

510-ELECTIONS COMMISSION

Dept #: 510/ Department Name: ELECTIONS COMMISSION

RDA # RDA Title Retention Disposition PII

00009000. ORIGINAL COUNTY CANVASSES ELECTION RETURNS FOR PRESIDENTIAL, CR+10 SHSW N

This records series contains:

1. Governors' Orders for Special Elections.

2. Original county canvasses election returns for presidential, statewide, legislative and judicial candidates, and referenda. Canvasses contain vote totals of presidential, statewide, legislative and judicial, races and referenda. They are received from each of Wisconsin's 72 counties. Each county canvass contains the vote totals of each of that county's municipalities. Canvassing of ballots is conducted at the local level, with each municipality entering election totals for each candidate and referendum. Canvasses are filed chronologically by date of primary. 3. State canvasses which include the votes cast by county for each statewide, legislative and judicial candidates, and statewide referenda. 4. Certificates containing the name and offices of individuals elected in Wisconsin.

These records are not covered by Wis. Stat. § 7.23, destruction of election materials, or any of the General Records Schedules. Any records that were transferred to the Wisconsin Elections Commission by the former Government Accountability Board and the former State Elections Board are included.

EVENT = Creation

00020000. HELP AMERICA VOTE ACT RETURNED PING LETTERS EVT+7 DEST Y

RETURNED LETTERS, INCLUDING UNDELIVERABLE LETTERS, IN RESPONSE TO FEDERALLY MANDATED CHECKS ON VOTERS' DATE OF BIRTH, NAME AND DRIVERS LICENSE NUMBERS. THIS WAS A ONE-TIME EVENT THAT THE GOVERNMENT ACCOUNTABILITY BOARD IS REQUIRED TO KEEP RECORD OF FOR SEVEN YEARS ACCORDING TO FEDERAL REQUIREMENTS.

EVENT = RECEIPT OF LETTER + 7 YEARS AND DESTROY CONFIDENTIAL

00023000. RECALL PETITIONS EVT+3 SHSW Y

THIS RECORD SERIES CONTAINS RECALL PETITIONS, CORRESPONDENCE, AND RELATED RECORDS FOR RECALLS OF STATE, CONGRESSIONAL, LEGISLATIVE AND JUDICIAL OFFICES PURSUANT TO WIS. STAT. SEC. 9.10(3). THIS RECORDS SERIES EXCLUDES BOARD MEETING RECORDS WHICH INCLUDE ANY CHALLENGE RECORDS AND ARE RETAINED PURSUANT TO RDA 21000. THIS RECORDS SERIES ALSO EXCLUDES ANY DATABASE ELECTRONIC RECORDS. PAPER RECORDS WILL BE DESTROYED AFTER THREE YEARS, AND ELECTRONIC VERSIONS OF THOSE RECORDS WILL BE TRANSFERRED TO STATE ARCHIVES (WHS) FOR PRESERVATION.

RETENTION: EVT + 3 YEARS AND TRANSFER TO STATE ARCHIVES(WHS)
EVENT = DETERMINATION OF SUFFICIENCY/INSUFFICIENCY

00025000. ELECTION DATA REPORTS EVT+20 SHSW N

This records series includes certain election-related data reports from Wisconsin local election officials to the Wisconsin Elections Commission and its predecessor agencies, the Government Accountability Board and the State Elections Board. These records are not covered by Wis. Stat. § 7.23, destruction of election materials, or any of the General Records Schedules. Local officials include municipal and county clerks and the City of Milwaukee Election Commission and the Milwaukee County Election Commission. Specific records include:

- Election Administration and Voting Statistics reports collected on form EL-190F and EL-190NF (formerly GAB-190)
- Election Cost Reports collected on forms EL-191 and EL-192
- Various clerk data surveys on forms EB-190, EB-191 and EB-192
- Other data reports subsequently created by the WEC.

Starting in 2008, records in this series are collected in electronic form. Prior to 2008, these records were collected exclusively on paper, and were not entered into a database. The Commission wishes to preserve these paper records and needs to create an RDA for them so they can be archived at the State Records Center.

EVENT = Date received

00026000. REPORTS AND SURVEYS RECEIVED FROM LOCAL ELECTION OFFICIALS EVT+0/6 DEST N

This records series includes certain election-related reports, surveys, forms and data from Wisconsin local election officials to the Wisconsin Elections Commission (WEC) and its predecessor agencies, the Government Accountability Board and the State Elections Board. The WEC is creating this RDA because these records are not covered by Wis. Stat. § 7.23, destruction of election materials, or any of the General Records Schedules. Local officials include municipal and county clerks and the City of Milwaukee Election Commission and the Milwaukee County Election Commission. Specific records include:

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- Clerk Contact Information updates collected on form EL-362 (received at any time) and used to update clerk directories and the WisVote election management system
- Polling Place Accessibility forms submitted by local election officials before elections for new polling places
- Training reports for municipal clerks and chief inspectors (received at any time) indicating when they have attended training courses required for certification
- Applications and related materials from Special Registration Deputies (which office was eliminated by 2015 Wisconsin Act 295)
- Results of agency surveys taken by local election officials to solicit feedback on election administration and training issues. In the past, some of these records were collected exclusively on paper. Currently, records in this series are primarily collected in electronic form; if submitted on paper or by fax, they are soon converted to electronic records and do not need to be retained.

EVENT = Date received

<u>00027000.</u>	<u>VOTING EQUIPMENT TESTING MATERIALS</u>	<u>EVT+15</u>	<u>DEST</u>	<u>N</u>
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This records series includes certain materials used to test and certify electronic voting equipment under Wis. Stat. § 5.91, requisites for approval of ballots, devices and equipment, by Wisconsin Elections Commission (WEC) and its predecessor agencies, the Government Accountability Board and the State Elections Board. WEC is creating this RDA because these records are not covered by Wis. Stat. § 7.23, destruction of election materials, or any of the General Records Schedules. Specific records include:

- Applications for Approval of Electronic Voting System and supplementary materials submitted by vendors
- Testing plans
- Test ballots
- Voting equipment tapes and results reports

WEC seeks to retain these records for 2 years after the voting equipment has been decommissioned so they will be available for a reasonable period of time beyond the life of the equipment should questions arise about its accuracy, testing and certification.

EVENT = Date equipment decommissioned