all Reg List Alerts
- Record voter participation for all recent elections

Please review the document carefully and thoroughly. The Four-Year Maintenance mailing deadline is rapidly approaching and all tasks must be completed by May 17, 2017 in order to be reflected in the final mailing list. It is important to complete these tasks to ensure accurate contact information is provided and to reduce the number of unnecessary postcards.

The postcards are scheduled to mail on or before June 15, 2017. Prior to that date we will send additional communications to provide detailed information on how to process the maintenance mailing.

Thank you for your attention to these important WisVote tasks.