

OTHER ELECTION MATERIALS

Cost of Elections

The following is breakdown of who is responsible and who pays for certain election-related costs.

COST OF ELECTIONS		
<i>Polling Places</i>	<i>Who's Responsible</i>	<i>Who Pays</i>
Establishing and changing polling places	Governing Body of Municipality	Municipality
<i>Notices</i>	<i>Who's Responsible</i>	<i>Who Pays</i>
Type A	Clerk of jurisdiction for offices in the notice	Jurisdiction
Type B	Clerk of jurisdiction for offices in the notice	Can be prorated proportionately if notice is combined with other jurisdictions
Type C	Clerk of jurisdiction for referenda in the notice	Jurisdiction
Type D	Municipal clerk	Municipality
Type E	Municipal clerk	Can be prorated proportionately if notice is combined with other jurisdictions
Polling Place Notices (i.e. Election Fraud Notices, Notice of Crossover Voting)	Municipal clerk	Municipality
<i>Supplies</i>	<i>Who's Responsible</i>	<i>Who Pays</i>
Absentee ballot mailing envelopes and postage	Municipal clerk	Municipality
Tally Sheets, Inspectors' Statements, Poll Lists, etc	-County clerk for state, federal and county offices -Municipal clerk for municipal offices -School district clerk for school district offices	Jurisdiction required to provide materials

<i>Ballots</i>	<i>Who's Responsible</i>	<i>Who Pays</i>
Paper	Clerk of jurisdiction for offices on the ballot	Jurisdiction
Optical Scan	-County clerk for state, federal and county offices -Municipal clerk for municipal offices -School district clerk for school district offices	Prorated proportionately among jurisdictions
<i>Labor</i>	<i>Who's Responsible</i>	<i>Who Pays</i>
Election Inspectors, Tabulators, Special Voting Deputies, Special Registration Deputies	Municipal clerk	Municipality for all regularly scheduled primaries and elections* <u>OR</u> Jurisdiction calling special election
Board of Canvassers, Tabulators	Clerk of jurisdiction requiring canvass	Jurisdiction requiring canvass
Messengers	Municipal clerk when delivering materials to county or school district	Municipality
	Clerk of county or school district when delivering materials back to municipality	Jurisdiction delivering materials
<i>Equipment</i>	<i>Who's Responsible</i>	<i>Who Pays</i>
Voting machines/systems, ballot boxes, voting booths, pens, pencils	Municipal clerk	Municipality
Set-up of machines (moving machines from one place to another)	Municipal clerk	Municipality
Maintenance of machines (making sure machines keep working or repairing when it breaks down)	Municipal clerk	Municipality
Preparation for electronic voting systems (programming)	Municipal clerk	Prorated proportionately among jurisdictions

Special Notes

When a county, school district, or special purpose district holds a special election *at any time other than a regularly scheduled election**, all costs of the election are the responsibility of the jurisdiction calling the special election (all costs of the ballots, supplies, notices and other materials, including the cost of the polling place and election inspector(s)). §§5.68(2), (5), 7.03(1)(bm), Wis. Stats.

*Regularly scheduled elections are the February spring primary, April spring election, September partisan primary, and November general election.

Destruction of Materials

The following chart is designed to assist clerks in determining when to destroy election materials. Materials and supplies associated with an election may be destroyed according to the following chart unless there is a recount, notice of an election contest, or any contest or litigation pending with respect to the election. For specific dates please see the *Calendar of Wisconsin Election and Campaign Events* from the State Elections Board. All materials and documentation associated with a federal election must be retained at least 22 months after the election.

Materials	Destruction Date
Contents of a blank ballot box	Designation of clerk*
Unused ballots and materials	Designation of clerk*
Voter Serial number slips	Designation of clerk*
	22 months after a federal election***
Detachable recording units from electronic voting equipment	14 days after a primary
	21 days after an election**
Ballots (state, county, local offices)	30 days after an election
Ballots (federal offices)***	22 months after a federal election
Applications for absentee ballots	90 days after an election
	22 months after the election for federal election ballots ***

Forms associated with the election such as tally sheets, Inspectors' Statements (EB-104), Declarations of Candidacy (EB-162), and nomination papers	90 days after an election
	22 months after a federal election***
Official canvass statements	10 years after an election
Registration lists	4 years after the election for which they were created
Cancelled registration applications	4 years after the cancellation
Election notices	1 year after the election
	22 months after the federal election***
Proofs of publication of notices and correspondence relative to publications	1 year after the election
	22 months after the federal election***
Campaign Registration Statements ⁺ , Notifications of Noncandidacy (EB-163)	6 years after termination by the registrant
Campaign finance reports	6 years after the date of receipt
Election Voting and Registration Statistics Reports (EB-190)	22 months after the election for which they were created

* The suggested destruction time is after the deadline for the filing of a recount (three business days after the canvass is completed).

** Before units can be cleared or erased, the information must be transferred to a disk or other recording medium and retained for 22 months.

*** Federal offices are President of the U.S., U.S. Senator and U.S. Representative in Congress.

⁺ Candidates who are exempt from filing campaign finance reports are not required to "terminate." Campaign Registration Statements of these candidates may be destroyed if 6 years have passed since the candidate's name has appeared on a ballot.

Electronic Conversion of Election Records

The legislature, in §7.23, Wis. Stats., established a schedule for the destruction of election materials, but it did not provide in that statute, or in any other elections statute, a schedule or timetable for the conversion of elections records from “hard-copy” to electronic format or to microfiche.

The statute that authorizes the conversion of hard copies, §19.21(4)(c), Wis. Stats., reads as follows:

(c) Any local governmental unit or agency may provide for the keeping and preservation of public records kept by that governmental unit through the use of microfilm or another reproductive device, optical imaging or electronic formatting. A local governmental unit or agency shall make such provision by ordinance or resolution. Any such action by a subunit of a local governmental unit or agency shall be in conformity with the action of the unit or agency of which it is a part. Any photographic reproduction of a record authorized to be reproduced under this paragraph is deemed an original record for all purposes if it meets the applicable standards established in §§16.61 (7) and 16.61, Wis. Stats. This paragraph does not apply to public records kept by counties electing to be governed by Chapter 228, Wis. Stats..

At its July 18, 2007 meeting, the State Elections Board formally adopted the recommendation that counties or municipalities who convert their elections or campaign finance records from paper or “hard-copy” to microfilm or electronic format must retain the “hard copies” of those records for at least two years after the election immediately following the creation of those records, or for that period of time requested by the district attorney for that county or whose jurisdiction includes that municipality.

