

The Agency

Secretary of State

Agency Operations

The Office of the Secretary of State was established under the Rhode Island Constitution as one of the five general offices subject to voter election. As the custodian of state records, the office has a vital role in providing the public with basic information about the workings of state government. The office consists of six divisions and one internal service fund.

Agency Objectives

The objective of the Office of the Secretary of State is to effectively administer all activities of the Office prescribed by the Rhode Island Constitution and state law. To make it easier to vote and improve public access to government at all levels by collecting and distributing information as widely as possible and making information available electronically. To create jobs and promote economic development by offering programs and services that make it easier for business to grow.

Statutory History

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

The Budget

Secretary of State

	FY 2007 Actual	FY 2008 Actual	FY 2009 Enacted	FY 2009 Revised	FY 2010 Recommended
Expenditures by Program					
Administration	1,691,001	1,756,779	1,879,212	1,739,803	1,904,137
Corporations	1,806,675	1,914,051	1,840,798	1,791,419	1,782,133
State Archives	551,606	557,418	610,581	558,709	554,422
Elections and Civics	2,448,097	1,570,655	2,217,208	2,122,119	1,323,262
State Library	698,485	712,912	552,708	567,046	575,937
Office of Public Information	201,153	308,132	303,357	318,556	300,688
Internal Service Programs	[1,077,193]	[770,278]	[802,825]	[802,863]	[814,696]
Total Expenditures	\$7,397,017	\$6,819,947	\$7,403,864	\$7,097,652	\$6,440,579
Expenditures By Object					
Personnel	4,709,141	4,843,527	5,146,477	4,845,030	5,123,941
Operating Supplies and Expenses	2,262,375	1,524,875	2,066,283	1,987,210	1,051,625
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	375,030	391,494	175,702	241,302	241,302
Subtotal: Operating Expenditures	\$7,346,546	\$6,759,896	\$7,388,462	\$7,073,542	\$6,416,868
Capital Purchases and Equipment	50,471	60,051	15,402	24,110	23,711
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$7,397,017	\$6,819,947	\$7,403,864	\$7,097,652	\$6,440,579
Expenditures By Funds					
General Revenue	6,150,445	5,488,114	6,307,144	6,407,527	5,966,241
Federal Funds	976,109	911,443	541,139	296,287	-
Restricted Receipts	270,463	420,390	555,581	393,838	474,338
Internal Service Funds	[1,077,193]	[770,278]	[802,825]	[802,863]	[814,696]
Total Expenditures	\$7,397,017	\$6,819,947	\$7,403,864	\$7,097,652	\$6,440,579
FTE Authorization	56.0	58.0	57.0	55.0	56.4
Agency Measures					
Minorities as a Percentage of the Workforce	7.1%	7.4%	7.4%	7.4%	-
Females as a Percentage of the Workforce	57.1%	59.3%	59.3%	59.3%	-
Persons with Disabilities as a Percentage of the Workforce	1.6%	-	-	-	-

The Program

Secretary of State Administration

Program Operations

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

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

Fiscal Management monitors accounts payable and accounts receivable for the department and prepares the budget for the Office of the Secretary of State.

E-government and Information Technology develops and implements model e-government solutions to collect and distribute information to the public and provides support for the department's computer systems.

Constituent Affairs collects and distributes information to the public and coordinates responses to inquiries from the public.

Communications communicates the programs and services offered to Rhode Islanders and serves as the liaison with the media.

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

Program Objective

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

Statutory History

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

The Budget

Secretary of State Administration

	FY 2007 Actual	FY 2008 Actual	FY 2009 Enacted	FY 2009 Revised	FY 2010 Recommended
Expenditures by Program					
Administration	1,691,001	1,756,779	1,879,212	953,595	1,150,447
Personnel and Finance	-	-	-	431,996	448,525
Information Technology	-	-	-	354,212	305,165
Total Expenditures	\$1,691,001	\$1,756,779	\$1,879,212	\$1,739,803	\$1,904,137
Expenditures By Object					
Personnel	1,569,569	1,627,249	1,783,514	1,638,050	1,804,806
Operating Supplies and Expenses	115,252	113,200	91,198	92,969	90,905
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	976	976	976	976	976
Subtotal: Operating Expenditures	\$1,685,797	\$1,741,425	\$1,875,688	\$1,731,995	\$1,896,687
Capital Purchases and Equipment	5,204	15,354	3,524	7,808	7,450
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$1,691,001	\$1,756,779	\$1,879,212	\$1,739,803	\$1,904,137
Expenditures By Funds					
General Revenue	1,691,001	1,756,779	1,879,212	1,739,803	1,904,137
Total Expenditures	\$1,691,001	\$1,756,779	\$1,879,212	\$1,739,803	\$1,904,137
Program Measures	NC	NC	NC	NC	NC

The Program

Secretary of State Corporations

Program Operations

Corporations maintains filings for active and inactive Rhode Island and foreign business corporations, non profit corporations, limited partnerships and limited liability companies. Corporate information is maintained in a computer database. On-line access is available at the Corporations Division's office in Providence or by phone or mail to the general public. This division has the authority to revoke corporate charters for failure to satisfy statutory requirements.

Additionally, the Corporations Division administers the following:

First Stop Business Information Center serves as a referral and information center for small business owners.

Uniform Commercial Code (UCC) processes and tracks the liens placed on tangible property in the State of Rhode Island.

Notary/Trademark is responsible for registering all new notaries and for processing renewal applications of existing notaries upon commission expirations. It is also responsible for trademarks, service marks and trade names in the State of Rhode Island.

Program Objective

To serve as the official agent and record keeper on behalf of the State of Rhode Island for all official corporate filings, UCC filings, and Notary/Trademark applications and to provide requested information concerning the data from the program.

Statutory History

The functions of the Corporations Division are outlined in R.I.G.L. Title 7-1-1 through 7-16-75, and 7-1.2-132. The authority to enforce the Uniform Commercial Code (UCC) is granted in Section 6A-9-402 of the R.I.G.L.

The Budget

Secretary of State Corporations

	FY 2007 Actual	FY 2008 Actual	FY 2009 Enacted	FY 2009 Revised	FY 2010 Recommended
Expenditures by Program					
Corporations	1,806,675	1,914,051	1,840,798	1,546,871	1,548,909
First Stop Business Information	-	-	-	244,548	233,224
Total Expenditures	\$1,806,675	\$1,914,051	\$1,840,798	\$1,791,419	\$1,782,133
Expenditures By Object					
Personnel	1,285,037	1,394,328	1,497,976	1,430,165	1,458,054
Operating Supplies and Expenses	490,574	496,982	342,822	360,504	324,079
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-	-
Subtotal: Operating Expenditures	\$1,775,611	\$1,891,310	\$1,840,798	\$1,790,669	\$1,782,133
Capital Purchases and Equipment	31,064	22,741	-	750	-
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$1,806,675	\$1,914,051	\$1,840,798	\$1,791,419	\$1,782,133
Expenditures By Funds					
General Revenue	1,806,675	1,914,051	1,840,798	1,791,419	1,782,133
Total Expenditures	\$1,806,675	\$1,914,051	\$1,840,798	\$1,791,419	\$1,782,133
Program Measures	NC	NC	NC	NC	NC

The Program

Secretary of State State Archives

Program Operations

The State Archives is the Division of the Department of State charged with preserving and maintaining the permanent records of state government. The "State Archives and Historical Records Act" created the State Archives as the "official custodian and trustee for the state of all public records of permanent historical, legal or other value". The collection of historical records, dating from 1638 to the present, is available to the public for research. The division operates a public reading room for the research, inspection and duplication of public records. Archives staff provides reference assistance to researchers at the Archives facility, by mail, phone and e-mail. Publications, guides and finding aids to the holdings are available onsite and through the Internet. The State Archives also features exhibits and displays that are free and open to the public.

The Division operates the Local Government Records Program, which was established in 1992 with federal grant funding from the National Historical Publications and Records Commission. The program was designed to initiate a series of advisory and technical services for local governments in the state. The 1993 session of the General Assembly passed legislation establishing the Historical Records Trust, a restricted receipt account, which now provides funding for this program. Currently, the program provides records management advice, assistance and consultation to all departments of municipal government, as well as developing records control schedules that govern the retention and disposition of municipal records. The program actively works with town and city clerks to better preserve and administer the historical records in their care. Workshops and talks are provided to municipal personnel about records management functions and archival records administration and preservation. In conjunction with the Public Records Administration, the program also publishes guidelines about records and records issues.

Program Objectives

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

Statutory History

The authority of the State Archives is granted from R.I.G.L. sections 42-8.1 and 38-3. Functions of the State Archives are also outlined in the Public Law 1989, Chapter 341, Public Law 1992, Chapter 241, and Public Law 1993, Chapters 385 and 417, and Public Law 2007, Chapter 73, Article 36.

The Budget

Secretary of State State Archives

	FY 2007 Actual	FY 2008 Actual	FY 2009 Enacted	FY 2009 Revised	FY 2010 Recommended
Expenditures By Object					
Personnel	338,628	346,384	306,023	331,951	328,778
Operating Supplies and Expenses	172,978	206,845	273,158	218,306	216,483
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	40,000	-	24,400	-	-
Subtotal: Operating Expenditures	\$551,606	\$553,229	\$603,581	\$550,257	\$545,261
Capital Purchases and Equipment	-	4,189	7,000	8,452	9,161
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$551,606	\$557,418	\$610,581	\$558,709	\$554,422
Expenditures By Funds					
General Revenue	194,320	108,601	55,000	155,000	80,084
Federal Funds	86,823	28,427	-	9,871	-
Restricted Receipts	270,463	420,390	555,581	393,838	474,338
Total Expenditures	\$551,606	\$557,418	\$610,581	\$558,709	\$554,422
Program Measures	NC	NC	NC	NC	NC

The Program

Secretary of State Elections and Civics

Program Operations

Elections and Civics 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.

Elections and Civics Division provides necessary voter assistance and education, including the publication of numerous guides for candidates, election officials, and voters. In addition to providing hard copy material, Elections and Civics provides ballot information, polling place locations, and copies of all publications on the World Wide Web.

Program Objective

To provide efficient election services and preparation of all elections-federal, statewide and municipal-as required by statute. To provide an accurate and timely statewide central voter registration system (CVRS) as mandated by HAVA and to make improvements to the CVRS to allow for a more efficient and accurate electoral process. To continue to provide concise, accurate, and timely information to the voters of Rhode Island in the form of a ballot and voter information booklet with respect to referenda.

Statutory History

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

The Budget

Secretary of State Elections and Civics

	FY 2007 Actual	FY 2008 Actual	FY 2009 Enacted	FY 2009 Revised	FY 2010 Recommended
Expenditures By Object					
Personnel	1,006,713	857,608	897,974	786,538	855,237
Operating Supplies and Expenses	1,428,529	607,049	1,315,704	1,240,081	372,525
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	-	89,870	-	90,000	90,000
Subtotal: Operating Expenditures	\$2,435,242	\$1,554,527	\$2,213,678	\$2,116,619	\$1,317,762
Capital Purchases and Equipment	12,855	16,128	3,530	5,500	5,500
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$2,448,097	\$1,570,655	\$2,217,208	\$2,122,119	\$1,323,262
Expenditures By Funds					
General Revenue	1,558,811	687,639	1,676,069	1,835,703	1,323,262
Federal Funds	889,286	883,016	541,139	286,416	-
Total Expenditures	\$2,448,097	\$1,570,655	\$2,217,208	\$2,122,119	\$1,323,262
Program Measures	NC	NC	NC	NC	NC

The Program

Secretary of State State Library

Program Operations

The State Library is responsible for providing reference and research services in the areas of law, legislation, rules and regulations, government reports, and Rhode Island history. It operates and maintains the Legislative Reference Bureau, which provides information on state laws and legislation. The State Library is also a Federal Government Publications Depository and serves as the State Publications Clearinghouse, providing copies of state documents to facilities throughout Rhode Island. The State Library is open to the public.

Program Objectives

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

Statutory History

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

The Budget

Secretary of State State Library

	FY 2007 Actual	FY 2008 Actual	FY 2009 Enacted	FY 2009 Revised	FY 2010 Recommended
Expenditures By Object					
Personnel	325,342	356,633	363,445	373,537	383,233
Operating Supplies and Expenses	39,089	55,208	38,937	42,763	41,958
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	334,054	300,648	150,326	150,326	150,326
Subtotal: Operating Expenditures	\$698,485	\$712,489	\$552,708	\$566,626	\$575,517
Capital Purchases and Equipment	-	423	-	420	420
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$698,485	\$712,912	\$552,708	\$567,046	\$575,937
Expenditures By Funds					
General Revenue	698,485	712,912	552,708	567,046	575,937
Total Expenditures	\$698,485	\$712,912	\$552,708	\$567,046	\$575,937
Program Measures	NC	NC	NC	NC	NC

The Program

Secretary of State Office of Public Information

Program Operations

The Office of Public Information is designed to serve as a resource for the citizens of Rhode Island regarding the activities of state government. It gives members of the public the basic information they need to play a more active role in the decision-making process. This information is published in a variety of reports, which are available to the public free of charge. The material can also be accessed through the Internet, where the Secretary of State has an "On-Line Office" on the World Wide Web at <http://www.state.ri.us>.

Functions carried out by the Office of Public Information include: compiling information and maintaining a database on all legislation introduced in the General Assembly, including title, sponsor information, description, committee assignment, and committee and floor action.

Compiling information and maintaining a database on all legislative hearings, including time and place of the meeting and lists of bills being considered.

Publishing the daily Legislative Meetings Report and the weekly Legislative Report which provides this information to the public.

Maintaining a list of lobbyists and overseeing the enforcement of the state's lobbying law.

Under the Administrative Procedures Act, the office is responsible for compiling the rules and regulations promulgated by each state agency.

Operating and maintaining a clearinghouse for information related to all public meetings in the State of Rhode Island relative to the Open Meetings Law.

Operating and maintaining the Documents and Distribution Office to provide delivery of printed state legislation, General Assembly journals and other state publications.

Program Objective

To effectively disseminate vital government information to the public and to make the most of expanding technologies to enhance public access and awareness of the activities of state government.

Statutory History

Article IV, paragraph 4 of the Rhode State Constitution, and R.I.G.L. 42-8 establish the Office of Secretary of State and the Secretary's role as the custodian of state records, charged with the collections, retention, and dissemination of these records for the citizens of the State of Rhode Island.

The Budget

Secretary of State Office of Public Information

	FY 2007 Actual	FY 2008 Actual	FY 2009 Enacted	FY 2009 Revised	FY 2010 Recommended
Expenditures By Object					
Personnel	183,852	261,325	297,545	284,789	293,833
Operating Supplies and Expenses	15,953	45,591	4,464	32,587	5,675
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-	-
Subtotal: Operating Expenditures	\$199,805	\$306,916	\$302,009	\$317,376	\$299,508
Capital Purchases and Equipment	1,348	1,216	1,348	1,180	1,180
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$201,153	\$308,132	\$303,357	\$318,556	\$300,688
Expenditures By Funds					
General Revenue	201,153	308,132	303,357	318,556	300,688
Total Expenditures	\$201,153	\$308,132	\$303,357	\$318,556	\$300,688
Program Measures	NC	NC	NC	NC	NC

The Program

Secretary of State Internal Service Programs

Program Operations

There are services needed by state operated programs and activities which are provided on a centralized basis. The costs of these operations are borne by the user agencies through a charge system that allocates the costs of delivery of the goods or services. The operations of these programs are shown for display purposes only, since the costs are reflected in the budget of the user agency both on an actual and budget basis.

The Internal Service Program operated by the Secretary of State is the Public Records Administration program, which is charged with overseeing records management functions within state government. The program provides central storage for non-permanent inactive government records and serves all state agencies. Inactive records are those records that agencies no longer require immediate access to, but that are not yet eligible for disposal because of administrative, fiscal or legal requirements. Public Records Administration personnel provide records management advice, assistance and consultation to all state agencies. They also work with agencies to develop records retention and disposition schedules-enabling timely disposal or retention as permanent records of the state. Comprehensive records management services encompass all records, regardless of format or media. Workshops are available to state agency personnel on records management topics. In addition, the program promulgates regulations and publishes guidelines about records and records management functions. The program also oversees Administrative Records functions.

Program Objective

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

Statutory History

The Director of Administration is authorized by R.I.G.L. 35-5 to establish a system of rotating funds in any state department or agency. The authority of the Public Records Administration is granted by R.I.G.L. 38-1,3.

The Budget

Secretary of State Internal Service Programs

	FY 2007 Actual	FY 2008 Actual	FY 2009 Enacted	FY 2009 Revised	FY 2010 Recommended
Expenditures By Object					
Personnel	368,028	401,795	416,552	424,435	430,414
Operating Supplies and Expenses	707,884	365,652	382,873	378,428	384,282
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-	-
Subtotal: Operating Expenditures	\$1,075,912	\$767,447	\$799,425	\$802,863	\$814,696
Capital Purchases and Equipment	1,281	2,831	3,400	-	-
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$1,077,193	\$770,278	\$802,825	\$802,863	\$814,696
Expenditures By Funds					
Internal Service Funds	1,077,193	770,278	802,825	802,863	814,696
Total Expenditures	\$1,077,193	\$770,278	\$802,825	\$802,863	\$814,696
Program Measures	NC	NC	NC	NC	NC