

# The Agency

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## Secretary of State

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### Agency Operations

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

### Agency Objectives

The objective of the Office of the Secretary of State is to provide the highest possible level of service to the public, while effectively administering all activities of the Secretary of State prescribed by the Rhode Island Constitution and state law. The Secretary of State also seeks to improve public access to government information by disseminating information as widely as possible and making information readily-available electronically.

### Statutory History

Article IV, paragraph 4 of the Rhode Island State Constitution, and R.I.G.L. 42-8 establish the Secretary of State and address areas concerning elections, legislative records, archives, and distribution and exchange of documents; Title 17 Chapters 14, 15 and 22 also refer to elections; Title 19 Chapter 1 refers to corporations; Title 29 establishes the state library and the Legislative Reference Bureau; Title 29 Chapter 1 also refers to the distribution of documents.

# The Budget

## Secretary of State

	FY 2005	FY 2006	FY 2007	FY 2008
	Actual	Actual	Revised	Recommended
<b>Expenditures by Program</b>				
Administration	1,612,193	1,739,923	1,587,971	1,685,414
Corporations	1,618,262	1,815,330	1,838,674	1,798,880
State Archives	485,428	564,785	508,840	572,506
Elections and Civics	3,720,879	6,665,551	2,428,183	1,129,833
State Library	712,314	705,620	698,279	722,998
Office of Public Information	444,388	382,135	203,806	190,131
Internal Service Programs	[1,124,598]	[1,011,830]	[1,175,731]	[1,177,788]
<b>Total Expenditures</b>	<b>\$8,593,464</b>	<b>\$11,873,344</b>	<b>\$7,265,753</b>	<b>\$6,099,762</b>
<b>Expenditures By Object</b>				
Personnel	5,536,578	5,497,121	4,358,655	4,478,377
Operating Supplies and Expenses	2,238,822	1,740,630	2,479,388	1,198,545
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	399,447	367,012	370,030	395,030
<b>Subtotal: Operating Expenditures</b>	<b>\$8,174,847</b>	<b>\$7,604,763</b>	<b>\$7,208,073</b>	<b>\$6,071,952</b>
Capital Purchases and Equipment	418,849	4,268,581	57,680	27,810
Debt Service	(232)	-	-	-
Operating Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$8,593,464</b>	<b>\$11,873,344</b>	<b>\$7,265,753</b>	<b>\$6,099,762</b>
<b>Expenditures By Funds</b>				
General Revenue	5,288,648	5,218,298	6,106,546	5,069,542
Federal Funds	2,913,387	6,196,305	942,687	586,744
Restricted Receipts	391,429	458,741	216,520	443,476
Internal Service Funds	[1,124,598]	[1,011,830]	[1,175,731]	[1,177,788]
<b>Total Expenditures</b>	<b>\$8,593,464</b>	<b>11,873,344</b>	<b>\$7,265,753</b>	<b>\$6,099,762</b>
<b>FTE Authorization</b>	<b>59.0</b>	<b>59.0</b>	<b>56.0</b>	<b>56.0</b>
<b>Agency Measures</b>				
Minorities as a Percentage of the Workforce	21.7%	25.0%	17.0%	25.0%
Females as a Percentage of the Workforce	62.3%	62.5%	61.0%	61.0%
Persons with Disabilities as a Percentage of the Workforce	-	-	1.7%	1.7%

# The Program

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## **Secretary of State Administration**

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### **Program Operations**

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

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

Finance 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 distribute information to the public and provides support for the department's computer systems.

Constituent Relations provides information to the public and coordinates responses to inquiries of the public to the Office of the Secretary of State.

Communications communicates the operations and accomplishments of the Office of the Secretary of the State and serves as liaison with the media.

Policy and Legislative Affairs researches, plans and develops innovative policy initiatives for the Office of the Secretary of State that serve as models for the country and develops legislation for passage that moves those policy initiatives forward.

### **Program Objective**

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

### **Statutory History**

The Office of the Secretary of State was established by the Rhode Island Constitution as one of the five general offices subject to voter election. R.I.G.L. 42-8 established the Department of State under the Secretary of State. The Secretary of State is also responsible for the duties contained in R.I.G.L. 22-3-14 and 36-1-4.

# The Budget

## Secretary of State Administration

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
<b>Expenditures By Object</b>				
Personnel	1,494,703	1,651,846	1,500,610	1,601,896
Operating Supplies and Expenses	109,271	82,846	84,645	78,732
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	1,157	976	976	976
<b>Subtotal: Operating Expenditures</b>	<b>\$1,605,131</b>	<b>\$1,735,668</b>	<b>\$1,586,231</b>	<b>\$1,681,604</b>
Capital Purchases and Equipment	7,294	4,255	1,680	3,810
Debt Service	(232)	-	-	-
Operating Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$1,612,193</b>	<b>\$1,739,923</b>	<b>\$1,587,911</b>	<b>\$1,685,414</b>
<b>Expenditures By Funds</b>				
General Revenue	1,612,193	1,739,923	1,587,911	1,685,414
<b>Total Expenditures</b>	<b>\$1,612,193</b>	<b>\$1,739,923</b>	<b>\$1,587,911</b>	<b>\$1,685,414</b>
<b>Program Measures</b>	NC	NC	NC	NC

# The Program

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## Secretary of State Corporations

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### Program Operations

The Corporations Division administers all business-related responsibilities for the Office of the Secretary of State including the registering of new businesses, filing of commercial liens, issuance of trademarks, commissioning of notaries public and acceptance of summonses.

The Business Section is responsible for the examination, custody and maintenance of the legal documents filed by more than 57,000 business corporations, professional service corporations, non-profit corporations, consumers' and producers' cooperatives, limited liability companies, limited partnerships and limited liability partnerships. The duty of the Secretary of State is to ensure uniform compliance with the statutes governing the creation of these entities, record the information required to be kept as a public record, and provide that information to the public.

The Uniform Commercial Code Section processes and tracks the liens placed on tangible property in the State of Rhode Island.

Notary/Trademark Section is responsible for registering all new notaries and for processing renewal applications of existing notaries upon commission expiration. This program is also responsible for registering trademarks and service marks in the State of Rhode Island.

The Business Information Center, under its First Stop Program, serves as a referral and information center for small business owners. The Business Fast Start Program provides prospective business owners with an online single source site to obtain state licensing and filing information.

### Program Objective

The Office of the Secretary of State is committed to making it easier to start and run businesses in Rhode Island. The Corporations Program is implementing technology solutions that automate manual processes thereby making accessing records easier for the public. These improvements will allow for: Uniform Commercial Code online search of existing files and filing of new records, enhanced corporations database access and e-filing of corporate documents including annual reports.

### Statutory History

The functions of the Corporations Division are outlined in R.I.G.L. Title 7 Chapters 1, 1.2, 5.1 through 8, 56 through 59, and 13 and 16. The division's functions regarding Notaries Public and Justices of the peace are outlined by R.I.G.L. 42-30. R.I.G.L. 6-2 requires fees associated with the registration of trademarks, and 6A-9-501 outlines the Uniform Commercial Code. Administration of filing for games of chance is required by R.I.G.L. 11-50-1. Additional duties are established by R.I.G.L. Title 9 Chapter 29, Title 23 Chapter 34.1 Section 14, and Title 34 Chapter 18 Section 22.3. Business Fast Start is required in R.I.G.L. 42-132.

# The Budget

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## Secretary of State Corporations

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	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
<b>Expenditures By Object</b>				
Personnel	1,314,802	1,403,249	1,322,060	1,433,276
Operating Supplies and Expenses	286,399	323,864	516,614	365,604
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-
<b>Subtotal: Operating Expenditures</b>	<b>\$1,601,201</b>	<b>\$1,727,113</b>	<b>\$1,838,674</b>	<b>\$1,798,880</b>
Capital Purchases and Equipment	17,061	88,217	-	-
Debt Service	-	-	-	-
Operating Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$1,618,262</b>	<b>\$1,815,330</b>	<b>\$1,838,674</b>	<b>\$1,798,880</b>
<b>Expenditures By Funds</b>				
General Revenue	1,618,262	1,815,330	1,838,674	1,798,880
<b>Total Expenditures</b>	<b>\$1,618,262</b>	<b>\$1,815,330</b>	<b>\$1,838,674</b>	<b>\$1,798,880</b>
<b>Program Measures</b>	NC	NC	NC	NC

# The Program

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## Secretary of State State Archives

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### Program Operations

The State Archives and Public Records Administration is responsible for providing comprehensive archives and records management services for all public records in the State. The State Archives holds the historical records of the colony and State of Rhode Island dating from 1638 to modern times. The division operates a public reading room for the research, inspection and duplication of public records. The Public Records Administration works closely with state and local government agencies to provide technical assistance and advise on records management, the development of records retention schedules, and the preservation of historical records. An annual survey is undertaken to evaluate records management efforts at state agencies and remind agency directors of their legal requirement to apply or develop records retention schedules and properly manage their records for storage, destruction or their eventual transfer to the State Archives.

Additionally, the State Archives Division operates the Local Government Records Program, which was established by a federal grant in 1992. The program provides records management advice and consultation to all departments of municipal government and actively works with municipal clerks to better preserve and administer the historical records in their care. In 1993, the General Assembly passed legislation establishing the Historical Records Trust, a restricted receipt account, which now provides funding for this program. In FY 2004, to reduce the accumulated balance, the enacted Budget enabled the use of funds from this restricted receipts account for funding of the operations of the State Archives. In FY 2007, the State Archives Division obtained a two-year, \$130,000 grant from the National Historical Publications and Records Commission to the RI Historical Records Advisory Board for a historical records re-grant and training project.

### Program Objectives

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

### Statutory History

The authority of the State Archives is granted from Rhode Island General Laws sections 42-8.1 and 38-3. Functions of the State Archives are also outlined in the Public Law 1989, Chapter 341, Public Law 1991, Chapter 263, and Public Law 1992, Chapter 252.

# The Budget

## Secretary of State State Archives

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
<b>Expenditures By Object</b>				
Personnel	251,364	318,083	342,070	316,682
Operating Supplies and Expenses	213,615	225,641	131,770	195,824
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	19,275	14,400	35,000	60,000
<b>Subtotal: Operating Expenditures</b>	<b>\$484,254</b>	<b>\$558,124</b>	<b>\$508,840</b>	<b>\$572,506</b>
Capital Purchases and Equipment	1,174	6,661	-	-
Debt Service	-	-	-	-
Operating Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$485,428</b>	<b>\$564,785</b>	<b>\$508,840</b>	<b>\$572,506</b>
<b>Expenditures By Funds</b>				
General Revenue	93,999	101,165	207,320	88,909
Federal Funds	-	4,879	85,000	40,121
Restricted Receipts	391,429	458,741	216,520	443,476
<b>Total Expenditures</b>	<b>\$485,428</b>	<b>\$564,785</b>	<b>\$508,840</b>	<b>\$572,506</b>
<b>Program Measures</b>	NC	NC	NC	NC



# The Program

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## Secretary of State Elections and Civics

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### Program Operations

The Elections and Civics Division is responsible for the preparation, printing and distribution of all official mail and sample ballots for all federal, statewide and municipal elections conducted in Rhode Island under R.I.G.L. Title 17. Additionally, the Elections and Civics Division prepares and provides Braille or tactile ballots to Rhode Island voters who are blind or visually impaired. The Elections and Civics Division has the responsibility of certifying all federal and state candidates for ballot placement, tracking and determining the language of state questions appearing on the ballot, and receiving and maintaining files from the local canvassing authorities for local questions for ballot placement. Additionally, the Elections and Civics Division prepares and distributes all necessary forms to federal and state candidates and local canvassing authorities. The Elections and Civics Division is responsible for maintaining the statewide central voter registration systems (CVRS). This system is a comprehensive real-time elections management system which maintains voter registration and all related information such as mail ballot requests, and polling place locations.

The Elections and Civics Division also provides assistance with the in-house development of guides for candidates, election officials and voters. Guides are provided in English and Spanish, and Braille. Under HAVA mandates and ensuing state law, the Elections and Civics Division serves as the single state contact for all uniformed and overseas citizens wishing to vote as covered under the Uniformed and Overseas Citizens Absentee Voting Act. (UOCAVA)

In FY 2006 the Civics Division assumed responsibility of HAVA Voter Education. Programs have been developed to educate Rhode Island voters about the electoral process and requirements mandated by HAVA. Voter education efforts include the CIVICS 101 which promotes civic education in partnership with high schools in the State and the publication and distribution of electoral information.

### Program Objective

To create and provide voters with an efficient, user-friendly and technologically advanced elections system and non-discriminatory electoral process. To prepare and provide for the conduct of fair and accurate elections – federal, statewide and municipal – as required by statute. To maintain and enhance the Central Voter Registration System (CVRS) and its components as mandated under HAVA and Rhode Island state law and to continue to meet the mandates of the National Voter Registration Act (NVRA) and state statutes with respect to voter registration and file maintenance. To improve civic education and continue to provide ballots and voter information booklets with respect to referenda and constitutional amendments. To provide handicapped accessible voting equipment to in accordance with the mandates of HAVA.

### Statutory History

Elections operates under Title 17 of the R.I.G.L and applicable federal laws such as the HAVA. The Central Voter Registration operates under provision of R.I.G.L. Title 97 and 42.

# The Budget

## Secretary of State Elections and Civics

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
<b>Expenditures By Object</b>				
Personnel	1,803,618	1,442,020	695,237	591,170
Operating Supplies and Expenses	1,560,222	1,061,605	1,702,946	538,663
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-
<b>Subtotal: Operating Expenditures</b>	<b>\$3,363,840</b>	<b>\$2,503,625</b>	<b>\$2,398,183</b>	<b>\$1,129,833</b>
Capital Purchases and Equipment	357,039	4,161,926	30,000	-
Debt Service	-	-	-	-
Operating Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$3,720,879</b>	<b>\$6,665,551</b>	<b>\$2,428,183</b>	<b>\$1,129,833</b>
<b>Expenditures By Funds</b>				
General Revenue	807,492	474,125	1,570,496	583,210
Federal Funds	2,913,387	6,191,426	857,687	546,623
<b>Total Expenditures</b>	<b>\$3,720,879</b>	<b>\$6,665,551</b>	<b>\$2,428,183</b>	<b>\$1,129,833</b>
<b>Program Measures</b>	NC	NC	NC	NC

# The Program

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## **Secretary of State State Library**

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### **Program Operations**

The State Library is responsible for providing reference and research services in the areas of law, legislation, rules and regulations, government reports, and Rhode Island history. This division operates and maintains the Legislative Reference Bureau, which provides information on state law 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 library is open to the public.

### **Program Objectives**

The program operates and maintains the library facilities in the State House and makes available timely reference and research services to the public. The program is developing educational materials on Rhode Island history and civic education for schools and community groups in cooperation with other divisions at the Office of the Secretary of State.

### **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 Federal Publications Depository System dates back to an Act of Congress passed in 1813.

# The Budget

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## Secretary of State State Library

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	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
<b>Expenditures By Object</b>				
Personnel	278,547	304,864	325,185	352,350
Operating Supplies and Expenses	20,857	43,598	13,040	12,594
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	379,015	351,636	334,054	334,054
<b>Subtotal: Operating Expenditures</b>	<b>\$678,419</b>	<b>\$700,098</b>	<b>\$672,279</b>	<b>\$698,998</b>
Capital Purchases and Equipment	33,895	5,522	26,000	24,000
Debt Service	-	-	-	-
Operating Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$712,314</b>	<b>\$705,620</b>	<b>\$698,279</b>	<b>\$722,998</b>
<b>Expenditures By Funds</b>				
General Revenue	712,314	705,620	698,279	722,998
<b>Total Expenditures</b>	<b>\$712,314</b>	<b>\$705,620</b>	<b>\$698,279</b>	<b>\$722,998</b>
<b>Program Measures</b>	NC	NC	NC	NC

# The Program

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## Secretary of State Office of Public Information

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### Program Operations

The Public Information Division, formerly the Civics and Public Information Division, is a primary resource for the citizens of Rhode Island regarding the following activities of state government.

Rhode Island Government Owner's Manual: maintenance and distribution of contact information for state general officers, legislators, state departments and agencies, and boards and commissions.

GovTracker: maintenance of complete online database of all state and municipal entities including contact information, filings, rules and regulations, and staff listings.

LobbyTracker: online registration of lobbyists and maintenance of all lobbyist information for the legislative and executive branches of government.

Legislation Acceptance: Acceptance, logging, and filing all acts and resolves of the General Assembly, including certifying acts and distributing resolves at the request of the General Assembly.

eTownCrier: Operation and maintenance of an electronic database of all public meeting notices and minutes in the State of Rhode Island as required by the Open Meeting Law, R.I.G.L 42-46-1.

Consultant Reports: maintenance of consultant information for all state departments, commissions, boards, councils, and other agencies.

Boards and Commissions: Maintenance and dissemination of an electronic database of state boards and commissions, along with the meeting minutes of these bodies.

CIVICS at the State House: the State House tour program operated in partnership with Johnson & Wales University.

### Program Objective

To enable the public to access the information they need to participate in government and hold government accountable.

### Statutory History

R.I.G.L. 42-8 defines the Secretary of State's role as the custodian of state records charged with the collection, retention, and dissemination of these records for the citizens of the State of Rhode Island. R.I.G.L. 22-10-10 gives duties and powers to the Secretary of State to adopt rules and regulations in order to inform the public. R.I.G.L. 42-139 describes executive branch and public corporation lobbyists, charging the Office of the Secretary of State with all regulation.

# The Budget

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## Secretary of State Office of Public Information

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	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
<b>Expenditures By Object</b>				
Personnel	393,544	377,059	173,433	183,003
Operating Supplies and Expenses	48,458	3,076	30,373	7,128
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-
<b>Subtotal: Operating Expenditures</b>	<b>\$442,002</b>	<b>\$380,135</b>	<b>\$203,806</b>	<b>\$190,131</b>
Capital Purchases and Equipment	2,386	2,000	-	-
Debt Service	-	-	-	-
Operating Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$444,388</b>	<b>\$382,135</b>	<b>\$203,806</b>	<b>\$190,131</b>
<b>Expenditures By Funds</b>				
General Revenue	444,388	382,135	203,806	190,131
<b>Total Expenditures</b>	<b>\$444,388</b>	<b>\$382,135</b>	<b>\$203,806</b>	<b>\$190,131</b>
<b>Program Measures</b>	NC	NC	NC	NC

# The Program

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

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### **Program Operations**

The Records Center is an Internal Service Program (ISP). ISPs provide 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, which 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 Records Center. This program, a central storage facility for state government records, serves all state agencies. The program also supports the administration of rules and regulations required to be filed with the Office of the Secretary of State by state agencies under the Administrative Procedures Act, Title 42 Chapter 35.

### **Program Objective**

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

### **Statutory History**

The Director of Administration is authorized by R.I.G.L. 35-5 to establish a system of rotating funds in any state department or agency.

# The Budget

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## Secretary of State Internal Service Programs

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	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
<b>Expenditures By Object</b>				
Personnel	336,057	282,508	367,460	396,543
Operating Supplies and Expenses	786,375	729,322	808,271	779,845
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-
<b>Subtotal: Operating Expenditures</b>	<b>\$1,122,432</b>	<b>\$1,011,830</b>	<b>\$1,175,731</b>	<b>\$1,176,388</b>
Capital Purchases and Equipment	2,166	-	-	1,400
Debt Service	-	-	-	-
Operating Transfers	-	-	-	-
<b>Total Expenditures</b>	<b>\$1,124,598</b>	<b>\$1,011,830</b>	<b>\$1,175,731</b>	<b>\$1,177,788</b>
<b>Expenditures By Funds</b>				
Internal Service Funds	1,124,598	1,011,830	1,175,731	1,177,788
<b>Total Expenditures</b>	<b>\$1,124,598</b>	<b>\$1,011,830</b>	<b>\$1,175,731</b>	<b>\$1,177,788</b>
<b>Program Measures</b>	NC	NC	NC	NC