

State of Rhode Island and Providence Plantations

# Budget



## Fiscal Year 2014

Volume I – General Government, Quasi-Public  
Agencies and Component Units

Lincoln D. Chafee, Governor

# Agency

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## Department Of State

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### Agency Mission

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.

### Agency Description

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.

### 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.

# Budget

## Department Of State

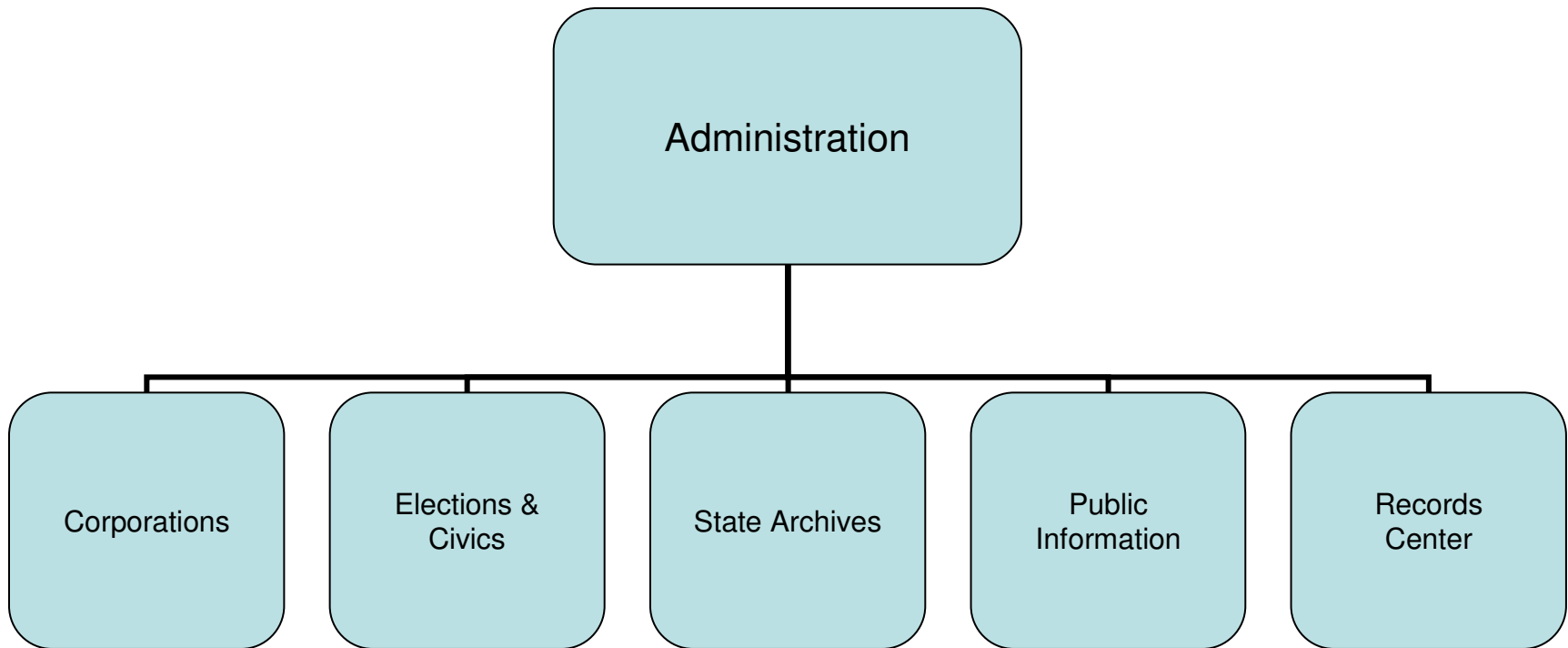
	FY 2011 Audited	FY 2012 Audited	FY 2013 Enacted	FY 2013 Revised	FY 2014 Recommend
<b>Expenditures By Program</b>					
Administration	1,946,871	1,913,754	1,907,105	1,996,377	2,078,542
Corporations	1,918,842	2,125,569	2,068,731	2,087,321	2,152,424
State Archives	509,224	512,917	584,454	572,433	581,636
Elections and Civics	1,706,765	1,263,127	1,900,552	1,751,671	1,262,821
State Library	573,238	589,717	598,381	601,201	611,318
Office of Public Information	340,501	337,140	358,884	368,485	361,023
<i>Internal Services</i>	<i>[773,307]</i>	<i>[817,090]</i>	<i>[897,072]</i>	<i>[856,460]</i>	<i>[869,457]</i>
<b>Total Expenditures</b>	<b>\$6,995,441</b>	<b>\$6,742,224</b>	<b>\$7,418,107</b>	<b>\$7,377,488</b>	<b>\$7,047,764</b>
<b>Expenditures By Object</b>					
Personnel	5,067,544	5,241,730	5,401,626	5,310,416	5,587,932
Operating Supplies and Expenses	1,688,817	1,270,689	1,781,271	1,807,885	1,211,720
Assistance and Grants	151,302	136,187	135,611	135,611	135,611
<b>Subtotal: Operating Expenditures</b>	<b>6,907,663</b>	<b>6,648,606</b>	<b>7,318,508</b>	<b>7,253,912</b>	<b>6,935,263</b>
Capital Purchases and Equipment	87,778	93,618	99,599	123,576	112,501
<b>Total Expenditures</b>	<b>\$6,995,441</b>	<b>\$6,742,224</b>	<b>\$7,418,107</b>	<b>\$7,377,488</b>	<b>\$7,047,764</b>
<b>Expenditures By Funds</b>					
General Revenue	6,564,248	6,262,148	6,913,038	6,893,325	6,597,833
Federal Funds	33,659	52,872	-	2,566	-
Restricted Receipts	397,534	427,204	505,069	481,597	449,931
<b>Total Expenditures</b>	<b>\$6,995,441</b>	<b>\$6,742,224</b>	<b>\$7,418,107</b>	<b>\$7,377,488</b>	<b>\$7,047,764</b>
<b>FTE Authorization</b>	<b>57.0</b>	<b>57.0</b>	<b>57.0</b>	<b>57.0</b>	<b>57.0</b>

# The Agency

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Office of the Secretary of State

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# Personnel

## Department Of State Agency Summary

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
Unclassified		57.0	3,629,368	57.0	3,622,008
<b>Subtotal</b>		<b>57.0</b>	<b>\$3,629,368</b>	<b>57.0</b>	<b>\$3,622,008</b>
Turnover		-	(\$125,793)	-	-
<b>Subtotal</b>		<b>-</b>	<b>(\$125,793)</b>	<b>-</b>	<b>-</b>
<b>Total Salaries</b>		<b>57.0</b>	<b>\$3,503,575</b>	<b>57.0</b>	<b>\$3,622,008</b>
<b>Benefits</b>					
Payroll Accrual			19,875		20,664
FICA			266,549		275,800
Retiree Health			242,105		278,761
Health Benefits			618,569		708,808
Retirement			780,709		875,055
<b>Subtotal</b>			<b>\$1,927,807</b>		<b>\$2,159,088</b>
<b>Total Salaries and Benefits</b>		<b>57.0</b>	<b>\$5,431,382</b>	<b>57.0</b>	<b>\$5,781,096</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			<b>\$95,287</b>		<b>\$101,423</b>
<b>Statewide Benefit Assessment</b>			<b>\$131,383</b>		<b>\$135,823</b>
<b>Payroll Costs</b>		<b>57.0</b>	<b>\$5,562,765</b>	<b>57.0</b>	<b>\$5,916,919</b>
<b>Purchased Services</b>					
Buildings and Ground Maintenance			275		275
Training and Educational Services			435		435
Legal Services			38,450		8,450
Other Contracts			5,200		200
Information Technology			151,450		121,450
University and College Services			12,750		12,750
<b>Subtotal</b>			<b>\$208,560</b>		<b>\$143,560</b>
<b>Total Personnel</b>		<b>57.0</b>	<b>\$5,771,325</b>	<b>57.0</b>	<b>\$6,060,479</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		48.7	\$4,970,561	48.7	\$5,239,835
Restricted Receipts		3.4	\$339,855	3.4	\$348,097
Other Funds		4.9	\$460,909	4.9	\$472,547
<b>Total All Funds</b>		<b>57.0</b>	<b>\$5,771,325</b>	<b>57.0</b>	<b>\$6,060,479</b>

# The Program

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## Department Of State Administration

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### **Program Mission**

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

### **Program Description**

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.

### **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

## Department Of State Administration

	2011 Audited	2012 Audited	2013 Enacted	2013 Revised	2014 Recommend
<b>Expenditures By Subprogram</b>					
Administration	1,164,884	1,000,962	957,168	1,019,163	1,077,926
Personnel and Finance	389,082	424,671	462,959	476,573	486,511
Information Technology	392,905	488,121	486,978	500,641	514,105
<b>Total Expenditures</b>	<b>\$1,946,871</b>	<b>\$1,913,754</b>	<b>\$1,907,105</b>	<b>\$1,996,377</b>	<b>\$2,078,542</b>
<b>Expenditures By Object</b>					
Personnel	1,792,764	1,695,426	1,776,446	1,839,783	1,930,080
Operating Supplies and Expenses	146,094	175,635	86,518	107,718	102,086
Assistance and Grants	976	893	976	976	976
<b>Subtotal: Operating Expenditures</b>	<b>1,939,834</b>	<b>1,871,954</b>	<b>1,863,940</b>	<b>1,948,477</b>	<b>2,033,142</b>
Capital Purchases and Equipment	7,037	41,800	43,165	47,900	45,400
<b>Total Expenditures</b>	<b>\$1,946,871</b>	<b>\$1,913,754</b>	<b>\$1,907,105</b>	<b>\$1,996,377</b>	<b>\$2,078,542</b>
<b>Expenditures By Funds</b>					
General Revenue	1,946,871	1,913,754	1,907,105	1,996,377	2,078,542
<b>Total Expenditures</b>	<b>\$1,946,871</b>	<b>\$1,913,754</b>	<b>\$1,907,105</b>	<b>\$1,996,377</b>	<b>\$2,078,542</b>

# Personnel

## Department Of State Administration

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Unclassified</b>					
ADMINISTRATIVE ASSISTANT (SECRETARY OF	05319A	1.0	50,406	1.0	50,406
ADMINISTRATIVE ASST (SECRETARY OF STATE)	05326A	1.9	121,885	1.9	121,885
CHIEF FINANCIAL OFFICER (SECRETARY OF STATE)	08638A	0.9	92,437	0.9	92,437
COMPUTER PROGRAMMER (SECRETARY OF STATE)	08625A	1.0	53,424	1.0	56,265
DIRECTOR (SECRETARY OF STATE)	08648A	1.0	135,531	1.0	137,604
DIRECTOR OF COMMUNICATIONS (SOS)	08638A	1.0	92,669	1.0	92,669
DIRECTOR OF H.R. (SOS)	08635A	0.9	91,983	0.9	91,983
DIRECTOR OF INFORMATION TECHNOLOGY	08643A	1.0	115,138	1.0	115,138
DIRECTOR POLICY & PLANNING (SOS)	08635A	1.0	94,448	1.0	94,448
EXEC ASSISTANT (SEC OF STATE)	08622A	1.0	43,321	1.0	44,747
EXECUTIVE ASSISTANT COMMUNICATION &	08633A	0.6	52,354	0.6	52,354
LEGAL COUNSEL (SECRETARY OF STATE)	08649A	-	64,011	-	64,960
SECRETARY OF STATE	00531F	1.0	108,808	1.0	108,808
SENIOR EXECUTIVE ADMINISTRATIVE AIDE (SEC	08627A	1.0	60,938	1.0	60,938
SENIOR GRAPHICS DESIGNER (SECRETARY OF	05326A	1.0	60,778	1.0	60,778
<b>Subtotal</b>		<b>14.3</b>	<b>\$1,238,131</b>	<b>14.3</b>	<b>\$1,245,420</b>
Turnover		-	(21,660)	-	-
<b>Subtotal</b>		<b>-</b>	<b>(\$21,660)</b>	<b>-</b>	<b>-</b>
<b>Total Salaries</b>		<b>14.3</b>	<b>\$1,216,471</b>	<b>14.3</b>	<b>\$1,245,420</b>
<b>Benefits</b>					
Payroll Accrual			6,875		7,046
FICA			91,581		93,985
Retiree Health			85,757		97,255
Health Benefits			134,804		152,711
Retirement			257,979		286,261
<b>Subtotal</b>			<b>\$576,996</b>		<b>\$637,258</b>
<b>Total Salaries and Benefits</b>		<b>14.3</b>	<b>\$1,793,467</b>	<b>14.3</b>	<b>\$1,882,678</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			<b>\$125,417</b>		<b>\$131,656</b>
<b>Statewide Benefit Assessment</b>			<b>\$45,616</b>		<b>\$46,702</b>
<b>Payroll Costs</b>		<b>14.3</b>	<b>\$1,839,083</b>	<b>14.3</b>	<b>\$1,929,380</b>
<b>Purchased Services</b>					
Information Technology			250		250
Legal Services			450		450
<b>Subtotal</b>			<b>\$700</b>		<b>\$700</b>
<b>Total Personnel</b>		<b>14.3</b>	<b>\$1,839,783</b>	<b>14.3</b>	<b>\$1,930,080</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		14.3	\$1,839,783	14.3	\$1,930,080
<b>Total All Funds</b>		<b>14.3</b>	<b>\$1,839,783</b>	<b>14.3</b>	<b>\$1,930,080</b>



# The Program

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## Department Of State Corporations

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### **Program Mission**

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.

### **Program Description**

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.

### **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

## Department Of State Corporations

	2011 Audited	2012 Audited	2013 Enacted	2013 Revised	2014 Recommend
<b>Expenditures By Subprogram</b>					
Corporations	1,615,472	1,710,620	1,795,097	1,782,414	1,870,189
First Stop Business Inf.	303,370	414,949	273,634	304,907	282,235
<b>Total Expenditures</b>	<b>\$1,918,842</b>	<b>\$2,125,569</b>	<b>\$2,068,731</b>	<b>\$2,087,321</b>	<b>\$2,152,424</b>
<b>Expenditures By Object</b>					
Personnel	1,550,838	1,795,100	1,712,053	1,708,796	1,770,477
Operating Supplies and Expenses	331,666	329,099	354,678	365,025	372,647
<b>Subtotal: Operating Expenditures</b>	<b>1,882,504</b>	<b>2,124,199</b>	<b>2,066,731</b>	<b>2,073,821</b>	<b>2,143,124</b>
Capital Purchases and Equipment	36,338	1,370	2,000	13,500	9,300
<b>Total Expenditures</b>	<b>\$1,918,842</b>	<b>\$2,125,569</b>	<b>\$2,068,731</b>	<b>\$2,087,321</b>	<b>\$2,152,424</b>
<b>Expenditures By Funds</b>					
General Revenue	1,918,842	2,125,569	2,068,731	2,087,321	2,152,424
<b>Total Expenditures</b>	<b>\$1,918,842</b>	<b>\$2,125,569</b>	<b>\$2,068,731</b>	<b>\$2,087,321</b>	<b>\$2,152,424</b>

# Personnel

## Department Of State Corporations

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Unclassified</b>					
ADMINISTRATIVE ASSISTANT	05322A	1.0	51,737	1.0	51,737
ADMINISTRATIVE ASSISTANT (SECRETARY OF	05316A	12.0	514,057	12.0	514,987
ADMINISTRATIVE ASSISTANT (SECRETARY OF	05319A	4.0	199,432	4.0	199,432
ADMINISTRATIVE ASST (SECRETARY OF STATE)	05326A	1.0	65,948	1.0	65,948
DIRECTOR CORPORATIONS (SECRETARY OF STATE)	08635A	1.0	94,764	1.0	94,764
EXECUTIVE ASSISTANT COMMUNICATION &	08633A	0.4	28,190	0.4	28,190
INTERN	00274H	-	7,995	-	-
SUPERVISING CLERK	08626A	1.0	67,341	1.0	67,341
<b>Subtotal</b>		<b>20.4</b>	<b>\$1,029,464</b>	<b>20.4</b>	<b>\$1,022,399</b>
Turnover		-	(29,533)	-	-
<b>Subtotal</b>		<b>-</b>	<b>(\$29,533)</b>	<b>-</b>	<b>-</b>
<b>Total Salaries</b>		<b>20.4</b>	<b>\$999,931</b>	<b>20.4</b>	<b>\$1,022,399</b>
<b>Benefits</b>					
Payroll Accrual			5,736		5,860
FICA			76,498		78,217
Retiree Health			68,045		78,082
Health Benefits			257,401		288,017
Retirement			230,185		256,061
<b>Subtotal</b>			<b>\$637,865</b>		<b>\$706,237</b>
<b>Total Salaries and Benefits</b>		<b>20.4</b>	<b>\$1,637,796</b>	<b>20.4</b>	<b>\$1,728,636</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			<b>\$80,284</b>		<b>\$84,737</b>
<b>Statewide Benefit Assessment</b>			<b>\$37,500</b>		<b>\$38,341</b>
<b>Payroll Costs</b>		<b>20.4</b>	<b>\$1,675,296</b>	<b>20.4</b>	<b>\$1,766,977</b>
<b>Purchased Services</b>					
Information Technology			30,200		200
Legal Services			3,000		3,000
Training and Educational Services			300		300
<b>Subtotal</b>			<b>\$33,500</b>		<b>\$3,500</b>
<b>Total Personnel</b>		<b>20.4</b>	<b>\$1,708,796</b>	<b>20.4</b>	<b>\$1,770,477</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		20.4	\$1,708,796	20.4	\$1,770,477
<b>Total All Funds</b>		<b>20.4</b>	<b>\$1,708,796</b>	<b>20.4</b>	<b>\$1,770,477</b>

# The Program

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## Department Of State State Archives

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### **Program Mission**

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.

### **Program Description**

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.

### **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

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## Department Of State State Archives

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	2011 Audited	2012 Audited	2013 Enacted	2013 Revised	2014 Recommend
<b>Expenditures By Subprogram</b>					
Operations	509,224	512,917	584,454	572,433	581,636
<b>Total Expenditures</b>	<b>\$509,224</b>	<b>\$512,917</b>	<b>\$584,454</b>	<b>\$572,433</b>	<b>\$581,636</b>
<b>Expenditures By Object</b>					
Personnel	318,201	330,262	341,604	339,855	348,097
Operating Supplies and Expenses	188,650	180,854	240,689	230,128	231,989
<b>Subtotal: Operating Expenditures</b>	<b>506,851</b>	<b>511,116</b>	<b>582,293</b>	<b>569,983</b>	<b>580,086</b>
Capital Purchases and Equipment	2,373	1,801	2,161	2,450	1,550
<b>Total Expenditures</b>	<b>\$509,224</b>	<b>\$512,917</b>	<b>\$584,454</b>	<b>\$572,433</b>	<b>\$581,636</b>
<b>Expenditures By Funds</b>					
General Revenue	111,690	85,713	79,385	90,836	131,705
Restricted Receipts	397,534	427,204	505,069	481,597	449,931
<b>Total Expenditures</b>	<b>\$509,224</b>	<b>\$512,917</b>	<b>\$584,454</b>	<b>\$572,433</b>	<b>\$581,636</b>

# Personnel

## Department Of State State Archives

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Unclassified</b>					
ADMINISTRATIVE AIDE	05315A	0.8	32,451	0.8	32,451
DIRECTOR OF ARCHIVES & RECORDS	08634A	0.8	73,198	0.8	73,198
SENIOR INFORMATION AND PUBLIC RELATION	05324A	1.0	61,300	1.0	61,300
SENIOR MONITORING AND EVALUATION	05325A	0.8	51,145	0.8	51,145
<b>Subtotal</b>		<b>3.4</b>	<b>\$218,094</b>	<b>3.4</b>	<b>\$218,094</b>
<b>Total Salaries</b>		<b>3.4</b>	<b>\$218,094</b>	<b>3.4</b>	<b>\$218,094</b>
<b>Benefits</b>					
Payroll Accrual			1,224		1,249
FICA			16,685		16,685
Retiree Health			14,962		16,657
Health Benefits			30,088		32,531
Retirement			50,148		54,227
<b>Subtotal</b>			<b>\$113,107</b>		<b>\$121,349</b>
<b>Total Salaries and Benefits</b>		<b>3.4</b>	<b>\$331,201</b>	<b>3.4</b>	<b>\$339,443</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			<b>\$97,412</b>		<b>\$99,836</b>
<b>Statewide Benefit Assessment</b>			<b>\$8,179</b>		<b>\$8,179</b>
<b>Payroll Costs</b>		<b>3.4</b>	<b>\$339,380</b>	<b>3.4</b>	<b>\$347,622</b>
<b>Purchased Services</b>					
Other Contracts			200		200
Buildings and Ground Maintenance			275		275
<b>Subtotal</b>			<b>\$475</b>		<b>\$475</b>
<b>Total Personnel</b>		<b>3.4</b>	<b>\$339,855</b>	<b>3.4</b>	<b>\$348,097</b>
<b>Distribution By Source Of Funds</b>					
Restricted Receipts		3.4	\$339,855	3.4	\$348,097
<b>Total All Funds</b>		<b>3.4</b>	<b>\$339,855</b>	<b>3.4</b>	<b>\$348,097</b>

# The Program

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## Department Of State Elections and Civics

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### **Program Mission**

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.

### **Program Description**

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.

### **Statutory History**

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

# The Budget

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## Department Of State Elections and Civics

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	2011 Audited	2012 Audited	2013 Enacted	2013 Revised	2014 Recommend
<b>Expenditures By Subprogram</b>					
Operations	1,706,765	1,263,127	1,900,552	1,751,671	1,262,821
<b>Total Expenditures</b>	<b>\$1,706,765</b>	<b>\$1,263,127</b>	<b>\$1,900,552</b>	<b>\$1,751,671</b>	<b>\$1,262,821</b>
<b>Expenditures By Object</b>					
Personnel	703,091	674,333	817,946	660,473	757,869
Operating Supplies and Expenses	964,472	546,769	1,032,775	1,037,767	452,871
<b>Subtotal: Operating Expenditures</b>	<b>1,667,563</b>	<b>1,221,102</b>	<b>1,850,721</b>	<b>1,698,240</b>	<b>1,210,740</b>
Capital Purchases and Equipment	39,202	42,025	49,831	53,431	52,081
<b>Total Expenditures</b>	<b>\$1,706,765</b>	<b>\$1,263,127</b>	<b>\$1,900,552</b>	<b>\$1,751,671</b>	<b>\$1,262,821</b>
<b>Expenditures By Funds</b>					
General Revenue	1,673,106	1,210,255	1,900,552	1,749,105	1,262,821
Federal Funds	33,659	52,872	-	2,566	-
<b>Total Expenditures</b>	<b>\$1,706,765</b>	<b>\$1,263,127</b>	<b>\$1,900,552</b>	<b>\$1,751,671</b>	<b>\$1,262,821</b>



# Personnel

## Department Of State Elections and Civics

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Unclassified</b>					
ADMINISTRATIVE ASSISTANT	05320A	1.0	47,837	1.0	47,837
ADMINISTRATIVE ASSISTANT (SECRETARY OF	05316A	1.0	36,480	1.0	37,341
ADMINISTRATIVE ASSISTANT (SECRETARY OF	08622A	1.0	52,443	1.0	52,443
DIR OF ELEC & CIVICS (SEC STAT	08636A	1.0	75,153	1.0	77,901
INTERN	00274H	-	11,193	-	-
PROJECT MANAGER	08624A	1.0	53,977	1.0	53,977
PROJECT MANAGER	08630A	1.0	78,728	1.0	78,728
RESEARCH AIDE	08610A	1.0	34,944	1.0	34,944
<b>Subtotal</b>		<b>7.0</b>	<b>\$390,755</b>	<b>7.0</b>	<b>\$383,171</b>
Turnover		-	(74,600)	-	-
<b>Subtotal</b>		<b>-</b>	<b>(\$74,600)</b>	<b>-</b>	<b>-</b>
<b>Total Salaries</b>		<b>7.0</b>	<b>\$316,155</b>	<b>7.0</b>	<b>\$383,171</b>
<b>Benefits</b>					
Payroll Accrual			1,810		2,194
FICA			24,186		29,314
Retiree Health			21,688		29,264
Health Benefits			54,109		81,859
Retirement			70,670		92,699
<b>Subtotal</b>			<b>\$172,463</b>		<b>\$235,330</b>
<b>Total Salaries and Benefits</b>		<b>7.0</b>	<b>\$488,618</b>	<b>7.0</b>	<b>\$618,501</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			<b>\$69,803</b>		<b>\$88,357</b>
<b>Statewide Benefit Assessment</b>			<b>\$11,855</b>		<b>\$14,368</b>
<b>Payroll Costs</b>		<b>7.0</b>	<b>\$500,473</b>	<b>7.0</b>	<b>\$632,869</b>
<b>Purchased Services</b>					
Information Technology			120,000		120,000
Legal Services			35,000		5,000
Other Contracts			5,000		-
<b>Subtotal</b>			<b>\$160,000</b>		<b>\$125,000</b>
<b>Total Personnel</b>		<b>7.0</b>	<b>\$660,473</b>	<b>7.0</b>	<b>\$757,869</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		7.0	\$660,473	7.0	\$757,869
<b>Total All Funds</b>		<b>7.0</b>	<b>\$660,473</b>	<b>7.0</b>	<b>\$757,869</b>

# The Program

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## Department Of State State Library

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### **Program Mission**

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

### **Program Description**

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.

### **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

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## Department Of State State Library

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	2011 Audited	2012 Audited	2013 Enacted	2013 Revised	2014 Recommend
<b>Expenditures By Subprogram</b>					
Operations	573,238	589,717	598,381	601,201	611,318
<b>Total Expenditures</b>	<b>\$573,238</b>	<b>\$589,717</b>	<b>\$598,381</b>	<b>\$601,201</b>	<b>\$611,318</b>
<b>Expenditures By Object</b>					
Personnel	390,311	418,448	429,044	426,164	437,551
Operating Supplies and Expenses	32,141	30,595	34,282	36,682	36,612
Assistance and Grants	150,326	135,294	134,635	134,635	134,635
<b>Subtotal: Operating Expenditures</b>	<b>572,778</b>	<b>584,337</b>	<b>597,961</b>	<b>597,481</b>	<b>608,798</b>
Capital Purchases and Equipment	460	5,380	420	3,720	2,520
<b>Total Expenditures</b>	<b>\$573,238</b>	<b>\$589,717</b>	<b>\$598,381</b>	<b>\$601,201</b>	<b>\$611,318</b>
<b>Expenditures By Funds</b>					
General Revenue	573,238	589,717	598,381	601,201	611,318
<b>Total Expenditures</b>	<b>\$573,238</b>	<b>\$589,717</b>	<b>\$598,381</b>	<b>\$601,201</b>	<b>\$611,318</b>

# Personnel

## Department Of State State Library

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Unclassified</b>					
ADMINISTRATIVE ASSISTANT	05325A	2.0	125,082	2.0	125,082
ADMINISTRATIVE ASSISTANT (SECRETARY OF	05316A	1.0	50,406	1.0	50,406
DIRECTOR OF STATE LIBRARY SERVICES (SEC OF	08632A	1.0	86,910	1.0	86,910
<b>Subtotal</b>		<b>4.0</b>	<b>\$262,398</b>	<b>4.0</b>	<b>\$262,398</b>
<b>Total Salaries</b>		<b>4.0</b>	<b>\$262,398</b>	<b>4.0</b>	<b>\$262,398</b>
<b>Benefits</b>					
Payroll Accrual			1,474		1,503
FICA			20,073		20,073
Retiree Health			18,001		20,041
Health Benefits			54,405		58,817
Retirement			59,974		64,880
<b>Subtotal</b>			<b>\$153,927</b>		<b>\$165,314</b>
<b>Total Salaries and Benefits</b>		<b>4.0</b>	<b>\$416,325</b>	<b>4.0</b>	<b>\$427,712</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			<b>\$104,081</b>		<b>\$106,928</b>
<b>Statewide Benefit Assessment</b>			<b>\$9,839</b>		<b>\$9,839</b>
<b>Payroll Costs</b>		<b>4.0</b>	<b>\$426,164</b>	<b>4.0</b>	<b>\$437,551</b>
<b>Total Personnel</b>		<b>4.0</b>	<b>\$426,164</b>	<b>4.0</b>	<b>\$437,551</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		4.0	\$426,164	4.0	\$437,551
<b>Total All Funds</b>		<b>4.0</b>	<b>\$426,164</b>	<b>4.0</b>	<b>\$437,551</b>

# The Program

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## Department Of State Record Center

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### **Program Mission**

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

### **Program Description**

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.

### **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

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## Department Of State Record Center

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	2011 Audited	2012 Audited	2013 Enacted	2013 Revised	2014 Recommend
<b>Expenditures By Subprogram</b>					
Operations	773,307	817,090	897,072	856,460	869,457
Internal Services	[773,307]	[817,090]	[897,072]	[856,460]	[869,457]
<b>Total Expenditures</b>	<b>\$773,307</b>	<b>\$817,090</b>	<b>\$897,072</b>	<b>\$856,460</b>	<b>\$869,457</b>
<b>Expenditures By Object</b>					
Personnel	411,240	470,108	463,704	460,909	472,547
Operating Supplies and Expenses	361,528	346,208	433,368	395,551	396,910
<b>Subtotal: Operating Expenditures</b>	<b>772,768</b>	<b>816,316</b>	<b>897,072</b>	<b>856,460</b>	<b>869,457</b>
Capital Purchases and Equipment	539	774	-	-	-
<b>Total Expenditures</b>	<b>\$773,307</b>	<b>\$817,090</b>	<b>\$897,072</b>	<b>\$856,460</b>	<b>\$869,457</b>
<b>Expenditures By Funds</b>					
Other Funds	773,307	817,090	897,072	856,460	869,457
<b>Total Expenditures</b>	<b>\$773,307</b>	<b>\$817,090</b>	<b>\$897,072</b>	<b>\$856,460</b>	<b>\$869,457</b>

# Personnel

## Department Of State Record Center

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Unclassified</b>					
ADMINISTRATIVE AIDE	05315A	0.2	8,113	0.2	8,113
ADMINISTRATIVE ASSISTANT	05325A	1.1	58,789	1.1	58,789
ADMINISTRATIVE SECRETARY	05317A	1.0	50,197	1.0	50,197
CHIEF FINANCIAL OFFICER (SECRETARY OF STATE)	08638A	0.1	4,865	0.1	4,865
COLLECTIONS SUPERVISOR CLERK	05327A	1.0	66,291	1.0	66,291
DIRECTOR OF ARCHIVES & RECORDS	08634A	0.2	18,300	0.2	18,300
DIRECTOR OF H.R. (SOS)	08635A	0.1	4,841	0.1	4,841
PRIN PLANNING & PROG SPEC	05328A	1.0	65,783	1.0	65,783
SENIOR MONITORING AND EVALUATION	05325A	0.2	12,786	0.2	12,786
<b>Subtotal</b>		<b>4.9</b>	<b>\$289,965</b>	<b>4.9</b>	<b>\$289,965</b>
<b>Total Salaries</b>		<b>4.9</b>	<b>\$289,965</b>	<b>4.9</b>	<b>\$289,965</b>
<b>Benefits</b>					
Payroll Accrual			1,629		1,662
FICA			22,183		22,183
Retiree Health			19,893		22,145
Health Benefits			48,553		52,483
Retirement			66,678		72,101
<b>Subtotal</b>			<b>\$158,936</b>		<b>\$170,574</b>
<b>Total Salaries and Benefits</b>		<b>4.9</b>	<b>\$448,901</b>	<b>4.9</b>	<b>\$460,539</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			<b>\$91,612</b>		<b>\$93,988</b>
<b>Statewide Benefit Assessment</b>			<b>\$10,873</b>		<b>\$10,873</b>
<b>Payroll Costs</b>		<b>4.9</b>	<b>\$459,774</b>	<b>4.9</b>	<b>\$471,412</b>
<b>Purchased Services</b>					
Information Technology			1,000		1,000
Training and Educational Services			135		135
<b>Subtotal</b>			<b>\$1,135</b>		<b>\$1,135</b>
<b>Total Personnel</b>		<b>4.9</b>	<b>\$460,909</b>	<b>4.9</b>	<b>\$472,547</b>
<b>Distribution By Source Of Funds</b>					
Other Funds		4.9	\$460,909	4.9	\$472,547
<b>Total All Funds</b>		<b>4.9</b>	<b>\$460,909</b>	<b>4.9</b>	<b>\$472,547</b>

# The Program

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## Department Of State Office of Public Information

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### **Program Mission**

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.

### **Program Description**

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.

### **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

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## Department Of State Office of Public Information

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	2011 Audited	2012 Audited	2013 Enacted	2013 Revised	2014 Recommend
<b>Expenditures By Subprogram</b>					
Operations	340,501	337,140	358,884	368,485	361,023
<b>Total Expenditures</b>	<b>\$340,501</b>	<b>\$337,140</b>	<b>\$358,884</b>	<b>\$368,485</b>	<b>\$361,023</b>
<b>Expenditures By Object</b>					
Personnel	312,339	328,161	324,533	335,345	343,858
Operating Supplies and Expenses	25,794	7,737	32,329	30,565	15,515
<b>Subtotal: Operating Expenditures</b>	<b>338,133</b>	<b>335,898</b>	<b>356,862</b>	<b>365,910</b>	<b>359,373</b>
Capital Purchases and Equipment	2,368	1,242	2,022	2,575	1,650
<b>Total Expenditures</b>	<b>\$340,501</b>	<b>\$337,140</b>	<b>\$358,884</b>	<b>\$368,485</b>	<b>\$361,023</b>
<b>Expenditures By Funds</b>					
General Revenue	340,501	337,140	358,884	368,485	361,023
<b>Total Expenditures</b>	<b>\$340,501</b>	<b>\$337,140</b>	<b>\$358,884</b>	<b>\$368,485</b>	<b>\$361,023</b>

# Personnel

## Department Of State Office of Public Information

	Grade	FY 2013		FY 2014	
		FTE	Cost	FTE	Cost
<b>Unclassified</b>					
ADMINISTRATIVE ASSISTANT (SECRETARY OF	05316A	1.0	39,920	1.0	39,920
DIRECTOR OF PROGRAMMING	08632A	1.0	88,759	1.0	88,759
DIRECTOR PUBLIC INFORMATION (SEC OF STATE)	08630A	1.0	71,882	1.0	71,882
<b>Subtotal</b>		<b>3.0</b>	<b>\$200,561</b>	<b>3.0</b>	<b>\$200,561</b>
<b>Total Salaries</b>		<b>3.0</b>	<b>\$200,561</b>	<b>3.0</b>	<b>\$200,561</b>
<b>Benefits</b>					
Payroll Accrual			1,127		1,150
FICA			15,343		15,343
Retiree Health			13,759		15,317
Health Benefits			39,209		42,390
Retirement			45,075		48,826
<b>Subtotal</b>			<b>\$114,513</b>		<b>\$123,026</b>
<b>Total Salaries and Benefits</b>		<b>3.0</b>	<b>\$315,074</b>	<b>3.0</b>	<b>\$323,587</b>
<b>Cost Per FTE Position (excluding Statewide Benefit Assessment)</b>			<b>\$105,025</b>		<b>\$107,862</b>
<b>Statewide Benefit Assessment</b>			<b>\$7,521</b>		<b>\$7,521</b>
<b>Payroll Costs</b>		<b>3.0</b>	<b>\$322,595</b>	<b>3.0</b>	<b>\$331,108</b>
<b>Purchased Services</b>					
University and College Services			12,750		12,750
<b>Subtotal</b>			<b>\$12,750</b>		<b>\$12,750</b>
<b>Total Personnel</b>		<b>3.0</b>	<b>\$335,345</b>	<b>3.0</b>	<b>\$343,858</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		3.0	\$335,345	3.0	\$343,858
<b>Total All Funds</b>		<b>3.0</b>	<b>\$335,345</b>	<b>3.0</b>	<b>\$343,858</b>