

December 12, 2025

Sent via email: elections@wisconsin.gov

Wisconsin Elections Commission
P.O. Box 7984
Madison, Wisconsin 53707-7984

Re: Open Records Request regarding the Wisconsin Elections Commission's (WEC) assistance provided to municipalities as to Spanish-language compliance with VRA Section 203

To Whom It May Concern,

The American Civil Liberties Union (ACLU) of Wisconsin Foundation submits this request pursuant to the Wisconsin Open Records Act, Wis. Stats. §19.35, to obtain copies of public records related to any WEC's assistance provided to municipalities to assist them in compliance with Section 203 of the Voting Rights Act (VRA). More specifically, this request relates to Spanish-language access in voting from January 1, 2024, to the present, in the following localities: City of Arcadia, Village of Curtiss, City of Milwaukee, Village of Sharon, and Village of West Milwaukee, all of which are covered entities under Section 203.

Section 203 of the Voting Rights Act acknowledges that many Americans rely on languages other than English and may require translations and/or interpretations in order to be informed voters and actively participate in our democracy. Accurate translations are essential to avoiding misleading voters and ensuring equal opportunity for participation.

Accordingly, we request copies of the following records, either newly created, shared, or in active use by WEC **from January 1, 2024 to the present**:

1. Any policies, procedures, or guidance documents describing how WEC provides Spanish-language access for Wisconsin voters since January 1, 2024.
2. Records of Spanish-translated election materials provided to local election authorities through any means, such as templates or instructions, ballots, voter information guides, notices, and/or forms provided in Spanish during the requested timeframe (January 1, 2024, through the present). If such materials are made available to the public online, a weblink may serve as a sufficient response to this request.
3. Staffing or training materials related to Spanish-language assistance, including poll worker or staff training documents either internal to WEC or provided to local election officials.

4. All communications with any Wisconsin municipality or local election officials in any Wisconsin municipality regarding compliance or non-compliance with the federal or state language-access requirements (e.g. Voting Rights Act Section 203), but especially all such communications with the six Section 203 covered entities: City of Arcadia, City of Abbotsford, Village of Curtiss, City of Milwaukee, Village of Sharon, and Village of West Milwaukee.
5. Any reports, audits, assessments, or evaluations regarding Spanish language accessibility of election services during the requested timeframe, whether produced by WEC or a third-party.
6. Any available analytics related to Spanish-language records or materials on your website. This includes, but is not limited to, traffic statistics, webpage views, downloads, user engagement metrics, or any other data that you collect or maintain regarding access to Spanish-language content.

I respectfully request these records in electronic format (PDF, email attachments, etc.), if available, in order to reduce cost and expedite processing.

I also ask that the records be provided by email (msoltero@aclu-wi.org) whenever possible. If any materials cannot be sent electronically, I am able to receive them by mail at the following address:

Moisés López Soltero
American Civil Liberties Union of
Wisconsin Foundation
207 E. Buffalo St., Suite 325
Milwaukee, WI
53202

I request that the documents be provided without charge pursuant to Wis. Stat. § 19.35(3)(e). The ACLU of Wisconsin is a not-for-profit charitable and educational organization dedicated to the protection of civil liberties and government accountability, and waiving fees is in the public interest. Should you decline to waive the charges, please inform us in advance if you expect that the costs of producing the requested documents will exceed \$50. If there are any questions related to this request, please contact Moisés López Soltero at msoltero@aclu-wi.org.

Note that Wisconsin law requires that requested documents be produced “as soon as practicable and without delay.” Wis. Stat. § 19.35(4)(a). The Wisconsin Department of Justice policy is that 10 days is ordinarily a reasonable time for response to an open records request. Wisconsin Department of Justice, *Wisconsin Public Records Law Compliance Outline* at 15 (June 2025).

If you deny any or all of this request, I request the reasons for that denial in writing.

Thank you for your prompt attention to this matter.

Sincerely,



Moisés López Soltero
msoltero@aclu-wi.org