

State of Rhode Island and Providence Plantations

Budget



Fiscal Year 2015

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

Lincoln D. Chafee, Governor

Dedication

*This year's budget documents are dedicated to the
Memory of William V. Golas, Jr.
Sr. Budget Analyst 1987 - 2013*

The image on the cover of this year's budget document is a Winter Scene of the State House from Artist John Pitocco of Providence and is reproduced by permission of the artist in collaboration with the Rhode Island State Council on the Arts.

Agency

Department Of State

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.

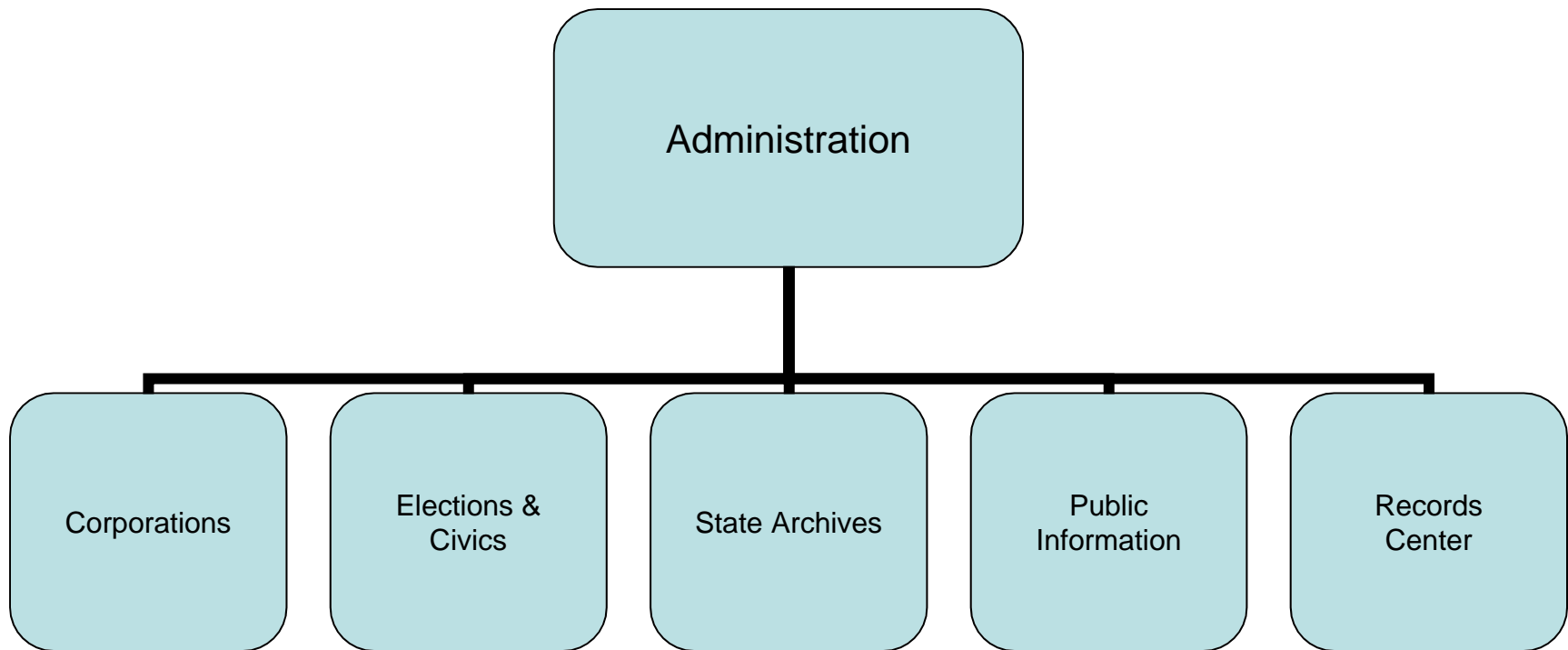
Budget

Department Of State

	FY 2012 Audited	FY 2013 Audited	FY 2014 Enacted	FY 2014 Revised	FY 2015 Recommend
Expenditures By Program					
Administration	1,913,754	1,995,449	2,078,542	2,208,612	2,205,748
Corporations	2,125,569	2,074,434	2,152,424	2,286,828	2,278,601
State Archives	512,917	590,173	581,636	577,554	584,018
Elections and Civics	1,263,127	1,686,642	1,162,821	948,969	1,636,292
State Library	589,717	598,440	611,318	518,088	521,178
Office of Public Information	337,140	368,703	366,023	507,525	641,118
<i>Internal Services</i>	<i>[817,090]</i>	<i>[854,869]</i>	<i>[869,457]</i>	<i>[866,291]</i>	<i>[882,436]</i>
Total Expenditures	\$6,742,224	\$7,313,841	\$6,952,764	\$7,047,576	\$7,866,955
Expenditures By Object					
Personnel	5,241,730	5,219,821	5,487,932	5,516,839	5,712,487
Operating Supplies and Expenses	1,270,689	1,831,199	1,216,720	1,280,125	1,903,856
Assistance and Grants	136,187	135,299	135,611	135,611	135,611
Subtotal: Operating Expenditures	6,648,606	7,186,319	6,840,263	6,932,575	7,751,954
Capital Purchases and Equipment	93,618	127,522	112,501	115,001	115,001
Total Expenditures	\$6,742,224	\$7,313,841	\$6,952,764	\$7,047,576	\$7,866,955
Expenditures By Funds					
General Revenue	6,262,148	6,810,969	6,497,833	6,477,569	7,337,203
Federal Funds	52,872	2,541	-	50,163	-
Restricted Receipts	427,204	500,331	454,931	519,844	529,752
Total Expenditures	\$6,742,224	\$7,313,841	\$6,952,764	\$7,047,576	\$7,866,955
FTE Authorization	57.0	57.0	57.0	57.0	57.0

The Agency

Office of the Secretary of State



Personnel

Department Of State Agency Summary

	Grade	FY 2014		FY 2015	
		FTE	Cost	FTE	Cost
Unclassified		57.0	3,709,500	57.0	3,713,643
Subtotal		57.0	\$3,709,500	57.0	\$3,713,643
Turnover		-	(\$86,347)	-	(\$86,929)
Subtotal		-	(\$86,347)	-	(\$86,929)
Total Salaries		57.0	\$3,623,153	57.0	\$3,626,714
Benefits					
Payroll Accrual			20,546		20,564
FICA			274,242		274,782
Retiree Health			256,836		246,244
Health Benefits			637,242		702,007
Retirement			870,474		881,572
Subtotal			\$2,059,340		\$2,125,169
Total Salaries and Benefits		57.0	\$5,682,493	57.0	\$5,751,883
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$99,693		\$100,910
Statewide Benefit Assessment			\$153,990		\$154,139
Payroll Costs		57.0	\$5,836,483	57.0	\$5,906,022
Purchased Services					
Information Technology			133,000		245,000
University and College Services			12,750		12,750
Legal Services			5,450		35,450
Training and Educational Services			135		135
Subtotal			\$151,335		\$293,335
Total Personnel		57.0	\$5,987,818	57.0	\$6,199,357
Distribution By Source Of Funds					
General Revenue		48.7	\$5,170,210	48.7	\$5,360,157
Restricted Receipts		3.4	\$346,629	3.4	\$352,330
Other Funds		4.9	\$470,979	4.9	\$486,870
Total All Funds		57.0	\$5,987,818	57.0	\$6,199,357

The Program

Department Of State Administration

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

	2012 Audited	2013 Audited	2014 Enacted	2014 Revised	2015 Recommend
Expenditures By Subprogram					
Administration	1,000,962	971,149	1,077,926	1,131,847	1,142,902
Personnel and Finance	424,671	476,725	486,511	482,871	476,148
Information Technology	488,121	547,575	514,105	593,894	586,698
Total Expenditures	\$1,913,754	\$1,995,449	\$2,078,542	\$2,208,612	\$2,205,748
Expenditures By Object					
Personnel	1,695,426	1,818,536	1,930,080	2,048,554	2,020,690
Operating Supplies and Expenses	175,635	130,506	102,086	113,682	138,682
Assistance and Grants	893	664	976	976	976
Subtotal: Operating Expenditures	1,871,954	1,949,706	2,033,142	2,163,212	2,160,348
Capital Purchases and Equipment	41,800	45,743	45,400	45,400	45,400
Total Expenditures	\$1,913,754	\$1,995,449	\$2,078,542	\$2,208,612	\$2,205,748
Expenditures By Funds					
General Revenue	1,913,754	1,995,449	2,078,542	2,208,612	2,205,748
Total Expenditures	\$1,913,754	\$1,995,449	\$2,078,542	\$2,208,612	\$2,205,748

Personnel

Department Of State Administration

	Grade	FY 2014		FY 2015	
		FTE	Cost	FTE	Cost
Unclassified					
DIRECTOR (SECRETARY OF STATE)	08652A	1.0	160,755	1.0	160,755
DIRECTOR OF INFORMATION TECHNOLOGY	08643A	1.0	115,138	1.0	115,138
SECRETARY OF STATE	00531F	1.0	108,808	1.0	108,808
CHIEF FINANCIAL OFFICER (SECRETARY OF STATE)	08638A	0.9	92,437	0.9	92,437
DIRECTOR OF H.R. (SOS)	08635A	0.9	91,983	0.9	91,983
DIRECTOR POLICY & PLANNING (SOS)	08635A	1.0	94,448	1.0	94,448
DIRECTOR OF COMMUNICATIONS (SOS)	08638A	1.0	92,669	1.0	92,669
EXECUTIVE ASSISTANT COMMUNICATION & ADMINISTRATIVE ASSISTANT	08633A 05325A	0.6 1.9	52,354 121,726	0.6 1.9	52,354 121,726
SENIOR EXECUTIVE ADMINISTRATIVE AIDE (SEC)	08627A	1.0	60,938	1.0	60,938
SENIOR GRAPHICS DESIGNER (SECRETARY OF COMPUTER PROGRAMMER (SECRETARY OF STATE)	05326A 08625A	1.0 1.0	60,702 56,265	1.0 1.0	60,702 56,265
PROJECT MANAGER	08624A	1.0	53,977	1.0	53,977
ADMINISTRATIVE ASSISTANT	05319A	1.0	50,322	1.0	50,322
EXECUTIVE ASSISTANT (SECRETARY OF STATE)	08623A	1.0	47,690	1.0	49,248
LEGAL COUNSEL (SECRETARY OF STATE)	08649A	-	71,049	-	71,049
Subtotal		15.3	\$1,331,261	15.3	\$1,332,819
Turnover		-	-	-	(26,657)
Subtotal		-	-	-	(\$26,657)
Total Salaries		15.3	\$1,331,261	15.3	\$1,306,162
Benefits					
Payroll Accrual			7,516		7,373
FICA			98,908		97,252
Retiree Health			95,796		90,565
Health Benefits			152,598		160,159
Retirement			305,446		303,217
Subtotal			\$660,264		\$658,566
Total Salaries and Benefits		15.3	\$1,991,525	15.3	\$1,964,728
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$130,165		\$128,414
Statewide Benefit Assessment			\$56,579		\$55,512
Payroll Costs		15.3	\$2,048,104	15.3	\$2,020,240
Purchased Services					
Legal Services			450		450
Subtotal			\$450		\$450
Total Personnel		15.3	\$2,048,554	15.3	\$2,020,690
Distribution By Source Of Funds					
General Revenue		15.3	\$2,048,554	15.3	\$2,020,690
Total All Funds		15.3	\$2,048,554	15.3	\$2,020,690

The Program

Department Of State Corporations

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

	2012 Audited	2013 Audited	2014 Enacted	2014 Revised	2015 Recommend
Expenditures By Subprogram					
Corporations	1,710,620	1,791,089	1,870,189	2,024,329	2,018,136
First Stop Business Inf.	414,949	283,345	282,235	262,499	260,465
Total Expenditures	\$2,125,569	\$2,074,434	\$2,152,424	\$2,286,828	\$2,278,601
Expenditures By Object					
Personnel	1,795,100	1,686,183	1,770,477	1,906,552	1,890,475
Operating Supplies and Expenses	329,099	365,298	372,647	370,976	378,826
Subtotal: Operating Expenditures	2,124,199	2,051,481	2,143,124	2,277,528	2,269,301
Capital Purchases and Equipment	1,370	22,953	9,300	9,300	9,300
Total Expenditures	\$2,125,569	\$2,074,434	\$2,152,424	\$2,286,828	\$2,278,601
Expenditures By Funds					
General Revenue	2,125,569	2,074,434	2,152,424	2,286,828	2,278,601
Total Expenditures	\$2,125,569	\$2,074,434	\$2,152,424	\$2,286,828	\$2,278,601

Personnel

Department Of State Corporations

	Grade	FY 2014		FY 2015	
		FTE	Cost	FTE	Cost
Unclassified					
DIRECTOR CORPORATIONS (SECRETARY OF STATE)	08635A	1.0	94,764	1.0	94,764
EXECUTIVE ASSISTANT COMMUNICATION & ADMINISTRATIVE ASST (SECRETARY OF STATE)	08633A	0.4	28,190	0.4	28,190
SUPERVISING CLERK	05326A	1.0	69,373	1.0	69,373
ADMINISTRATIVE ASSISTANT	08626A	1.0	67,341	1.0	67,341
ADMINISTRATIVE ASSISTANT	05322A	1.0	51,660	1.0	51,660
ADMINISTRATIVE ASSISTANT	05319A	5.0	249,422	5.0	249,422
ADMINISTRATIVE ASSISTANT (SECRETARY OF	05319A	1.0	48,134	1.0	48,134
ADMINISTRATIVE ASSISTANT	05316A	10.0	435,327	10.0	435,327
ADMINISTRATIVE ASSISTANT (SECRETARY OF	05316A	2.0	77,206	2.0	78,022
INTERN	00274H	-	12,525	-	12,525
Subtotal		22.4	\$1,133,942	22.4	\$1,134,758
Turnover		-	-	-	(22,696)
Subtotal		-	-	-	(\$22,696)
Total Salaries		22.4	\$1,133,942	22.4	\$1,112,062
Benefits					
Payroll Accrual			6,414		6,289
FICA			86,751		85,078
Retiree Health			79,284		74,237
Health Benefits			272,098		287,799
Retirement			279,869		277,747
Subtotal			\$724,416		\$731,150
Total Salaries and Benefits		22.4	\$1,858,358	22.4	\$1,843,212
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$82,962		\$82,286
Statewide Benefit Assessment			\$48,194		\$47,263
Payroll Costs		22.4	\$1,906,552	22.4	\$1,890,475
Total Personnel		22.4	\$1,906,552	22.4	\$1,890,475
Distribution By Source Of Funds					
General Revenue		22.4	\$1,906,552	22.4	\$1,890,475
Total All Funds		22.4	\$1,906,552	22.4	\$1,890,475

The Program

Department Of State State Archives

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

Department Of State State Archives

	2012 Audited	2013 Audited	2014 Enacted	2014 Revised	2015 Recommend
Expenditures By Subprogram					
Operations	512,917	590,173	581,636	577,554	584,018
Total Expenditures	\$512,917	\$590,173	\$581,636	\$577,554	\$584,018
Expenditures By Object					
Personnel	330,262	347,154	348,097	346,629	352,330
Operating Supplies and Expenses	180,854	240,738	231,989	226,875	227,638
Subtotal: Operating Expenditures	511,116	587,892	580,086	573,504	579,968
Capital Purchases and Equipment	1,801	2,281	1,550	4,050	4,050
Total Expenditures	\$512,917	\$590,173	\$581,636	\$577,554	\$584,018
Expenditures By Funds					
General Revenue	85,713	89,842	131,705	71,141	69,266
Restricted Receipts	427,204	500,331	449,931	506,413	514,752
Total Expenditures	\$512,917	\$590,173	\$581,636	\$577,554	\$584,018

Personnel

Department Of State State Archives

	Grade	FY 2014		FY 2015	
		FTE	Cost	FTE	Cost
Unclassified					
DIRECTOR OF ARCHIVES & RECORDS	08634A	0.8	73,198	0.8	73,198
SENIOR MONITORING AND EVALUATION	05325A	0.8	51,078	0.8	51,078
SENIOR INFORMATION AND PUBLIC RELATION	05324A	1.0	61,216	1.0	61,216
ADMINISTRATIVE AIDE	05315A	0.8	32,390	0.8	32,390
Subtotal		3.4	\$217,882	3.4	\$217,882
Total Salaries		3.4	\$217,882	3.4	\$217,882
Benefits					
Payroll Accrual			1,246		1,246
FICA			16,668		16,668
Retiree Health			15,404		14,707
Health Benefits			31,993		37,780
Retirement			54,175		54,786
Subtotal			\$119,486		\$125,187
Total Salaries and Benefits		3.4	\$337,368	3.4	\$343,069
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$99,226		\$100,903
Statewide Benefit Assessment			\$9,261		\$9,261
Payroll Costs		3.4	\$346,629	3.4	\$352,330
Total Personnel		3.4	\$346,629	3.4	\$352,330
Distribution By Source Of Funds					
Restricted Receipts		3.4	\$346,629	3.4	\$352,330
Total All Funds		3.4	\$346,629	3.4	\$352,330

The Program

Department Of State Elections and Civics

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

Department Of State Elections and Civics

	2012 Audited	2013 Audited	2014 Enacted	2014 Revised	2015 Recommend
Expenditures By Subprogram					
Operations	1,263,127	1,686,642	1,162,821	948,969	1,636,292
Total Expenditures	\$1,263,127	\$1,686,642	\$1,162,821	\$948,969	\$1,636,292
Expenditures By Object					
Personnel	674,333	604,072	657,869	393,854	506,673
Operating Supplies and Expenses	546,769	1,032,080	452,871	503,034	1,077,538
Subtotal: Operating Expenditures	1,221,102	1,636,152	1,110,740	896,888	1,584,211
Capital Purchases and Equipment	42,025	50,490	52,081	52,081	52,081
Total Expenditures	\$1,263,127	\$1,686,642	\$1,162,821	\$948,969	\$1,636,292
Expenditures By Funds					
General Revenue	1,210,255	1,684,101	1,162,821	898,806	1,636,292
Federal Funds	52,872	2,541	-	50,163	-
Total Expenditures	\$1,263,127	\$1,686,642	\$1,162,821	\$948,969	\$1,636,292

Personnel

Department Of State Elections and Civics

	Grade	FY 2014		FY 2015	
		FTE	Cost	FTE	Cost
Unclassified					
PROJECT MANAGER (SECRETARY OF STATE)	08632A	1.0	85,061	1.0	85,061
DIRECTOR OF ELECTIONS AND CIVICS	08636A	1.0	75,153	1.0	75,153
EXECUTIVE ADMINISTRATIVE ASSISTANT	08626A	1.0	61,130	1.0	61,485
RESEARCH AIDE	08610A	1.0	32,653	1.0	33,235
INTERN	00274H	-	1,686	-	1,927
Subtotal		4.0	\$255,683	4.0	\$256,861
Turnover		-	(86,347)	-	(37,576)
Subtotal		-	(\$86,347)	-	(\$37,576)
Total Salaries		4.0	\$169,336	4.0	\$219,285
Benefits					
Payroll Accrual			961		1,243
FICA			12,953		16,776
Retiree Health			11,861		14,672
Health Benefits			25,652		36,946
Retirement			40,894		53,432
Subtotal			\$92,321		\$123,069
Total Salaries and Benefits		4.0	\$261,657	4.0	\$342,354
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$65,414		\$85,589
Statewide Benefit Assessment			\$7,197		\$9,319
Payroll Costs		4.0	\$268,854	4.0	\$351,673
Purchased Services					
Information Technology			120,000		120,000
Legal Services			5,000		35,000
Subtotal			\$125,000		\$155,000
Total Personnel		4.0	\$393,854	4.0	\$506,673
Distribution By Source Of Funds					
General Revenue		4.0	\$393,854	4.0	\$506,673
Total All Funds		4.0	\$393,854	4.0	\$506,673

The Program

Department Of State
State Library

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

Department Of State State Library

	2012 Audited	2013 Audited	2014 Enacted	2014 Revised	2015 Recommend
Expenditures By Subprogram					
Operations	589,717	598,440	611,318	518,088	521,178
Total Expenditures	\$589,717	\$598,440	\$611,318	\$518,088	\$521,178
Expenditures By Object					
Personnel	418,448	425,999	437,551	344,321	347,411
Operating Supplies and Expenses	30,595	34,730	36,612	36,612	36,612
Assistance and Grants	135,294	134,635	134,635	134,635	134,635
Subtotal: Operating Expenditures	584,337	595,364	608,798	515,568	518,658
Capital Purchases and Equipment	5,380	3,076	2,520	2,520	2,520
Total Expenditures	\$589,717	\$598,440	\$611,318	\$518,088	\$521,178
Expenditures By Funds					
General Revenue	589,717	598,440	611,318	518,088	521,178
Total Expenditures	\$589,717	\$598,440	\$611,318	\$518,088	\$521,178

Personnel

Department Of State State Library

	Grade	FY 2014		FY 2015	
		FTE	Cost	FTE	Cost
Unclassified					
DIRECTOR OF STATE LIBRARY SERVICES (SEC OF	08632A	1.0	86,910	1.0	86,910
ADMINISTRATIVE ASSISTANT	05325A	2.0	124,918	2.0	124,918
Subtotal		3.0	\$211,828	3.0	\$211,828
Total Salaries		3.0	\$211,828	3.0	\$211,828
Benefits					
Payroll Accrual			1,211		1,211
FICA			16,205		16,205
Retiree Health			14,977		14,298
Health Benefits			38,379		41,555
Retirement			52,718		53,311
Subtotal			\$123,490		\$126,580
Total Salaries and Benefits		3.0	\$335,318	3.0	\$338,408
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$111,773		\$112,803
Statewide Benefit Assessment			\$9,003		\$9,003
Payroll Costs		3.0	\$344,321	3.0	\$347,411
Total Personnel		3.0	\$344,321	3.0	\$347,411
Distribution By Source Of Funds					
General Revenue		3.0	\$344,321	3.0	\$347,411
Total All Funds		3.0	\$344,321	3.0	\$347,411

The Program

Department Of State Record Center

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

Department Of State Record Center

	2012 Audited	2013 Audited	2014 Enacted	2014 Revised	2015 Recommend
Expenditures By Subprogram					
Operations	817,090	854,869	869,457	866,291	882,436
Internal Services	<i>[817,090]</i>	<i>[854,869]</i>	<i>[869,457]</i>	<i>[866,291]</i>	<i>[882,436]</i>
Total Expenditures	\$817,090	\$854,869	\$869,457	\$866,291	\$882,436
Expenditures By Object					
Personnel	470,108	463,437	472,547	470,979	486,870
Operating Supplies and Expenses	346,208	390,274	396,910	395,312	395,566
Subtotal: Operating Expenditures	816,316	853,711	869,457	866,291	882,436
Capital Purchases and Equipment	774	1,158	-	-	-
Total Expenditures	\$817,090	\$854,869	\$869,457	\$866,291	\$882,436
Expenditures By Funds					
Other Funds	817,090	854,869	869,457	866,291	882,436
Total Expenditures	\$817,090	\$854,869	\$869,457	\$866,291	\$882,436

Personnel

Department Of State Record Center

	Grade	FY 2014		FY 2015	
		FTE	Cost	FTE	Cost
Unclassified					
CHIEF FINANCIAL OFFICER (SECRETARY OF STATE)	08638A	0.1	4,865	0.1	4,865
DIRECTOR OF H.R. (SOS)	08635A	0.1	4,841	0.1	4,841
DIRECTOR OF ARCHIVES & RECORDS	08634A	0.2	18,300	0.2	18,300
COLLECTIONS SUPERVISOR CLERK	05327A	1.0	66,211	1.0	66,211
PRINCIPAL PLANNING AND PROGRAM SPECIALIST	05328A	1.0	65,706	1.0	65,706
SENIOR MONITORING AND EVALUATION	05325A	0.2	12,769	0.2	12,769
ADMINISTRATIVE ASSISTANT	05325A	1.1	58,711	1.1	58,711
ADMINISTRATIVE SECRETARY	05317A	1.0	50,109	1.0	50,109
ADMINISTRATIVE AIDE	05315A	0.2	8,097	0.2	8,097
Subtotal		4.9	\$289,609	4.9	\$289,609
Total Salaries		4.9	\$289,609	4.9	\$289,609
Benefits					
Payroll Accrual			1,658		1,658
FICA			22,156		22,156
Retiree Health			20,475		19,548
Health Benefits			51,620		67,627
Retirement			72,015		72,826
Subtotal			\$167,924		\$183,815
Total Salaries and Benefits		4.9	\$457,533	4.9	\$473,424
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$93,374		\$96,617
Statewide Benefit Assessment			\$12,311		\$12,311
Payroll Costs		4.9	\$469,844	4.9	\$485,735
Purchased Services					
Information Technology			1,000		1,000
Training and Educational Services			135		135
Subtotal			\$1,135		\$1,135
Total Personnel		4.9	\$470,979	4.9	\$486,870
Distribution By Source Of Funds					
Other Funds		4.9	\$470,979	4.9	\$486,870
Total All Funds		4.9	\$470,979	4.9	\$486,870

The Program

Department Of State Office of Public Information

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

Department Of State Office of Public Information

	2012 Audited	2013 Audited	2014 Enacted	2014 Revised	2015 Recommend
Expenditures By Subprogram					
Operations	337,140	368,703	366,023	507,525	641,118
Total Expenditures	\$337,140	\$368,703	\$366,023	\$507,525	\$641,118
Expenditures By Object					
Personnel	328,161	337,877	343,858	476,929	594,908
Operating Supplies and Expenses	7,737	27,847	20,515	28,946	44,560
Subtotal: Operating Expenditures	335,898	365,724	364,373	505,875	639,468
Capital Purchases and Equipment	1,242	2,979	1,650	1,650	1,650
Total Expenditures	\$337,140	\$368,703	\$366,023	\$507,525	\$641,118
Expenditures By Funds					
General Revenue	337,140	368,703	361,023	494,094	626,118
Restricted Receipts	-	-	5,000	13,431	15,000
Total Expenditures	\$337,140	\$368,703	\$366,023	\$507,525	\$641,118

Personnel

Department Of State Office of Public Information

	Grade	FY 2014		FY 2015	
		FTE	Cost	FTE	Cost
Unclassified					
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
DEPUTY DIRECTOR PUBLIC INFORMATION	08626A	1.0	60,894	1.0	61,485
ADMINISTRATIVE ASSISTANT	05320A	1.0	47,760	1.0	47,760
Subtotal		4.0	\$269,295	4.0	\$269,886
Total Salaries		4.0	\$269,295	4.0	\$269,886
Benefits					
Payroll Accrual			1,540		1,544
FICA			20,601		20,647
Retiree Health			19,039		18,217
Health Benefits			64,902		70,141
Retirement			65,357		66,253
Subtotal			\$171,439		\$176,802
Total Salaries and Benefits		4.0	\$440,734	4.0	\$446,688
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$110,184		\$111,672
Statewide Benefit Assessment			\$11,445		\$11,470
Payroll Costs		4.0	\$452,179	4.0	\$458,158
Purchased Services					
Information Technology			12,000		124,000
University and College Services			12,750		12,750
Subtotal			\$24,750		\$136,750
Total Personnel		4.0	\$476,929	4.0	\$594,908
Distribution By Source Of Funds					
General Revenue		4.0	\$476,929	4.0	\$594,908
Total All Funds		4.0	\$476,929	4.0	\$594,908