

# The Agency

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## Secretary of State

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### Agency Operations

The Office of 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 office has a vital role in providing the public with basic information about the workings of state government. The office consists of six divisions and one internal service fund.

### Agency Objectives

The objective of the Office of the Secretary of State is to effectively administer all activities of the Office prescribed by the Rhode Island Constitution and state law. To make it easier to vote and improve public access to government at all levels by collecting and distributing information as widely as possible and making information available electronically. To create jobs and promote economic development by offering programs and services that make it easier for business to grow.

### 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 2008 Actual	FY 2009 Actual	FY 2010 Enacted	FY 2010 Revised	FY 2011 Recommended
<b>Expenditures by Program</b>					
Administration	1,756,779	1,836,026	1,904,137	1,841,664	1,947,576
Corporations	1,914,051	1,759,692	1,782,133	1,749,973	1,823,531
State Archives	557,418	592,245	554,422	577,009	574,651
Elections and Civics	1,570,655	1,935,169	1,378,262	1,117,786	1,915,238
State Library	712,912	556,832	575,937	553,695	572,768
Office of Public Information	308,132	351,809	300,688	300,904	330,263
Internal Service Programs	[770,278]	[762,275]	[814,696]	[803,400]	[825,368]
<b>Total Expenditures</b>	<b>\$6,819,947</b>	<b>\$7,031,773</b>	<b>\$6,495,579</b>	<b>\$6,141,031</b>	<b>\$7,164,027</b>
<b>Expenditures By Object</b>					
Personnel	4,843,527	4,930,427	5,123,941	4,915,692	5,258,277
Operating Supplies and Expenses	1,524,875	1,794,366	1,106,625	970,450	1,734,348
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	391,494	273,535	241,302	219,652	151,302
<b>Subtotal: Operating Expenditures</b>	<b>\$6,759,896</b>	<b>\$6,998,328</b>	<b>\$6,471,868</b>	<b>\$6,105,794</b>	<b>\$7,143,927</b>
Capital Purchases and Equipment	60,051	33,445	23,711	35,237	20,100
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$6,819,947</b>	<b>\$7,031,773</b>	<b>\$6,495,579</b>	<b>\$6,141,031</b>	<b>\$7,164,027</b>
<b>Expenditures By Funds</b>					
General Revenue	5,488,114	6,318,527	5,521,241	5,235,706	6,669,460
Federal Funds	911,443	285,130	500,000	408,400	-
Restricted Receipts	420,390	428,116	474,338	496,925	494,567
Internal Service Funds	[770,278]	[762,275]	[814,696]	[803,400]	[825,368]
<b>Total Expenditures</b>	<b>\$6,819,947</b>	<b>\$7,031,773</b>	<b>\$6,495,579</b>	<b>\$6,141,031</b>	<b>\$7,164,027</b>
<b>FTE Authorization</b>	<b>58.0</b>	<b>55.0</b>	<b>57.0</b>	<b>57.0</b>	<b>57.0</b>
<b>Agency Measures</b>					
Minorities as a Percentage of the Workforce	7.4%	12.5%	12.5%	12.5%	12.3%
Females as a Percentage of the Workforce	59.3%	57.1%	57.1%	57.1%	58.9%
Persons with Disabilities as a Percentage of the Workforce	-	-	1.8%	1.8%	1.8%

# The Program

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## **Secretary of State Administration**

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### **Program Operations**

The Administration Program provides support functions for the Office of the Secretary of State. The program has six functions, with the responsibilities of each described below.

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

Fiscal Management monitors accounts payable and accounts receivable for the department 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 collect and distribute information to the public and provides support for the department's computer systems for the Office.

Constituent Affairs collects and distributes information to the public and coordinates responses to inquiries from the public.

Communications communicates the programs and services offered to Rhode Islanders and serves as the liaison with the media.

Policy and Legislative Affairs researches, plans and develops innovative policy initiatives that serve as models for the country 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 2008 Actual	FY 2009 Actual	FY 2010 Enacted	FY 2010 Revised	FY 2011 Recommended
<b>Expenditures by Program</b>					
Administration	1,756,779	1,069,589	1,150,447	1,019,794	1,075,963
Personnel and Finance	-	411,266	448,525	435,827	463,237
Information Technology	-	355,171	305,165	386,043	408,376
<b>Total Expenditures</b>	<b>\$1,756,779</b>	<b>\$1,836,026</b>	<b>\$1,904,137</b>	<b>\$1,841,664</b>	<b>\$1,947,576</b>
<b>Expenditures By Object</b>					
Personnel	1,627,249	1,727,636	1,804,806	1,751,814	1,857,623
Operating Supplies and Expenses	113,200	96,620	90,905	83,700	85,812
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	976	976	976	976	976
<b>Subtotal: Operating Expenditures</b>	<b>\$1,741,425</b>	<b>\$1,825,232</b>	<b>\$1,896,687</b>	<b>\$1,836,490</b>	<b>\$1,944,411</b>
Capital Purchases and Equipment	15,354	10,794	7,450	5,174	3,165
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$1,756,779</b>	<b>\$1,836,026</b>	<b>\$1,904,137</b>	<b>\$1,841,664</b>	<b>\$1,947,576</b>
<b>Expenditures By Funds</b>					
General Revenue	1,756,779	1,836,026	1,904,137	1,841,664	1,947,576
<b>Total Expenditures</b>	<b>\$1,756,779</b>	<b>\$1,836,026</b>	<b>\$1,904,137</b>	<b>\$1,841,664</b>	<b>\$1,947,576</b>
<b>Program Measures</b>	NC	NC	NC	NC	NC

# The Program

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## **Secretary of State Corporations**

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### **Program Operations**

Corporations maintains filings for active and inactive Rhode Island and foreign business corporations, non profit corporations, limited partnerships and limited liability companies. Corporate information is maintained in a computer database. On-line access is available at the Corporations Division's office in Providence or by phone or mail to the general public. This division has the authority to revoke corporate charters for failure to satisfy statutory requirements.

Additionally, the Corporations Division administers the following:

First Stop Business Information Center serves as a referral and information center for small business owners.

Uniform Commercial Code (UCC) processes and tracks the liens placed on tangible property in the State of Rhode Island.

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

### **Program Objective**

To serve as the official agent and record keeper on behalf of the State of Rhode Island for all official corporate filings, UCC filings, and Notary/Trademark applications and to provide requested information concerning the data from the program.

### **Statutory History**

The functions of the Corporations Division are outlined in R.I.G.L. Title 7-1-1 through 7-16-75, and 7-1.2-132. The authority to enforce the Uniform Commercial Code (UCC) is granted in Section 6A-9-402 of the R.I.G.L.

# The Budget

## Secretary of State Corporations

	FY 2008 Actual	FY 2009 Actual	FY 2010 Enacted	FY 2010 Revised	FY 2011 Recommended
<b>Expenditures by Program</b>					
Corporations	1,914,051	1,544,149	1,548,909	1,515,710	1,572,739
First Stop Business Information	-	215,543	233,224	234,263	250,792
<b>Total Expenditures</b>	<b>\$1,914,051</b>	<b>\$1,759,692</b>	<b>\$1,782,133</b>	<b>\$1,749,973</b>	<b>\$1,823,531</b>
<b>Expenditures By Object</b>					
Personnel	1,394,328	1,388,341	1,458,054	1,417,699	1,486,354
Operating Supplies and Expenses	496,982	364,535	324,079	327,799	335,177
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-	-
<b>Subtotal: Operating Expenditures</b>	<b>\$1,891,310</b>	<b>\$1,752,876</b>	<b>\$1,782,133</b>	<b>\$1,745,498</b>	<b>\$1,821,531</b>
Capital Purchases and Equipment	22,741	6,816	-	4,475	2,000
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$1,914,051</b>	<b>\$1,759,692</b>	<b>\$1,782,133</b>	<b>\$1,749,973</b>	<b>\$1,823,531</b>
<b>Expenditures By Funds</b>					
General Revenue	1,914,051	1,759,692	1,782,133	1,749,973	1,823,531
<b>Total Expenditures</b>	<b>\$1,914,051</b>	<b>\$1,759,692</b>	<b>\$1,782,133</b>	<b>\$1,749,973</b>	<b>\$1,823,531</b>
<b>Program Measures</b>	NC	NC	NC	NC	NC

# The Program

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## Secretary of State State Archives

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### Program Operations

The State Archives is the Division of the Department of State charged with preserving and maintaining the permanent records of state government. The “State Archives and Historical Records Act” created the State Archives as the “official custodian and trustee for the state of all public records of permanent historical, legal or other value”. The collection of historical records, dating from 1638 to the present, is available to the public for research. The division operates a public reading room for the research, inspection and duplication of public records. Archives staff provides reference assistance to researchers at the Archives facility, by mail, phone and e-mail. Publications, guides and finding aids to the holdings are available onsite and through the Internet. The State Archives also features exhibits and displays that are free and open to the public.

The Division operates the Local Government Records Program, which was established in 1992 with federal grant funding from the National Historical Publications and Records Commission. The program was designed to initiate a series of advisory and technical services for local governments in the state. The 1993 session of the General Assembly passed legislation establishing the Historical Records Trust, a restricted receipt account, which now provides funding for this program. Currently, the program provides records management advice, assistance and consultation to all departments of municipal government, as well as developing records control schedules that govern the retention and disposition of municipal records. The program actively works with town and city clerks to better preserve and administer the historical records in their care. Workshops and talks are provided to municipal personnel about records management functions and archival records administration and preservation. In conjunction with the Public Records Administration, the program also publishes guidelines about records and records issues.

### Program Objectives

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

### Statutory History

The authority of the State Archives is granted from R.I.G.L. sections 42-8.1 and 38-3. Functions of the State Archives are also outlined in the Public Law 1989, Chapter 341, Public Law 1992, Chapter 241, and Public Law 1993, Chapters 385 and 417, and Public Law 2007, Chapter 73, Article 36.

# The Budget

## Secretary of State State Archives

	FY 2008 Actual	FY 2009 Actual	FY 2010 Enacted	FY 2010 Revised	FY 2011 Recommended
<b>Expenditures By Object</b>					
Personnel	346,384	316,446	328,778	301,333	316,447
Operating Supplies and Expenses	206,845	240,060	216,483	238,165	256,043
Aid To Local Units Of Government	-	-	-	33,350	-
Assistance, Grants and Benefits	-	32,233	-	-	-
<b>Subtotal: Operating Expenditures</b>	<b>\$553,229</b>	<b>\$588,739</b>	<b>\$545,261</b>	<b>\$572,848</b>	<b>\$572,490</b>
Capital Purchases and Equipment	4,189	3,506	9,161	4,161	2,161
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$557,418</b>	<b>\$592,245</b>	<b>\$554,422</b>	<b>\$577,009</b>	<b>\$574,651</b>
<b>Expenditures By Funds</b>					
General Revenue	108,601	154,258	80,084	80,084	80,084
Federal Funds	28,427	9,871	-	-	-
Restricted Receipts	420,390	428,116	474,338	496,925	494,567
<b>Total Expenditures</b>	<b>\$557,418</b>	<b>\$592,245</b>	<b>\$554,422</b>	<b>\$577,009</b>	<b>\$574,651</b>
<b>Program Measures</b>	NC	NC	NC	NC	NC



# The Program

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## **Secretary of State Elections and Civics**

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### **Program Operations**

Elections and Civics is responsible for the preparation of both statewide and municipal elections. This preparation includes providing municipalities with necessary forms for candidate declarations, endorsements, nomination signatures, and candidate certification.

The Elections and Civics Division has the responsibility of certifying all federal and state candidates for ballot placement, and for receiving and maintaining files for local candidates ballot placement as certified by local canvassing authorities. Accordingly, Elections and Civics sets the ballot layout and prepares and provides all sample ballots and voting machine ballots as mandated by law. The preparation and printing of all sample ballots and related forms and applications are also the responsibility of Elections and Civics, as well the processing of mail ballots applications and the actual mailing of ballots.

Elections and Civics is also responsible for maintaining the new statewide central voter registration system (CVRS) as mandated under the federal Help America Vote Act (HAVA) that contains all voter information and related data. The CVRS is a real-time system that is accessed and updated by all 39 cities and towns. Elections and Civics is responsible for the training of all local users and the maintenance and support of the CVRS application and related applications as well as all related hardware provided to the cities and towns.

Elections and Civics also has the responsibility of preparing and distributing the Voter Handbook prior to each general election at which public questions are to be submitted to the voters.

Elections and Civics Division provides necessary voter assistance and education, including the publication of numerous guides for candidates, election officials, and voters. In addition to providing hard copy material, Elections and Civics provides ballot information, polling place locations, and copies of all publications on the World Wide Web.

### **Program Objective**

To provide efficient election services and preparation of all elections-federal, statewide and municipal-as required by statute. To provide an accurate and timely statewide central voter registration system (CVRS) as mandated by HAVA and to make improvements to the CVRS to allow for a more efficient and accurate electoral process. 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.

### **Statutory History**

The Elections and Civics Division operates under Title 17 of the R.I.G.L

# The Budget

## Secretary of State Elections and Civics

	FY 2008 Actual	FY 2009 Actual	FY 2010 Enacted	FY 2010 Revised	FY 2011 Recommended
<b>Expenditures By Object</b>					
Personnel	857,608	823,270	855,237	793,481	912,925
Operating Supplies and Expenses	607,049	1,012,657	427,525	271,004	991,813
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	89,870	90,000	90,000	35,000	-
<b>Subtotal: Operating Expenditures</b>	<b>\$1,554,527</b>	<b>\$1,925,927</b>	<b>\$1,372,762</b>	<b>\$1,099,485</b>	<b>\$1,904,738</b>
Capital Purchases and Equipment	16,128	9,242	5,500	18,301	10,500
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$1,570,655</b>	<b>\$1,935,169</b>	<b>\$1,378,262</b>	<b>\$1,117,786</b>	<b>\$1,915,238</b>
<b>Expenditures By Funds</b>					
General Revenue	687,639	1,659,910	878,262	709,386	1,915,238
Federal Funds	883,016	275,259	500,000	408,400	-
<b>Total Expenditures</b>	<b>\$1,570,655</b>	<b>\$1,935,169</b>	<b>\$1,378,262</b>	<b>\$1,117,786</b>	<b>\$1,915,238</b>
<b>Program Measures</b>	NC	NC	NC	NC	NC

# The Program

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## Secretary of State State Library

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### 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. It operates and maintains the Legislative Reference Bureau, which provides information on state laws 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 State Library is open to the public.

### Program Objectives

To effectively operate and maintain the library facilities in the State House and to provide timely reference and research services to the public.

### 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 Budget

## Secretary of State State Library

	FY 2008 Actual	FY 2009 Actual	FY 2010 Enacted	FY 2010 Revised	FY 2011 Recommended
<b>Expenditures By Object</b>					
Personnel	356,633	371,662	383,233	368,509	387,287
Operating Supplies and Expenses	55,208	34,568	41,958	33,954	34,735
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	300,648	150,326	150,326	150,326	150,326
<b>Subtotal: Operating Expenditures</b>	<b>\$712,489</b>	<b>\$556,556</b>	<b>\$575,517</b>	<b>\$552,789</b>	<b>\$572,348</b>
Capital Purchases and Equipment	423	276	420	906	420
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$712,912</b>	<b>\$556,832</b>	<b>\$575,937</b>	<b>\$553,695</b>	<b>\$572,768</b>
<b>Expenditures By Funds</b>					
General Revenue	712,912	556,832	575,937	553,695	572,768
<b>Total Expenditures</b>	<b>\$712,912</b>	<b>\$556,832</b>	<b>\$575,937</b>	<b>\$553,695</b>	<b>\$572,768</b>
<b>Program Measures</b>	NC	NC	NC	NC	NC

# The Program

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## Secretary of State Office of Public Information

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### Program Operations

The Office of Public Information is designed to serve as a resource for the citizens of Rhode Island regarding the activities of state government. It gives members of the public the basic information they need to play a more active role in the decision-making process. This information is published in a variety of reports, which are available to the public free of charge. The material can also be accessed through the Internet, where the Secretary of State has an "On-Line Office" on the World Wide Web at <http://www.state.ri.us>. Functions carried out by the Office of Public Information include:

Compiling information and maintaining a database on all legislation introduced in the General Assembly, including title, sponsor information, description, committee assignment, committee and floor actions.

Compiling information and maintaining a database on all legislative hearings, including time and place of the meeting and lists of bills being considered.

Publishing the daily Legislative Meetings Report and the weekly Legislative Report which provides this information to the public.

Maintaining a list of lobbyists and overseeing the enforcement of the state's lobbying law.

Under the Administrative Procedures Act, the office is responsible for compiling the rules and regulations promulgated by each state agency.

Operating and maintaining a clearinghouse for information related to all public meetings in the State of Rhode Island relative to the Open Meetings Law.

Operating and maintaining the Documents and Distribution Office to provide delivery of printed state legislation, General Assembly journals and other state publications.

### Program Objective

To effectively disseminate vital government information to the public and to make the most of expanding technologies to enhance public access and awareness of the activities of state government.

### Statutory History

Article IV, paragraph 4 of the Rhode State Constitution, and R.I.G.L. 42-8 establish the Office of Secretary of State and the Secretary's role as the custodian of state records, charged with the collections, retention, and dissemination of these records for the citizens of the State of Rhode Island.

# The Budget

## Secretary of State Office of Public Information

	FY 2008 Actual	FY 2009 Actual	FY 2010 Enacted	FY 2010 Revised	FY 2011 Recommended
<b>Expenditures By Object</b>					
Personnel	261,325	303,072	293,833	282,856	297,641
Operating Supplies and Expenses	45,591	45,926	5,675	15,828	30,768
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-	-
<b>Subtotal: Operating Expenditures</b>	<b>\$306,916</b>	<b>\$348,998</b>	<b>\$299,508</b>	<b>\$298,684</b>	<b>\$328,409</b>
Capital Purchases and Equipment	1,216	2,811	1,180	2,220	1,854
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$308,132</b>	<b>\$351,809</b>	<b>\$300,688</b>	<b>\$300,904</b>	<b>\$330,263</b>
<b>Expenditures By Funds</b>					
General Revenue	308,132	351,809	300,688	300,904	330,263
<b>Total Expenditures</b>	<b>\$308,132</b>	<b>\$351,809</b>	<b>\$300,688</b>	<b>\$300,904</b>	<b>\$330,263</b>
<b>Program Measures</b>	NC	NC	NC	NC	NC

# The Program

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## **Secretary of State Internal Service Programs**

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### **Program Operations**

There 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 that 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 Public Records Administration program, which is charged with overseeing records management functions within state government. The program provides central storage for non-permanent inactive government records and serves all state agencies. Inactive records are those records that agencies no longer require immediate access to, but that are not yet eligible for disposal because of administrative, fiscal or legal requirements. Public Records Administration personnel provide records management advice, assistance and consultation to all state agencies. They also work with agencies to develop records retention and disposition schedules-enabling timely disposal or retention as permanent records of the state. Comprehensive records management services encompass all records, regardless of format or media. Workshops are available to state agency personnel on records management topics. In addition, the program promulgates regulations and publishes guidelines about records and records management functions. The program also oversees Administrative Records functions.

### **Program Objective**

The program provides 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 authority of the Public Records Administration is granted by R.I.G.L. 38-1,3.

# The Budget

## Secretary of State Internal Service Programs

	FY 2008 Actual	FY 2009 Actual	FY 2010 Enacted	FY 2010 Revised	FY 2011 Recommended
<b>Expenditures By Object</b>					
Personnel	401,795	400,793	430,414	412,319	429,330
Operating Supplies and Expenses	365,652	361,158	384,282	390,368	396,038
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-	-
<b>Subtotal: Operating Expenditures</b>	<b>\$767,447</b>	<b>\$761,951</b>	<b>\$814,696</b>	<b>\$802,687</b>	<b>\$825,368</b>
Capital Purchases and Equipment	2,831	324	-	713	-
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$770,278</b>	<b>\$762,275</b>	<b>\$814,696</b>	<b>\$803,400</b>	<b>\$825,368</b>
<b>Expenditures By Funds</b>					
Internal Service Funds	770,278	762,275	814,696	803,400	825,368
<b>Total Expenditures</b>	<b>\$770,278</b>	<b>\$762,275</b>	<b>\$814,696</b>	<b>\$803,400</b>	<b>\$825,368</b>
<b>Program Measures</b>	NC	NC	NC	NC	NC