General Checklist of Supplies and Materials Needed for the Recount:

- Paper and Pens (To record the minutes of the recount)
- Tape Recorder (Optional)
- Speaker Phone (for consultation with GAB staff or counsel)
- Test Deck for Electronic Voting Equipment Test
- New Tally Sheets (EB-105)
- New Canvass Reports (EB-106)
- Copies of any informational memoranda relating to the election and the recount prepared by the Government Accountability Board staff and sent to county and municipal clerks.
- Recount checklists and the Elections Recount Procedures Manual available from the Government Accountability Board

Election Materials from Each Reporting Unit:

- All ballots to be recounted, contained in the original ballot bag or ballot
- All paper ballot records from direct record electronic (DRE) voting devices
- All logs of seals for electronic voting machines and tabulators
- Container with the Ballot Container Certificate (EB-101)
- Both copies of the original Poll List (EB-107), including any supplemental voter lists
- The rejected absentee ballots, contained in the brown carrier envelope—Certificate of Rejected Absentee Ballots (BB-102)
- The used absentee ballot certificate envelopes, contained in the white carrier envelope—Used Certificate Affidavit Envelopes of Absentee Electors (EB-103)
- The Inspectors' Certificate for Provisional Ballots (BB-108), provisional ballot reporting form and Provisional Ballot Certificate envelopes (BB-123)
- The original Inspectors' Statement (BB-104)
- The original Tally Sheets (EB-105), including the vote printouts generated by electronic voting and tabulating devices
- The original election results—Canvass Report (EB-106)
- The list of absentee ballot applications prepared by each municipal clerk pursuant to Wis. Stat. § 6.89 and all written Absentee Ballot Applications (EB121) filed pursuant to Wis. Stat. § 6.86(1)(a)
- Materials related to tracking late arriving military ballots
Recount Checklist
Hand Counted Paper Ballots

Municipality ___________________________ Date ___________________________
Reporting unit _________________________ Contest _________________________

This checklist is designed to facilitate uniform practices and is to be completed simultaneously with the recount process for each reporting unit in the recount.

☐ Compare and reconcile poll lists.
☐ Absentee ballot review: number, applications, rejected, defective envelopes.
☐ Verify tamper evident serial number on ballot container matches seal number written on Inspectors' Statement (EB-104) and Ballot Container Certification (EB-101).
☐ Ballot count.
☐ Review ballots marked "rejected," "defective," or "objected to."
☐ Separate absentee ballots and drawdown (May be skipped if the number of absentee ballots equals the number of proper envelopes).
☐ Reconcile the number of ballots with the number of voters.
☐ Treatment of excess ballots (May be skipped if the number of voters equals or exceeds the number of ballots.)
☐ Review provisional ballots.
☐ Review late arriving military ballots.
☐ Hand count paper ballots and record on duplicate tally sheets (EB-105) accounting for voter intent.
☐ Add in any votes counted separately, and prepare canvass statement.
☐ Prepare minutes for each reporting unit and attach checklist to minutes.
Recount Checklist
Optical Scan Voting Equipment

Municipality __________________________ Date ____________
Reporting unit __________________________ Contest __________________________

This checklist is designed to facilitate uniform practices and is to be completed simultaneously with the recount process for each reporting unit in the recount.

☐ Compare and reconcile poll lists.
☐ Absentee ballot review: number, applications, rejected, defective envelopes.
☐ Verify tamper evident serial number on ballot container matches seal number written on Inspectors' Statement (EB-104) and Ballot Container Certification (EB-101).
☐ Ballot count.
☐ Review ballots marked "rejected," "defective," or "objected to."
☐ Separate absentee ballots and drawdown (May be skipped if the number of absentee ballots equals the number of proper envelopes).
☐ Reconcile the number of ballots with the number of voters.
☐ Treatment of excess ballots (May be skipped if the number of voters equals or exceeds the number of ballots.)
☐ Review provisional ballots.
☐ Review late arriving military ballots.
☐ Verify voting equipment tamper evident serial number seal number written on Inspectors' Statement (EB-104) contains Chief Inspector's initials for pre-election and post-election verification.
☐ Test the automatic tabulator (May be skipped if the Board of Canvassers has conducted a previous test as part of this recount on the same memory card and machine that will be used for this reporting unit).
☐ Manually screen ballots for marks that may not be recorded correctly by the tabulator. Review for voter intent and count separately.
☐ Tabulate ballots on the automatic tabulator.
☐ Add in any votes counted separately, and prepare canvass statement.
☐ Prepare minutes for each reporting unit and attach checklist to minutes.
Recount Checklist
Direct Recording Electronic (DRE)/Touch Screen Voting Equipment

Municipality ___________________________ Date ___________________________
Reporting unit ___________________________ Contest ___________________________

This checklist is designed to facilitate uniform practices and is to be completed simultaneously with the recount process for each reporting unit in the recount.

☐ Compare and reconcile poll lists.
☐ Absentee ballot review: number, applications, rejected, defective envelopes.
☐ Verify tamper evident serial number on ballot container matches seal number written on Inspectors’ Statement (EB-104) and Ballot Container Certification (EB-101).
☐ Ballot count.
☐ Review ballots marked “rejected,” “defective,” or “objected to.”
☐ Separate absentee ballots and drawdown (May be skipped if the number of absentee ballots equals the number of proper envelopes).
☐ Reconcile the number of ballots with the number of voters.
☐ Treatment of excess ballots (May be skipped if the number of voters equals or exceeds the number of ballots.)
☐ Review provisional ballots.
☐ Review late arriving military ballots.
☐ Verify voting equipment tamper evident serial number seal number written on Inspectors’ Statement (EB-104) contains Chief Inspector’s initials for pre-election and post-election verification.
☐ Review vote totals generated by DRE at polling place.
☐ Hand count permanent paper record of votes generated by DRE and record on duplicate tally sheets (EB-105).
☐ Add in any votes counted separately, and prepare canvass statement.
☐ Prepare minutes for each reporting unit and attach checklist to minutes.