

State of Rhode Island and Providence Plantations

Budget



Fiscal Year 2012

Lincoln D. Chafee, Governor

The Agency

Secretary of State

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 2009 Actual	FY 2010 Actual	FY 2011 Enacted	FY 2011 Revised	FY 2012 Recommended
Expenditures by Program					
Administration	\$1,836,025	\$1,819,328	\$1,943,053	\$1,944,766	\$2,056,734
Corporations	\$1,759,694	\$1,729,914	\$2,070,271	\$2,110,406	\$1,978,821
State Archives	\$592,247	\$539,819	\$574,651	\$570,178	\$619,333
Elections and Civics	\$1,935,171	\$1,073,893	\$2,013,831	\$1,810,758	\$1,345,089
State Library	\$556,832	\$545,550	\$571,887	\$573,543	\$596,876
Office of Public Information	\$351,810	\$291,197	\$329,581	\$331,094	\$334,439
Internal Service Programs	[\$762,272]	[\$774,395]	[\$825,368]	[\$822,941]	[\$866,270]
Total Expenditures	\$7,031,779	\$5,999,701	\$7,503,274	\$7,340,745	\$6,931,292
Expenditures By Object					
Personnel	4,930,434	4,789,383	5,497,524	5,369,731	5,607,334
Operating Supplies and Expenses	1,794,365	949,674	1,734,348	1,749,612	1,152,556
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	273,535	217,812	251,302	151,302	151,302
Subtotal: Operating Expenditures	\$6,998,334	\$5,956,869	\$7,483,174	\$7,270,645	\$6,911,192
Capital Purchases and Equipment	33,445	42,832	20,100	70,100	20,100
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$7,031,779	\$5,999,701	\$7,503,274	\$7,340,745	\$6,931,292
Expenditures By Funds					
General Revenue	6,318,528	5,142,947	6,908,707	6,754,217	6,434,744
Federal Funds	285,132	397,172	100,000	127,092	-
Restricted Receipts	428,119	459,582	494,567	459,436	496,548
Internal Service Funds	[\$762,272]	[\$774,395]	[\$825,368]	[\$822,941]	[\$866,270]
Total Expenditures	\$7,031,779	\$5,999,701	\$7,503,274	\$7,340,745	\$6,931,292
FTE Authorization	55.0	56.5	57.0	57.0	57.0
Agency Measures					
Minorities as a Percentage of the Workforce	12.5%	12.5%	12.3%	12.3%	12.3%
Females as a Percentage of the Workforce	57.1%	57.1%	58.9%	58.9%	58.9%
Persons with Disabilities as a Percentage of the Workforce	-	-	1.8%	1.8%	1.8%

The Program

Secretary of State Administration

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 2009 Actual	FY 2010 Actual	FY 2011 Enacted	FY 2011 Revised	FY 2012 Recommended
Expenditures by Program					
Administration	1,069,588	1,002,182	1,073,549	1,940,607	2,052,594
Personnel and Finance	411,266	435,021	462,103	1,727	1,718
Information Technology	355,171	382,125	407,401	2,432	2,422
Total Expenditures	\$1,836,025	\$1,819,328	\$1,943,053	\$1,944,766	\$2,056,734
Expenditures By Object					
Personnel	1,727,635	1,725,469	1,853,100	1,854,000	1,966,407
Operating Supplies and Expenses	96,620	87,690	85,812	86,625	86,186
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	976	976	976	976	976
Subtotal: Operating Expenditures	\$1,825,231	\$1,814,135	\$1,939,888	\$1,941,601	\$2,053,569
Capital Purchases and Equipment	10,794	5,193	3,165	3,165	3,165
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$1,836,025	\$1,819,328	\$1,943,053	\$1,944,766	\$2,056,734
Expenditures By Funds					
General Revenue	1,836,025	1,819,328	1,943,053	1,944,766	2,056,734
Total Expenditures	\$1,836,025	\$1,819,328	\$1,943,053	\$1,944,766	\$2,056,734
Program Measures	NC	NC	NC	NC	NC

The Program

Secretary of State Corporations

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 2009 Actual	FY 2010 Actual	FY 2011 Enacted	FY 2011 Revised	FY 2012 Recommended
Expenditures by Program					
Corporations	1,544,151	1,508,015	1,569,996	1,670,718	1,838,925
First Stop Business Information	215,543	221,899	500,275	439,688	139,896
Total Expenditures	\$1,759,694	\$1,729,914	\$2,070,271	\$2,110,406	\$1,978,821
Expenditures By Object					
Personnel	1,388,343	1,384,734	1,733,094	1,769,157	1,632,166
Operating Supplies and Expenses	364,535	330,777	335,177	339,249	344,655
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-	-
Subtotal: Operating Expenditures	\$1,752,878	\$1,715,511	\$2,068,271	\$2,108,406	\$1,976,821
Capital Purchases and Equipment	6,816	14,403	2,000	2,000	2,000
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$1,759,694	\$1,729,914	\$2,070,271	\$2,110,406	\$1,978,821
Expenditures By Funds					
General Revenue	1,759,694	1,729,914	2,070,271	2,110,406	1,978,821
Total Expenditures	\$1,759,694	\$1,729,914	\$2,070,271	\$2,110,406	\$1,978,821
Program Measures	NC	NC	NC	NC	NC

The Program

Secretary of State State Archives

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 State Archives 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 2009 Actual	FY 2010 Actual	FY 2011 Enacted	FY 2011 Revised	FY 2012 Recommended
Expenditures By Object					
Personnel	316,449	274,488	316,447	316,448	338,179
Operating Supplies and Expenses	240,059	228,084	256,043	251,569	278,993
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	32,233	33,313	-	-	-
Subtotal: Operating Expenditures	\$588,741	\$535,885	\$572,490	\$568,017	\$617,172
Capital Purchases and Equipment	3,506	3,934	2,161	2,161	2,161
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$592,247	\$539,819	\$574,651	\$570,178	\$619,333
Expenditures By Funds					
General Revenue	154,257	80,236	80,084	110,742	122,785
Federal Funds	9,871	1	-	-	-
Restricted Receipts	428,119	459,582	494,567	459,436	496,548
Total Expenditures	\$592,247	\$539,819	\$574,651	\$570,178	\$619,333
Program Measures	NC	NC	NC	NC	NC

The Program

Secretary of State Elections and Civics

Program Operations

The Elections and Civics program 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.

The 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 2009 Actual	FY 2010 Actual	FY 2011 Enacted	FY 2011 Revised	FY 2012 Recommended
Expenditures By Object					
Personnel	823,272	762,906	911,518	743,592	942,140
Operating Supplies and Expenses	1,012,657	261,744	991,813	1,006,666	392,449
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	90,000	33,197	100,000	-	-
Subtotal: Operating Expenditures	\$1,925,929	\$1,057,847	\$2,003,331	\$1,750,258	\$1,334,589
Capital Purchases and Equipment	9,242	16,046	10,500	60,500	10,500
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$1,935,171	\$1,073,893	\$2,013,831	\$1,810,758	\$1,345,089
Expenditures By Funds					
General Revenue	1,659,910	676,722	1,913,831	1,683,666	1,345,089
Federal Funds	275,261	397,171	100,000	127,092	-
Total Expenditures	\$1,935,171	\$1,073,893	\$2,013,831	\$1,810,758	\$1,345,089
Program Measures	NC	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. 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 2009 Actual	FY 2010 Actual	FY 2011 Enacted	FY 2011 Revised	FY 2012 Recommended
Expenditures By Object					
Personnel	371,662	364,625	386,406	388,334	411,840
Operating Supplies and Expenses	34,568	29,992	34,735	34,463	34,290
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	150,326	150,326	150,326	150,326	150,326
Subtotal: Operating Expenditures	\$556,556	\$544,943	\$571,467	\$573,123	\$596,456
Capital Purchases and Equipment	276	607	420	420	420
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$556,832	\$545,550	\$571,887	\$573,543	\$596,876
Expenditures By Funds					
General Revenue	556,832	545,550	571,887	573,543	596,876
Total Expenditures	\$556,832	\$545,550	\$571,887	\$573,543	\$596,876
Program Measures	NC	NC	NC	NC	NC

The Program

Secretary of State Office of Public Information

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 2009 Actual	FY 2010 Actual	FY 2011 Enacted	FY 2011 Revised	FY 2012 Recommended
Expenditures By Object					
Personnel	303,073	277,161	296,959	298,200	316,602
Operating Supplies and Expenses	45,926	11,387	30,768	31,040	15,983
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-	-
Subtotal: Operating Expenditures	\$348,999	\$288,548	\$327,727	\$329,240	\$332,585
Capital Purchases and Equipment	2,811	2,649	1,854	1,854	1,854
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$351,810	\$291,197	\$329,581	\$331,094	\$334,439
Expenditures By Funds					
General Revenue	351,810	291,197	329,581	331,094	334,439
Total Expenditures	\$351,810	\$291,197	\$329,581	\$331,094	\$334,439
Program Measures	NC	NC	NC	NC	NC

The Program

Secretary of State Internal Service Programs

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 2009 Actual	FY 2010 Actual	FY 2011 Enacted	FY 2011 Revised	FY 2012 Recommended
Expenditures By Object					
Personnel	400,790	419,562	429,330	427,077	460,014
Operating Supplies and Expenses	361,158	354,121	396,038	395,864	406,256
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-	-
Subtotal: Operating Expenditures	\$761,948	\$773,683	\$825,368	\$822,941	\$866,270
Capital Purchases and Equipment	324	712	-	-	-
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$762,272	\$774,395	\$825,368	\$822,941	\$866,270
Expenditures By Funds					
Internal Service Funds	\$762,272	\$774,395	\$825,368	\$822,941	\$866,270
Total Expenditures	\$762,272	\$774,395	\$825,368	\$822,941	\$866,270
Program Measures	NC	NC	NC	NC	NC