

The Agency

Secretary of State

Agency Operations

The Secretary of State was established under the Rhode Island Constitution as one of the five general offices subject to voter election. As the custodian of state records, the Secretary of State has a vital role in providing the public with basic information about the workings of state government. The Office of the Secretary of State consists of six programs and one internal service fund.

Agency Objectives

The objective of the Office of the Secretary of State is to provide the highest possible level of service to the public, by administering effectively all activities prescribed by the Rhode Island Constitution and state laws. The department seeks to improve public access to government information by disseminating information as widely as possible and making information available electronically.

Statutory History

Article IV, paragraph 4 of the Rhode Island State Constitution, and R.I.G.L. 42-8 establish the Secretary of State and address areas concerning elections, legislative records, archives, and distribution and exchange of documents; Title 17 Chapters 14, 15 and 22 also refer to elections; Title 19 Chapter 1 refers to corporations; Title 29 establishes the state library and the legislative reference bureau; Title 29 Chapter 1 also refers to the distribution of documents.

The Budget

Secretary of State

	FY 2003	FY 2004	FY 2005	FY 2006
	Actual	Actual	Revised	Recommended
Expenditures by Program				
Administration	1,252,575	1,442,778	1,537,037	1,614,280
Corporations	1,751,035	1,510,735	1,590,472	1,554,819
State Archives	712,696	572,238	575,664	581,578
Elections	1,538,010	1,899,832	3,360,189	1,361,640
State Library	717,269	699,851	710,773	698,938
Office of Civics and Public Information	446,692	407,532	413,340	455,798
Internal Service Programs	[911,640]	[876,551]	[1,025,409]	[1,099,918]
Total Expenditures	\$6,418,277	\$6,532,966	\$8,187,475	\$6,267,053
Expenditures By Object				
Personnel	3,792,016	3,751,834	5,415,936	4,192,162
Other State Operations	2,096,895	2,377,552	2,338,751	1,667,604
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	529,366	403,580	432,788	407,287
Subtotal: Operating Expenditures	\$6,418,277	\$6,532,966	\$8,187,475	\$6,267,053
Capital Improvements	-	-	-	-
Capital Debt Service	-	-	-	-
Total Expenditures	\$6,418,277	\$6,532,966	\$8,187,475	\$6,267,053
Expenditures By Funds				
General Revenue	5,974,313	4,554,610	5,132,164	4,799,470
Federal Funds	28,638	1,502,841	2,573,724	981,955
Restricted Receipts	415,326	475,515	481,587	485,628
Total Expenditures	\$6,418,277	\$6,532,966	\$8,187,475	\$6,267,053
FTE Authorization	59.0	59.0	59.0	59.0
Agency Measures				
Minorities as a Percentage of the Workforce	6.0%	21.7%	21.7%	25.0%
Females as a Percentage of the Workforce	55.0%	62.3%	62.3%	62.5%
Persons with Disabilities as a Percentage of the Workforce	-	-	-	-

Secretary of State Administration

Program Operations

The Administration Program provides support functions for the Office of the Secretary of State. The program is comprised of these functional areas: Personnel, Finance, E-government and Information Technology, Community Relations, Communications and Policy and Legislative Affairs.

Personnel maintains personnel records and provides administrative support for payroll and personnel matters.

Finance monitors accounts payable and accounts receivable for the office and prepares the budget for the Office of the Secretary of State.

E-government and Information Technology develops and implements model e-government solutions to distribute information to the public and provides support for the department's computer systems.

Community Relations provides information to the public and coordinates outreach activities to increase public awareness of the mission and activities of the Office of the Secretary of State.

Communication communicates the operations and accomplishments of the Office of the Secretary of the State and serves as liaison with the media.

Policy and Legislative Affairs researches, plans and develops innovative policy initiatives for the Office of the Secretary of State and develops legislation for passage that moves those policy initiatives forward.

Program Objective

To provide administrative support for the efficient and secure operation of the Office of the Secretary of State.

Statutory History

The Office of the Secretary of State was established by the Rhode Island Constitution as one of the five general offices subject to voter election. R.I.G.L. 42-8 established the Department of State under the Secretary of State. The Secretary of State is also responsible for the duties contained in R.I.G.L. 22-3-14 and 36-1-4.

The Budget

Secretary of State Administration

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures By Object				
Personnel	1,126,024	1,327,174	1,418,239	1,494,066
Other State Operations	121,619	110,490	113,850	115,100
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	4,932	5,114	4,948	5,114
Subtotal: Operating Expenditures	\$1,252,575	\$1,442,778	\$1,537,037	\$1,614,280
Capital Improvements	-	-	-	-
Capital Debt Service	-	-	-	-
Total Expenditures	\$1,252,575	\$1,442,778	\$1,537,037	\$1,614,280
Expenditures By Funds				
General Revenue	1,252,575	1,442,778	1,572,037	1,614,280
Total Expenditures	\$1,252,575	\$1,442,778	\$1,572,037	\$1,614,280
Program Measures	NC	NC	NC	NC

The Program

Secretary of State Corporations

Program Operations

The Corporations Division administers all business-related responsibilities for the Office of the Secretary of State including the registering of new businesses, filing of commercial liens, issuance of trademarks, commissioning of notaries public and acceptance of summonses.

The Business Section is responsible for the examination, custody and maintenance of the legal documents filed by more than 57,000 business corporations, professional service corporations, non-profit corporations, consumers' and producers' cooperatives, limited liability companies, limited partnerships and limited liability partnerships. The duty of the Secretary of State is to ensure uniform compliance with the statutes governing the creation of these entities, record the information required to be kept as a public record, and provide that information to the public.

The Uniform Commercial Code Section processes and tracks the liens placed on tangible property in the State of Rhode Island.

Notary/Trademark Section is responsible for registering all new notaries and for processing renewal applications of existing notaries upon commission expirations. This program is also responsible for registering trademarks, service marks and trade names in the State of Rhode Island.

The Business Development Division, under its First Stop Program, serves as a referral and information center for small business owners. The Business Fast Start Program provides prospective business owners with an online Master Application for state licenses and permits.

Program Objective

The Office of the Secretary of State is committed to making it easier to start and run businesses in our State. The Corporations Program will be implementing technology solutions that automate current manual processes and make it easier for the public to access public records. These improvements will include: Uniform Commercial Code online search of existing files and filing of new records, enhanced corporations database access and e-filing of annual reports.

Statutory History

The functions of the Corporations Division are outlined in Chapters 7-1-1 through 7-16-75, and 7-1.1-132 of the Rhode Island General Laws. The authority to enforce the Uniform Commercial Code is granted in Section 6A-9-402 of the Rhode Island General Laws.

The Budget

Secretary of State Corporations

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures By Object				
Personnel	1,451,434	1,226,141	1,323,946	1,291,775
Other State Operations	299,601	284,594	266,526	263,044
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-
Subtotal: Operating Expenditures	\$1,751,035	\$1,510,735	\$1,590,472	\$1,554,819
Capital Improvements	-	-	-	-
Capital Debt Service	-	-	-	-
Total Expenditures	\$1,751,035	\$1,510,735	\$1,590,472	\$1,554,819
Expenditures By Funds				
General Revenue	1,751,035	1,510,735	1,590,472	1,554,819
Total Expenditures	\$1,751,035	\$1,510,735	\$1,590,472	\$1,554,819
Program Measures	NC	NC	NC	NC

The Program

Secretary of State State Archives

Program Operations

The State Archives and Public Records Administration is responsible for providing comprehensive archives and records management services for all public records in the State. The State Archives holds the historical records of the colony and State of Rhode Island dating from 1638 to modern times. The program operates a public reading room for the research, inspection and duplication of public records. The Public Records Administration provides records management advice, assistance and consultation to state agencies. Information is available through the Internet via the World Wide Web.

Additionally, the State Archives Division operates the Local Government Records Program, which was established by a federal grant in 1992. The program provides records management advice and consultation to all departments of municipal government and actively works with municipal clerks to better preserve and administer the historical records in their care. In 1993, the General Assembly passed legislation establishing the Historical Records Trust, a restricted receipt account, which now provides funding for this program.

Program Objectives

To provide comprehensive archives and records management services for all public records in the State and to provide information on the preservation of historical records.

Statutory History

The authority of the State Archives is granted from Rhode Island General Laws sections 42-8.1 and 38-3. Functions of the State Archives are also outlined in the Public Law 1989, Chapter 341, Public Law 1991, Chapter 263, and Public Law 1992, Chapter 252.

The Budget

Secretary of State State Archives

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures By Object				
Personnel	324,653	307,557	305,566	322,457
Other State Operations	294,543	250,631	230,098	219,121
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	93,500	14,050	40,000	40,000
Subtotal: Operating Expenditures	\$712,696	\$572,238	\$575,664	\$581,578
Capital Improvements	-	-	-	-
Capital Debt Service	-	-	-	-
Total Expenditures	\$712,696	\$572,238	\$575,664	\$581,578
Expenditures By Funds				
General Revenue	299,184	96,723	94,077	95,950
Federal Grants	(1,814)	-	-	-
Restricted Receipts	415,326	475,515	481,587	485,628
Total Expenditures	\$712,696	\$572,238	\$575,664	\$581,578
Program Measures	NC	NC	NC	NC

The Program

Secretary of State Elections

Program Operations

The Elections Division is responsible for the preparation, printing and distribution of all official mail and sample ballots for all federal, statewide and municipal elections conducted in Rhode Island under R.I.G.L. Title 17. Additionally, the Elections Division prepares and provides Braille or tactile ballots to Rhode Island voters who are blind or visually impaired. The Elections Division has the responsibility for certifying all federal and state candidates for ballot placement, for tracking and reviewing the language of state questions appearing on the ballot, and for receiving and maintaining files from the local canvassing authorities for local questions for ballot placement.

Elections is responsible for developing and maintaining the Central Voter Registry, a listing of the names of persons registered to vote, as well as other voter registration information. In January 2004, this division began development and implementation of a statewide Central Voter Register System as mandated by the Help America Vote Act of 2002 (HAVA). This database will be electronically linked to the 39 cities and towns as well as to the Division of Motor Vehicles. In 2004, under HAVA mandates and ensuing state law, the Elections Division is charged with the responsibility of serving as the single state contact for all uniformed and overseas voters covered under the Uniformed and Overseas Citizens Absentee Voting Act.

This division provides assistance with the in-house development of guides for candidates, election officials, and voters. Guides are provided in English and Spanish, and upon request, in Braille.

Program Objective

To prepare and provide for the conduct of fair and accurate elections – federal, statewide and municipal – as required by statute. To replace the Central Voter Registry with a state-of-the-art Central Voter Register System as mandated under HAVA and Rhode Island state law and to continue to meet the mandates of the National Voter Registration Act and state statutes with respect to voter registration and file maintenance. To continue to provide concise, accurate, and timely information to the voters of Rhode Island in the form of a ballot and voter information booklet with respect to referenda and constitutional amendments.

Statutory History

Elections operates under Title 17 of the Rhode Island General Laws and applicable federal laws such as the Help American Vote Act. The Central Voter Registration operates under provision of R.I.G.L. Title 97 and 42.

The Budget

Secretary of State Elections

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures By Object				
Personnel	276,723	252,780	1,725,624	365,402
Other State Operations	1,261,287	1,647,052	1,634,565	996,238
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-
Subtotal: Operating Expenditures	\$1,538,010	\$1,899,832	\$3,360,189	\$1,361,640
Capital Improvements	-	-	-	-
Capital Debt Service	-	-	-	-
Total Expenditures	\$1,538,010	\$1,899,832	\$3,360,189	\$1,361,640
Expenditures By Funds				
General Revenue	1,507,558	396,991	786,465	379,685
Federal Funds	30,452	1,502,841	2,573,724	981,955
Total Expenditures	\$1,538,010	\$1,899,832	\$3,360,189	\$1,361,640
Program Measures	NC	NC	NC	NC

The Program

Secretary of State State Library

Program Operations

The State Library is responsible for providing reference and research services in the areas of law, legislation, rules and regulations, government reports, and Rhode Island history. This division operates and maintains the Legislative Reference Bureau, which provides information on state law and legislation. The State Library is also a Federal Government Publications Depository and serves as the State Publications Clearinghouse, providing copies of state documents to facilities throughout Rhode Island. The library is open to the public.

Program Objectives

The program operates and maintains the library facilities in the State House and makes available timely reference and research services to the public. The program is developing educational materials on Rhode Island history and civic education for schools and community groups in cooperation with other divisions at the Office of the Secretary of State.

Statutory History

The State Library was established by a resolution of the General Assembly in 1852. Statutory authority is granted in R.I.G.L. 29-1. The authority to act as a clearinghouse for state publications is established in R.I.G.L. 29-7. The Federal Publications Depository System dates back to an Act of Congress passed in 1813.

The Budget

Secretary of State State Library

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures By Object				
Personnel	221,228	266,172	273,078	286,907
Other State Operations	65,107	49,263	49,855	49,858
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	430,934	384,416	387,840	362,173
Subtotal: Operating Expenditures	\$717,269	\$699,851	\$710,773	\$698,938
Capital Improvements	-	-	-	-
Capital Debt Service	-	-	-	-
Total Expenditures	\$717,269	\$699,851	\$710,773	\$698,938
Expenditures By Funds				
General Revenue	717,269	699,851	710,773	698,938
Total Expenditures	\$717,269	\$699,851	\$710,773	\$698,938
Program Measures	NC	NC	NC	NC

The Program

Secretary of State Office of Civics and Public Information

Program Operations

The Civics and Public Information Division is a primary resource for the citizens of Rhode Island regarding the activities of state government. The Civics and Public Information Division is responsible for the activities listed below:

Rhode Island Government Owner's Manual: maintenance and distribution of contact information for the state general officers, legislators, congressional delegation, state departments and agencies, and boards and commissions.

BillTracker: maintenance of electronic database of all legislation introduced in the General Assembly, including title, sponsor information, description, committee assignment and committee and floor action.

LobbyTracker: registration of lobbyists and maintenance of all lobbyist information for the legislative and executive branches of government.

Open Meetings: operation and maintenance of an electronic database of all public meeting notices and minutes in the State of Rhode Island as required by the Open Meetings Law; and Boards and Commissions: maintenance and dissemination of an electronic database of state boards and commissions, along with the meeting minutes of these bodies.

Consultant Reports: maintenance of consultant information for all departments, commissions, boards, councils, and other agencies.

HAVA Voter Education: educate Rhode Island voters about the electoral process and HAVA requirements as mandated by the Help America Vote Act of 2002.

CIVICS at the State House: the State House tour program operated in partnership with Johnson & Wales University; and CIVICS Online; Web-related efforts to promote the use of public information tools and encourage civic participation.

Program Objective

To increase civic participation, improve civic education and provide the public with access to the information they need to participate in government and hold government accountable.

Statutory History

Article IV, paragraph 4 of the Rhode Island State Constitution, and R.I.G.L. 42-8 establish the Office of the Secretary of State. These define the Secretary of State's role as the custodian of state records charged with the collection, retention, and dissemination of these records for the citizens of the State of Rhode Island. R.I.G.L. 22-10-10 gives duties and powers to the Secretary of State to adopt rules and regulations in order to inform the public.

The Budget

Secretary of State Office of Civics and Public Information

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures By Object				
Personnel	391,954	372,010	369,483	431,555
Other State Operations	54,738	35,522	43,857	24,243
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-
Subtotal: Operating Expenditures	\$446,692	\$407,532	\$413,340	\$455,798
Capital Improvements	-	-	-	-
Capital Debt Service	-	-	-	-
Total Expenditures	\$446,692	\$407,532	\$413,340	\$455,798
Expenditures By Funds				
General Revenue	446,692	407,532	413,340	455,798
Total Expenditures	\$446,692	\$407,532	\$413,340	\$455,798
Program Measures	NC	NC	NC	NC

The Program

Secretary of State Internal Service Programs

Program Operations

These are services needed by state operated programs and activities which are provided on a centralized basis. The costs of these operations are borne by the user agencies through a charge system, which allocates the costs of delivery of the goods or services. The operations of these programs are shown for display purposes only, since the costs are reflected in the budget of the user agency both on an actual and budget basis.

The Internal Service Program operated by the Secretary of State is the Records Center. This program, a central storage facility for state government records, serves all state agencies. The program also supports the administration of rules and regulations required to be filed with the Office of the Secretary of State by state agencies under the Administrative Procedures Act, Title 42 Chapter 35.

Program Objective

The program provides the most cost-effective delivery of goods and services to other state programs.

Statutory History

The Director of Administration is authorized by R.I.G.L. 35-5 to establish a system of rotating funds in any state department or agency.

The Budget

Secretary of State Internal Service Programs

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures By Object				
Personnel	203,527	207,387	313,041	333,153
Other State Operations	708,113	669,164	712,368	766,765
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-
Subtotal: Operating Expenditures	\$911,640	\$876,551	\$1,025,409	\$1,099,918
Capital Improvements	-	-	-	-
Capital Debt Service	-	-	-	-
Total Expenditures	\$911,640	\$876,551	\$1,025,409	\$1,099,918
 Expenditures By Funds				
Internal Service Funds	911,640	876,551	1,025,409	1,099,918
Total Expenditures	\$911,640	\$876,551	\$1,025,409	\$1,099,918
 Program Measures	NC	NC	NC	NC