
Agency Summary

SECRETARY 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 engage and empower all Rhode Islanders by making government more accessible and transparent; encourage civic pride; enhance commerce; and ensure that elections are fair, fast, and accurate.

Agency Description

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 Department plays a vital role in providing the public with basic information about the workings of state government. The Department consists of six programs and one internal service program.

Statutory History

Article IV of the Rhode Island State Constitution and R.I. General Laws § 42-8 establishes the Secretary of State and address areas concerning elections, legislative records, archives, and distribution and exchange of documents. RIGL § 17-14, § 17-15 and § 17-22 also refer to elections. RIGL § 29 establishes the State Library and the Legislative Reference Bureau.

Budget

Secretary Of State

	2018 Actuals	2019 Actuals	2020 Enacted Budget	2020 Revised Budget	2021 Recommended
Expenditures by Program					
Administration	3,273,783	3,315,966	3,875,528	3,810,157	3,481,901
Corporations	2,209,426	2,329,265	2,291,898	2,291,898	2,303,182
State Archives	632,878	543,388	539,342	543,713	622,913
Elections and Civics	2,066,946	3,761,159	3,133,331	3,927,101	3,356,205
State Library	626,140	725,537	683,490	738,137	686,981
Internal Service Programs	845,359	833,913	969,729	984,540	1,046,670
Office of Public Information	576,354	455,840	477,568	444,084	494,011
Total Expenditures	10,230,886	11,965,068	11,970,886	12,739,630	11,991,863
<i>Internal Services</i>	<i>[845,359]</i>	<i>[833,913]</i>	<i>[969,729]</i>	<i>[984,540]</i>	<i>[1,046,670]</i>
Expenditures by Object					
Salary And Benefits	6,340,061	6,489,920	6,810,480	7,138,876	6,140,053
Contract Professional Services	666,572	579,713	1,472,245	1,196,391	473,504
Operating Supplies And Expenses	2,905,662	3,527,175	3,386,411	3,905,613	4,850,806
Assistance And Grants	142,797	149,465	143,000	243,000	163,000
Subtotal: Operating	10,055,092	10,746,273	11,812,136	12,483,880	11,627,363
Capital Purchases And Equipment	160,794	576,226	143,750	225,750	324,500
Debt Service (fixed Charges)	0	627,569	0	0	0
Operating Transfers	15,000	15,000	15,000	30,000	40,000
Subtotal: Other	175,794	1,218,795	158,750	255,750	364,500
Total Expenditures	10,230,886	11,965,068	11,970,886	12,739,630	11,991,863
Expenditures by Source of Funds					
General Revenue	8,832,367	9,796,151	9,533,255	9,489,047	9,883,628
Federal Funds	22,295	885,017	1,016,230	1,810,000	389,155
Restricted Receipts	427,255	449,987	451,672	456,043	502,410
Operating Transfers From Other Funds	103,610	0	0	0	170,000
Other Funds	845,359	833,913	969,729	984,540	1,046,670
Total Expenditures	10,230,886	11,965,068	11,970,886	12,739,630	11,991,863
FTE Authorization	59.0	59.0	59.0	59.0	59.0

Personnel Agency Summary

Secretary Of State

	FY 2020		FY 2021	
	FTE	Cost	FTE	Cost
Unclassified	59.0	4,398,689	59.0	4,451,100
Subtotal	59.0	4,398,689	59.0	4,451,100
Seasonal/Special Salaries/Wages		36,000		36,000
Turnover		(40,837)		(815,131)
Total Salaries		4,393,852		3,671,969
Benefits				
FICA		334,480		295,366
Health Benefits		728,278		747,603
Payroll Accrual		25,388		21,271
Retiree Health		289,800		213,428
Retirement		1,194,947		1,046,799
Subtotal		2,572,893		2,324,467
Total Salaries and Benefits	59.0	6,966,745	59.0	5,996,436
Cost Per FTE Position		118,080		101,635
Statewide Benefit Assessment		172,131		143,617
Payroll Costs	59.0	7,138,876	59.0	6,140,053
Purchased Services				
Buildings and Ground Maintenance		0		500
Clerical and Temporary Services		0		28,000
Information Technology		1,001,376		133,488
Legal Services		110,000		120,000
Other Contracts		85,015		191,516
Subtotal		1,196,391		473,504
Total Personnel	59.0	8,335,267	59.0	6,613,557
Distribution by Source of Funds				
General Revenue	54.0	6,598,027	54.0	5,713,256
Federal Funds	0.0	900,000	0.0	0
Restricted Receipts	2.0	331,599	2.0	361,457
Other Funds	3.0	505,641	3.0	538,844
Total All Funds	59.0	8,335,267	59.0	6,613,557

Program Summary

SECRETARY OF STATE

Administration

Mission

The Administration program provides support for the efficient and secure operation of the Office of the Secretary of State.

Description

The Administration Program supports the Department of State in six areas. 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. 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. Constituent Affairs collects and distributes information to the public and coordinates responses to inquiries from the public. Communications details 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 that moves those policy initiatives forward.

Statutory History

The Office of the Secretary of State was established by Article IX of the Constitution of Rhode Island as one of the five general offices subject to voter election. R.I. General Laws § 42-8 further prescribes the duties of the Secretary and Department.

Budget

Agency: Secretary Of State

Administration

Expenditures by Sub Program	2018 Actuals	2019 Actuals	2020 Enacted Budget	2020 Revised Budget	2021 Recommended
Administration	1,478,227	1,558,213	1,751,934	2,080,046	1,745,672
Information Technology	1,329,903	1,326,551	1,750,363	1,331,546	1,360,078
Personnel and Finance	465,653	431,202	373,231	398,565	376,151
Total Expenditures	3,273,783	3,315,966	3,875,528	3,810,157	3,481,901
Expenditures by Object					
Salary and Benefits	2,486,175	2,450,472	2,818,247	2,834,219	2,540,615
Contract Professional Services	347,515	234,844	143,739	6,515	63,627
Operating Supplies and Expenses	427,835	620,162	788,792	959,673	825,659
Subtotal: Operating	3,261,525	3,305,479	3,750,778	3,800,407	3,429,901
Capital Purchases And Equipment	12,258	10,487	124,750	9,750	52,000
Subtotal: Other	12,258	10,487	124,750	9,750	52,000
Total Expenditures	3,273,783	3,315,966	3,875,528	3,810,157	3,481,901
Expenditures by Source of Funds					
General Revenue	3,273,783	3,315,966	3,875,528	3,810,157	3,481,901
Total Expenditures	3,273,783	3,315,966	3,875,528	3,810,157	3,481,901

Personnel

Agency: Secretary Of State

Administration

		FY 2020		FY 2021	
		FTE	Cost	FTE	Cost
Unclassified					
ADMINISTRATIVE ASSISTANT	05325A	2.0	140,971	2.0	141,674
APPLICATION DEVELOPER (SOS)	08630A	1.0	68,439	1.0	68,439
ASSISTANT TO THE SECRETARY (SOS)	08630A	1.0	76,346	1.0	78,248
COMMUNICATIONS DIRECTOR/SR ADVISOR (SOS)	08646A	1.0	146,281	1.0	147,009
COMMUNITY RELATIONS COORD (SOS)	08622A	1.0	51,876	1.0	53,755
DATA ANALYST	08635A	1.0	85,221	1.0	88,746
DEPUTY SECRETARY OF STATE/CHIEF OF STAFF (SOS)	08646A	1.0	146,281	1.0	147,009
DEPUTY SECRETARY OF STATE/DIR OF ADMINISTRATION (SOS)	08646A	1.0	146,281	1.0	147,009
DIRECTOR OF FINANCE & PERSONNEL (SOS)	08638A	1.0	105,395	1.0	105,920
DIRECTOR OF STATE AND FEDERAL LEGISLATURE AFFAIRS AND POLICY	08639A	1.0	110,533	1.0	110,533
INFORMATION SECURITY ARCHITECT (SOS)	08640A	1.0	111,493	1.0	116,190
IT DIRECTOR (SEC OF STATE)	08642A	1.0	131,469	1.0	131,469
JR NETWORK & SYS ADMIN (SOS)	08622A	1.0	50,893	1.0	52,685
NET APPLICATION DEVELOPER (SOS)	08629A	1.0	69,744	1.0	73,196
PRESS INFORMATION OFFICER	08632A	1.0	76,202	1.0	79,357
SECRETARY OF STATE	00531F	1.0	122,740	1.0	122,740
SENIOR GRAPHICS DESIGNER (SECRETARY OF STATE)	05326A	1.0	68,524	1.0	68,864
SOCIAL MEDIA SPECIALIST (SOS)	08613A	1.0	40,419	1.0	41,346
SQL DATABASE ADMINISTRATOR	08622A	1.0	50,272	1.0	52,119
Subtotal Unclassified		20.0	1,799,380	20.0	1,826,308
Subtotal		20.0	1,799,380	20.0	1,826,308
Seasonal/Special Salaries/Wages			12,000		12,000
Turnover			(40,837)		(281,643)
Total Salaries			1,770,543		1,556,665
Benefits					
FICA			133,794		122,026
Health Benefits			250,624		257,008
Payroll Accrual			10,247		9,035
Retiree Health			116,942		90,668
Retirement			482,607		444,200
Subtotal			994,214		922,937
Total Salaries and Benefits		20.0	2,764,757	20.0	2,479,602
Cost Per FTE Position			138,238		123,980

Personnel

Agency: Secretary Of State

Administration

	FY 2020		FY 2021	
	FTE	Cost	FTE	Cost
Statewide Benefit Assessment		69,462		61,013
Payroll Costs	20.0	2,834,219	20.0	2,540,615
Purchased Services				
Information Technology		0		32,112
Other Contracts		6,515		31,515
Subtotal		6,515		63,627
Total Personnel	20.0	2,840,734	20.0	2,604,242
Distribution by Source of Funds				
General Revenue	20.0	2,840,734	20.0	2,604,242
Total All Funds	20.0	2,840,734	20.0	2,604,242

Program Summary

SECRETARY OF STATE

Corporations

Mission

The Corporations program is the official agent and record keeper on behalf of the State of Rhode Island for all official corporate filings, Uniform Commercial Code (UCC) filings, and notary/trademark applications. The program helps create a user-friendly, customer-service centric environment that promotes clear, predictable, and reliable policies, procedures, and services.

Description

The Corporations program encompasses six sections: Business Filings, Uniform Commercial Code, Trademark and Service Mark, Notary Public, Certification/Authentication, and the Rhode Island Business Portal. The Business Filings section examines, processes, and maintains legal documents affecting various types of corporations, companies, and partnerships. The section ensures compliance with laws governing these entities and provides public access to all associated documents. The UCC section is the central filing office for certain finance and lien documents. It also ensures compliance with applicable laws and provides public access to associated documents. The Trademark and Service Mark section manages notaries in the state through maintenance of oaths of office and official signatures of commissioned notaries. The Certification/Authentication section prepares certified copies, letters of good standing, legal existence, and certificates of fact related to business filing. It also issues apostilles. The Rhode Island Business Portal helps business owners navigate federal, state, and local licensing requirements.

Statutory History

Applicable statutes for the Corporations program are outlined in R.I. General Laws § 6-2, § 6A-9, § 7, § 11-50, § 42-30, and § 42-132.

Budget

Agency: Secretary Of State

Corporations

Expenditures by Sub Program	2018 Actuals	2019 Actuals	2020 Enacted Budget	2020 Revised Budget	2021 Recommended
Corporations	2,207,134	2,329,265	2,291,898	2,291,898	2,303,182
First Stop Business Inf.	2,292	0	0	0	0
Total Expenditures	2,209,426	2,329,265	2,291,898	2,291,898	2,303,182
Expenditures by Object					
Salary and Benefits	1,808,636	1,895,591	1,887,820	2,025,129	1,817,694
Contract Professional Services	37,196	92,296	80,000	88,000	110,000
Operating Supplies and Expenses	339,510	327,348	310,078	164,769	361,488
Subtotal: Operating	2,185,342	2,315,235	2,277,898	2,277,898	2,289,182
Capital Purchases And Equipment	24,084	14,030	14,000	14,000	14,000
Subtotal: Other	24,084	14,030	14,000	14,000	14,000
Total Expenditures	2,209,426	2,329,265	2,291,898	2,291,898	2,303,182
Expenditures by Source of Funds					
General Revenue	2,209,426	2,329,265	2,291,898	2,291,898	2,303,182
Total Expenditures	2,209,426	2,329,265	2,291,898	2,291,898	2,303,182

Personnel

Agency: Secretary Of State

Corporations

		FY 2020		FY 2021	
		FTE	Cost	FTE	Cost
Unclassified					
ADMINISTRATIVE ASSISTANT	05319A	3.0	172,474	3.0	173,330
ADMINISTRATIVE ASSISTANT	05324A	1.0	62,669	1.0	62,669
ADMINISTRATIVE ASSISTANT (SECRETARY OF STATE)	05319A	10.0	526,859	10.0	527,690
ADMINISTRATIVE ASSISTANT (SECRETARY OF STATE)	05321A	2.0	116,024	2.0	116,697
CUSTOMER SVC MGR (SOS)	05322A	1.0	49,057	1.0	50,897
DEPUTY DIRECTOR - BUSINESS SERVICES (SOS)	08630A	2.0	170,839	2.0	172,146
DIRECTOR CORPORATIONS (SECRETARY OF STATE)	08636A	1.0	111,487	1.0	112,042
Subtotal Unclassified		20.0	1,209,409	20.0	1,215,471
Subtotal		20.0	1,209,409	20.0	1,215,471
Seasonal/Special Salaries/Wages			12,000		12,000
Turnover			0		(156,856)
Total Salaries			1,221,409		1,070,615
Benefits					
FICA			93,441		82,834
Health Benefits			244,110		250,732
Payroll Accrual			7,043		6,188
Retiree Health			80,429		62,141
Retirement			330,927		303,369
Subtotal			755,950		705,264
Total Salaries and Benefits		20.0	1,977,359	20.0	1,775,879
Cost Per FTE Position			98,868		88,794
Statewide Benefit Assessment			47,770		41,815
Payroll Costs		20.0	2,025,129	20.0	1,817,694
Purchased Services					
Legal Services			30,000		40,000
Other Contracts			58,000		70,000
Subtotal			88,000		110,000
Total Personnel		20.0	2,113,129	20.0	1,927,694
Distribution by Source of Funds					
General Revenue		20.0	2,113,129	20.0	1,927,694
Total All Funds		20.0	2,113,129	20.0	1,927,694

Program Summary

SECRETARY OF STATE

State Archives

Mission

The State Archives provides comprehensive archives and records management services for all public records in the State, information on the preservation of historical records, and provides information from and access to the State government archives.

Description

The State Archives preserves and maintains the permanent records of state government. It also operates a public reading room for the research, inspection, and duplication of public records; publishes guides and finding aids to collections; and features exhibits and displays that are free and open to the public. The State Archives manages the Local Government Records Program, which was established in 1992 with federal grant funding from the National Historical Publications and Records Commission. The program provides records management advice, assistance, and consultation to all departments of municipal government. It also develops record control schedules that govern retention and disposition of municipal records. 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 and regulations about records and records issues. The 1993 General Assembly passed legislation establishing the Historical Records Trust, a restricted receipt account, which now provides funding for this program.

Statutory History

R.I. General Laws § 42-8.1 et seq. establishes the State Archives and defines its duties and functions. RIGL § 42-35 prescribes the Secretary of State's duties under the Administrative Procedures Act.

RIGL § 38-1, § 38-2, and § 38-3 detail the custody and protection of public records, access to public records, and Public Records Administration.

Budget

Agency: Secretary Of State

State Archives

Expenditures by Sub Program	2018 Actuals	2019 Actuals	2020 Enacted Budget	2020 Revised Budget	2021 Recommended
Operations	632,878	543,388	539,342	543,713	622,913
Total Expenditures	632,878	543,388	539,342	543,713	622,913
Expenditures by Object					
Salary and Benefits	321,328	361,027	327,628	328,099	334,790
Contract Professional Services	7,885	13,929	0	7,000	53,334
Operating Supplies and Expenses	193,637	160,392	211,714	208,614	215,789
Subtotal: Operating	522,850	535,348	539,342	543,713	603,913
Capital Purchases And Equipment	110,028	8,040	0	0	19,000
Subtotal: Other	110,028	8,040	0	0	19,000
Total Expenditures	632,878	543,388	539,342	543,713	622,913
Expenditures by Source of Funds					
General Revenue	115,429	114,040	112,670	112,670	145,503
Restricted Receipts	413,839	429,348	426,672	431,043	477,410
Operating Transfers from Other Funds	103,610	0	0	0	0
Total Expenditures	632,878	543,388	539,342	543,713	622,913

Personnel

Agency: Secretary Of State

State Archives

	FY 2020		FY 2021		
	FTE	Cost	FTE	Cost	
Unclassified					
LOCAL GOV'T RECORDS COORD (SOS)	05328A	1.0	76,023	1.0	80,017
REFERENCE ANALYST (SOS)	05325A	1.0	72,052	1.0	72,410
STATE ARCHIVIST & PUBLIC RECORDS ADMINISTRATOR	08630A	1.0	75,585	1.0	78,248
Subtotal Unclassified		3.0	223,660	3.0	230,675
Subtotal		3.0	223,660	3.0	230,675
Transfer Out			(134,196)		(138,405)
Transfer In			119,770		120,583
Total Salaries			209,234		212,853
Benefits					
FICA			16,006		16,284
Health Benefits			22,088		22,692
Payroll Accrual			1,218		1,244
Retiree Health			13,915		12,493
Retirement			57,374		60,817
Subtotal			110,601		113,530
Total Salaries and Benefits		3.0	319,835	3.0	326,383
Cost Per FTE Position			106,612		108,794
Statewide Benefit Assessment			8,264		8,407
Payroll Costs		3.0	328,099	3.0	334,790
Purchased Services					
Other Contracts			7,000		53,334
Subtotal			7,000		53,334
Total Personnel		3.0	335,099	3.0	388,124
Distribution by Source of Funds					
General Revenue		1.0	3,500	1.0	26,667
Restricted Receipts		2.0	331,599	2.0	361,457
Total All Funds		3.0	335,099	3.0	388,124

Program Summary

SECRETARY OF STATE

Elections & Civics

Mission

The mission of the Elections program is to provide efficient election services and prepare federal, statewide, and municipal elections as required by statute. The Program seeks to provide an accurate and timely statewide central voter registration system (CVRS) as mandated by the Help America Vote Act (HAVA) and to make improvements to the CVRS to allow for a more efficient and accurate electoral process. The Elections program strives 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.

Description

The Elections program is responsible for the preparation of federal, state, and local elections. It provides necessary forms for candidate declarations, endorsements, nomination signatures, and candidate certification. The program maintains files for local candidate ballot placement as certified by local boards of canvassers. Additionally, it designs ballot layout; prepares and provides sample and polling place ballots for all federal, state, and municipal elections as mandated by law; and prepares and sends mail ballots. The Elections program prepares and distributes the Voter Information Handbook and provides voter assistance and education through the publication of numerous guides for candidates, election officials, and voters. Specifications for the purchase of voting equipment and related voting system services are also handled by the Elections program.

Statutory History

The Elections program operates under R.I. General Laws Title 17.

Budget

Agency: Secretary Of State

Elections and Civics

Expenditures by Sub Program	2018 Actuals	2019 Actuals	2020 Enacted Budget	2020 Revised Budget	2021 Recommended
Operations	2,066,946	3,761,159	3,133,331	3,927,101	3,356,205
Total Expenditures	2,066,946	3,761,159	3,133,331	3,927,101	3,356,205
Expenditures by Object					
Salary and Benefits	407,345	481,747	415,389	569,520	136,616
Contract Professional Services	245,654	208,052	1,202,606	1,051,376	179,376
Operating Supplies and Expenses	1,413,152	1,893,657	1,510,336	2,004,205	2,785,213
Assistance And Grants	0	6,465	0	100,000	20,000
Subtotal: Operating	2,066,151	2,589,921	3,128,331	3,725,101	3,121,205
Capital Purchases And Equipment	795	543,669	5,000	202,000	235,000
Debt Service (Fixed Charges)	0	627,569	0	0	0
Subtotal: Other	795	1,171,238	5,000	202,000	235,000
Total Expenditures	2,066,946	3,761,159	3,133,331	3,927,101	3,356,205
Expenditures by Source of Funds					
General Revenue	2,044,651	2,876,142	2,117,101	2,117,101	2,797,050
Federal Funds	22,295	885,017	1,016,230	1,810,000	389,155
Operating Transfers from Other Funds	0	0	0	0	170,000
Total Expenditures	2,066,946	3,761,159	3,133,331	3,927,101	3,356,205

Personnel

Agency: Secretary Of State

Elections and Civics

	FY 2020		FY 2021		
	FTE	Cost	FTE	Cost	
Unclassified					
DEPUTY DIRECTOR OF ELECTIONS (SOS)	08633A	2.0	178,848	2.0	179,738
DIRECTOR OF ELECTIONS & CIVICS (SOS)	08637A	1.0	105,303	1.0	105,827
MANAGER OF ELECTIONS	05324A	1.0	63,019	1.0	63,369
Subtotal Unclassified		4.0	347,170	4.0	348,934
Subtotal		4.0	347,170	4.0	348,934
Seasonal/Special Salaries/Wages			12,000		12,000
Turnover			0		(308,192)
Total Salaries			359,170		52,742
Benefits					
FICA			27,477		14,623
Health Benefits			48,961		50,290
Payroll Accrual			2,022		250
Retiree Health			23,088		2,392
Retirement			95,090		14,711
Subtotal			196,638		82,266
Total Salaries and Benefits		4.0	555,808	4.0	135,008
Cost Per FTE Position			138,952		33,752
Statewide Benefit Assessment			13,712		1,608
Payroll Costs		4.0	569,520	4.0	136,616
Purchased Services					
Clerical and Temporary Services			0		28,000
Information Technology			1,001,376		101,376
Legal Services			50,000		50,000
Subtotal			1,051,376		179,376
Total Personnel		4.0	1,620,896	4.0	315,992
Distribution by Source of Funds					
General Revenue		4.0	720,896	4.0	315,992
Federal Funds		0.0	900,000	0.0	0
Total All Funds		4.0	1,620,896	4.0	315,992

Program Summary

SECRETARY OF STATE

State Library

Mission

To provide high quality assistance and access to materials in the areas of law, legislation, rules and regulations, government reports, and Rhode Island history.

Description

The State Library provides reference and research services in the areas of law, legislation, rules and regulations, government reports, and Rhode Island history to Rhode Islanders. It catalogs all state publications and maintains an online catalog of its holdings. The Library operates and maintains the Legislative Reference Bureau that provides information on state laws and legislation. It is also a Federal Government Publications Depository and serves as the State Publications Clearinghouse, providing copies of state documents to facilities throughout Rhode Island.

Statutory History

The State Library was established by a resolution of the General Assembly in 1852. Statutory authority is granted in R.I. General Laws 29-1. RIGL § 29-7 authorizes the Library to act as a clearinghouse for state publications.

Budget

Agency: Secretary Of State

State Library

Expenditures by Sub Program	2018 Actuals	2019 Actuals	2020 Enacted Budget	2020 Revised Budget	2021 Recommended
Operations	626,140	725,537	683,490	738,137	686,981
Total Expenditures	626,140	725,537	683,490	738,137	686,981
Expenditures by Object					
Salary and Benefits	448,116	557,483	511,447	564,979	509,852
Contract Professional Services	0	251	0	0	0
Operating Supplies and Expenses	26,332	24,803	29,043	30,158	31,629
Assistance And Grants	142,797	143,000	143,000	143,000	143,000
Subtotal: Operating	617,245	725,537	683,490	738,137	684,481
Capital Purchases And Equipment	8,895	0	0	0	2,500
Subtotal: Other	8,895	0	0	0	2,500
Total Expenditures	626,140	725,537	683,490	738,137	686,981
Expenditures by Source of Funds					
General Revenue	626,140	725,537	683,490	738,137	686,981
Total Expenditures	626,140	725,537	683,490	738,137	686,981

Personnel

Agency: Secretary Of State

State Library

	FY 2020		FY 2021		
	FTE	Cost	FTE	Cost	
Unclassified					
ADMINISTRATIVE ASSISTANT	05316A	1.0	44,830	1.0	45,053
ADMINISTRATIVE ASSISTANT	05325A	2.0	140,971	2.0	141,674
ASSOCIATE DIRECTOR OF EDUC. & PUB PROGRAMS (SOS)	08630A	1.0	71,298	1.0	74,169
DIRECTOR OF STATE ARCHIVES- LIBRARY & PUBLIC INFORMATION	08638A	1.0	104,871	1.0	104,871
STATE LIBRARIAN (SOS)	08630A	1.0	77,861	1.0	78,248
Subtotal Unclassified		6.0	439,831	6.0	444,015
Subtotal		6.0	439,831	6.0	444,015
Transfer Out			(104,871)		(104,871)
Turnover			0		(44,311)
Total Salaries			334,960		294,833
Benefits					
FICA			25,623		22,552
Health Benefits			74,840		76,844
Payroll Accrual			1,952		1,725
Retiree Health			22,274		17,307
Retirement			92,099		84,944
Subtotal			216,788		203,372
Total Salaries and Benefits		6.0	551,748	6.0	498,205
Cost Per FTE Position			91,958		83,034
Statewide Benefit Assessment			13,231		11,647
Payroll Costs		6.0	564,979	6.0	509,852
Total Personnel		6.0	564,979	6.0	509,852
Distribution by Source of Funds					
General Revenue		6.0	564,979	6.0	509,852
Total All Funds		6.0	564,979	6.0	509,852

Program Summary

SECRETARY OF STATE

Record Center

Mission

The Record Center program strives to provide agencies with cost-efficient secure central record storage facilities and to provide clear guidance on record retention and disposal policies.

Description

The Record Center program is a Public Records Administration internal service program that oversees 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 provided 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. The Records Center program is an internal service program. The costs of its operations are borne by the user agencies through a charge system that allocates the cost of service delivery. Program costs are shown for display purposes only, because the costs are reflected in the budget of the user agency both on an actual and budget basis.

Statutory History

R.I. General Laws § 35-5 authorizes the Director of Administration to establish a system of rotating funds in any state department or agency. RIGL § 38-1 and § 38-3 establish the responsibilities and duties of the Public Records Administration program. RIGL § 42-35 defines the policies for administrative records.

Budget

Agency: Secretary Of State

Internal Service Programs

Expenditures by Sub Program	2018 Actuals	2019 Actuals	2020 Enacted Budget	2020 Revised Budget	2021 Recommended
Secretary of State Record Center	845,359	833,913	969,729	984,540	1,046,670
Total Expenditures	845,359	833,913	969,729	984,540	1,046,670
<i>Internal Services</i>	<i>[845,359]</i>	<i>[833,913]</i>	<i>[969,729]</i>	<i>[984,540]</i>	<i>[1,046,670]</i>
Expenditures by Object					
Salary and Benefits	384,064	394,220	491,437	492,141	502,177
Contract Professional Services	0	5,130	0	13,500	36,667
Operating Supplies and Expenses	456,561	434,563	478,292	478,899	505,826
Subtotal: Operating	840,625	833,913	969,729	984,540	1,044,670
Capital Purchases And Equipment	4,734	0	0	0	2,000
Subtotal: Other	4,734	0	0	0	2,000
Total Expenditures	845,359	833,913	969,729	984,540	1,046,670
Expenditures by Source of Funds					
Other Funds	845,359	833,913	969,729	984,540	1,046,670
Total Expenditures	845,359	833,913	969,729	984,540	1,046,670

Personnel

Agency: Secretary Of State

Internal Service Programs

		FY 2020		FY 2021	
		FTE	Cost	FTE	Cost
Unclassified					
ADMINISTRATIVE ASSISTANT (SECRETARY OF STATE)	05319A	1.0	57,681	1.0	59,037
DIGITAL ARCHIVIST	05325A	1.0	62,654	1.0	62,965
PRINCIPAL PLANNING AND PROGRAM SPECIALIST	05328A	1.0	74,216	1.0	74,585
Subtotal Unclassified		3.0	194,551	3.0	196,587
Subtotal		3.0	194,551	3.0	196,587
Transfer Out			(77,822)		(78,635)
Transfer In			197,119		201,328
Total Salaries			313,848		319,280
Benefits					
FICA			24,010		24,426
Health Benefits			33,127		34,030
Payroll Accrual			1,829		1,864
Retiree Health			20,870		18,742
Retirement			86,060		91,225
Subtotal			165,896		170,287
Total Salaries and Benefits		3.0	479,744	3.0	489,567
Cost Per FTE Position			159,915		163,189
Statewide Benefit Assessment			12,397		12,610
Payroll Costs		3.0	492,141	3.0	502,177
Purchased Services					
Other Contracts			13,500		36,667
Subtotal			13,500		36,667
Total Personnel		3.0	505,641	3.0	538,844
Distribution by Source of Funds					
Other Funds		3.0	505,641	3.0	538,844
Total All Funds		3.0	505,641	3.0	538,844

Program Summary

SECRETARY OF STATE

Office of Public Information

Mission

The Office of Public Information strives to effectively disseminate vital government information to the public and utilize expanding technologies to enhance public access and awareness of state government activities.

Description

The Office of Public Information 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 available to the public free of charge and accessible through the Internet. The Office frequently trains the public on the access and use of government websites. The Office maintains databases on all introduced legislation and hearings in the General Assembly and publishes daily and weekly legislative reports. It maintains a list of lobbyists and enforces of the state's lobbying law. Under the Administrative Procedures Act, the Office is responsible for compiling state agency rules and regulations. The Office operates and maintains a clearinghouse for public meeting information as required by the Open Meetings Laws. It also operates and maintains the Documents and Distribution Office to provide delivery of printed state legislation, General Assembly journals, and other state publications.

Statutory History

Article IV, Section 4 of the Constitution of Rhode Island and R.I. General Laws § 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.

Budget

Agency: Secretary Of State

Office of Public Information

Expenditures by Sub Program	2018 Actuals	2019 Actuals	2020 Enacted Budget	2020 Revised Budget	2021 Recommended
Operations	576,354	455,840	477,568	444,084	494,011
Total Expenditures	576,354	455,840	477,568	444,084	494,011
Expenditures by Object					
Salary and Benefits	484,397	349,380	358,512	324,789	298,309
Contract Professional Services	28,322	25,211	45,900	30,000	30,500
Operating Supplies and Expenses	48,635	66,249	58,156	59,295	125,202
Subtotal: Operating	561,354	440,840	462,568	414,084	454,011
Operating Transfers	15,000	15,000	15,000	30,000	40,000
Subtotal: Other	15,000	15,000	15,000	30,000	40,000
Total Expenditures	576,354	455,840	477,568	444,084	494,011
Expenditures by Source of Funds					
General Revenue	562,938	435,201	452,568	419,084	469,011
Restricted Receipts	13,416	20,639	25,000	25,000	25,000
Total Expenditures	576,354	455,840	477,568	444,084	494,011

Personnel

Agency: Secretary Of State

Office of Public Information

		FY 2020		FY 2021	
		FTE	Cost	FTE	Cost
Unclassified					
ADMINISTRATIVE RECORDS & TECHNICAL SERVICE SPEC	05324A	1.0	52,317	1.0	54,481
DIRECTOR PUBLIC INFORMATION (SEC OF STATE)	08630A	1.0	81,754	1.0	82,160
PUBLIC INFORM SPECIALIST (SOS)	08621A	1.0	50,617	1.0	52,469
Subtotal Unclassified		3.0	184,688	3.0	189,110
Subtotal		3.0	184,688	3.0	189,110
Turnover			0		(24,129)
Total Salaries			184,688		164,981
Benefits					
FICA			14,129		12,621
Health Benefits			54,528		56,007
Payroll Accrual			1,077		965
Retiree Health			12,282		9,685
Retirement			50,790		47,533
Subtotal			132,806		126,811
Total Salaries and Benefits		3.0	317,494	3.0	291,792
Cost Per FTE Position			105,831		97,264
Statewide Benefit Assessment			7,295		6,517
Payroll Costs		3.0	324,789	3.0	298,309
Purchased Services					
Buildings and Ground Maintenance			0		500
Legal Services			30,000		30,000
Subtotal			30,000		30,500
Total Personnel		3.0	354,789	3.0	328,809
Distribution by Source of Funds					
General Revenue		3.0	354,789	3.0	328,809
Total All Funds		3.0	354,789	3.0	328,809