

State of Rhode Island and Providence Plantations

Budget



Fiscal Year 2013

Volume 1 – General Government, Quasi-Public
Agencies and Component Units

Lincoln D. Chafee, Governor

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.

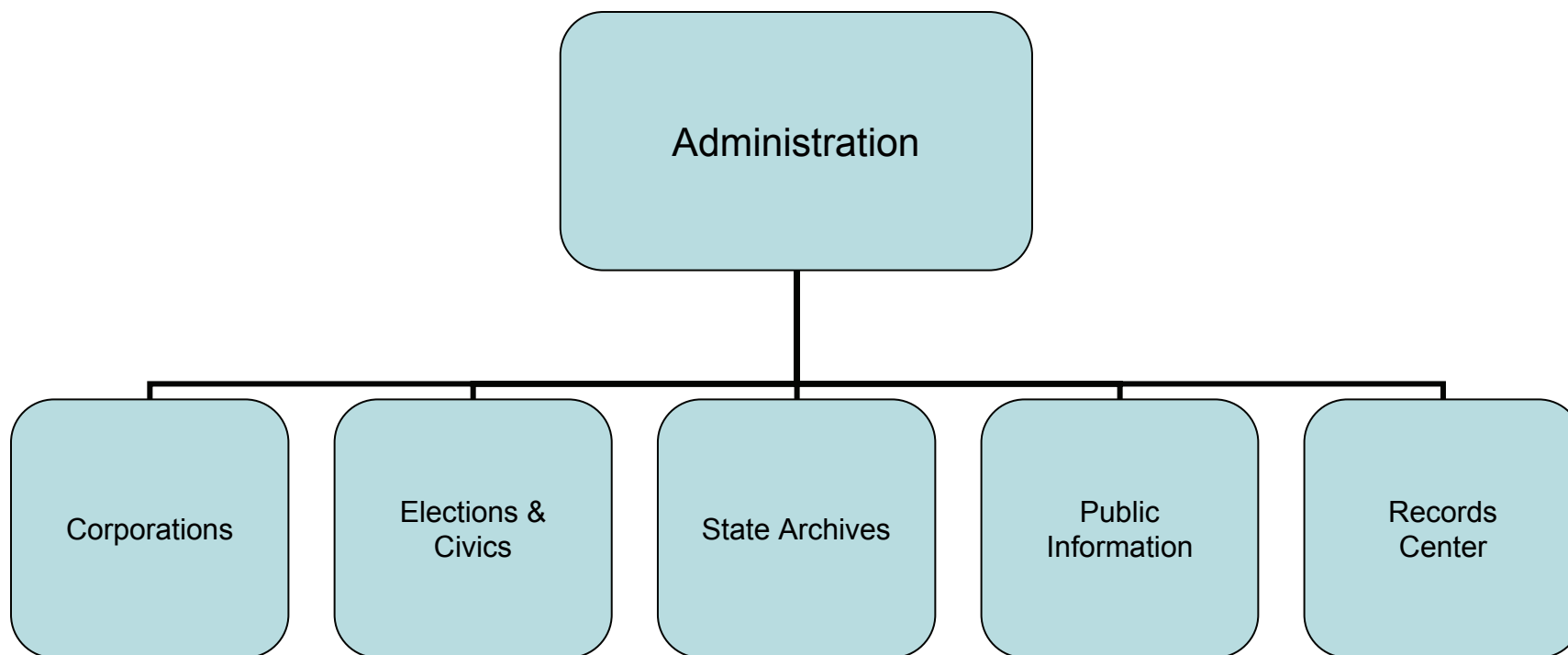
Budget

Department Of State

	FY 2010 Audited	FY 2011 Unaudited	FY 2012 Enacted	FY 2012 Revised	FY 2013 Recommend
Expenditures By Program					
Administration	1,819,328	1,946,871	2,056,734	1,955,857	2,007,105
Corporations	1,729,914	1,918,842	1,891,380	2,229,122	2,068,731
State Archives	539,819	509,224	575,933	582,751	615,368
Elections and Civics	1,073,893	1,706,765	1,432,530	1,553,983	2,000,552
State Library	545,550	573,238	581,844	592,242	565,216
Office of Public Information	291,197	340,501	334,439	339,751	358,884
<i>Internal Services</i>	<i>[774,395]</i>	<i>[773,307]</i>	<i>[866,270]</i>	<i>[852,367]</i>	<i>[897,072]</i>
Total Expenditures	\$5,999,701	\$6,995,441	\$6,872,860	\$7,253,706	\$7,615,856
Expenditures By Object					
Personnel	4,789,383	5,067,544	5,519,893	5,689,029	5,601,626
Operating Supplies and Expenses	949,674	1,688,817	1,109,156	1,294,533	1,812,185
Assistance and Grants	217,812	151,302	136,270	136,270	102,446
Subtotal: Operating Expenditures	5,956,869	6,907,663	6,765,319	7,119,832	7,516,257
Capital Purchases and Equipment	42,832	87,778	107,541	133,874	99,599
Total Expenditures	\$5,999,701	\$6,995,441	\$6,872,860	\$7,253,706	\$7,615,856
Expenditures By Funds					
General Revenue	5,142,947	6,564,248	6,376,312	6,694,902	7,079,873
Federal Funds	397,172	33,659	-	55,438	-
Restricted Receipts	459,582	397,534	496,548	503,366	535,983
Total Expenditures	\$5,999,701	\$6,995,441	\$6,872,860	\$7,253,706	\$7,615,856
FTE Authorization	56.5	57.0	57.0	57.0	57.0
Agency Measures					
Minorities as a Percentage of the Workforce	12.5%	12.3%	14.0%	14.0%	14.0%
Females as a Percentage of the Workforce	57.1%	58.9%	47.4%	47.4%	47.4%
Persons with Disabilities as a Percentage of the Workforce	-	1.8%	0.0%	0.0%	0.0%

The Agency

Office of the Secretary of State



Personnel

Department Of State Agency Summary

	FY 2012		FY 2013	
	FTE	Cost	FTE	Cost
Distribution by Category				
Unclassified	57.0	3,611,313	57.0	3,626,649
Turnover		(53,692)		-
Total Salaries	57.0	\$3,557,621	57.0	\$3,626,649
Benefits				
Defined Contribution Plan		-		36,266
FICA		270,164		275,446
Medical		604,495		691,159
Payroll Accrual		-		21,326
Retiree Health		246,181		251,316
Retirement		821,371		774,786
Total Salaries and Benefits	57.0	\$5,499,832	57.0	\$5,676,948
Cost Per FTE Position		\$96,488		\$99,596
Statewide Benefit Assessment		131,132		133,721
Temporary and Seasonal		11,722		1,926
Payroll Costs	57.0	\$5,642,686	57.0	\$5,812,595
Purchased Services				
Building and Grounds Maintenance		275		275
Information Technology		386,700		156,700
Legal Services		9,900		89,900
Other Contract Services		100,200		5,335
Training and Educational Services		8,025		525
Total Personnel	57.0	\$6,147,786	57.0	\$6,065,330
Distribution by Source of Funds				
General Revenue	48.7	5,341,703	48.7	5,260,022
Federal Funds	-	7,500	-	-
Restricted Receipts	3.4	339,826	3.4	341,604
Internal Service Funds	4.9	458,757	4.9	463,704

Personnel

Department Of State Agency Summary

	FY 2012		FY 2013	
	FTE	Cost	FTE	Cost
Total All Funds	57.0	\$6,147,786	57.0	\$6,065,330

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

	2010 Audited	2011 Unaudited	2012 Enacted	2012 Revised	2013 Recommend
Expenditures By Subprogram					
Administration	1,002,182	1,164,884	2,052,594	986,699	1,057,168
Personnel and Finance	435,021	389,082	1,718	461,584	462,959
Information Technology	382,125	392,905	2,422	507,574	486,978
Total Expenditures	\$1,819,328	\$1,946,871	\$2,056,734	\$1,955,857	\$2,007,105
Expenditures By Object					
Personnel	1,725,469	1,792,764	1,966,407	1,799,411	1,876,446
Operating Supplies and Expenses	87,690	146,094	86,186	86,518	86,518
Assistance and Grants	976	976	976	976	976
Subtotal: Operating Expenditures	1,814,135	1,939,834	2,053,569	1,886,905	1,963,940
Capital Purchases and Equipment	5,193	7,037	3,165	68,952	43,165
Total Expenditures	\$1,819,328	\$1,946,871	\$2,056,734	\$1,955,857	\$2,007,105
Expenditures By Funds					
General Revenue	1,819,328	1,946,871	2,056,734	1,955,857	2,007,105
Total Expenditures	\$1,819,328	\$1,946,871	\$2,056,734	\$1,955,857	\$2,007,105

Personnel

Department Of State Administration

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Unclassified					
Director	8648A	1.0	128,617	1.0	128,617
Chief Information Officer	8643A	1.0	115,138	1.0	115,138
Secretary of State	0531F	1.0	108,808	1.0	108,808
Chief Financial Officer	8638A	0.9	92,437	0.9	92,437
Director of Personnel	8635A	0.9	91,983	0.9	91,983
Assoc. Director Planning, Policy & Reg.	8635A	1.0	94,448	1.0	94,448
Public Information Officer	8638A	1.0	92,669	1.0	92,669
Executive Asst. Communications & Public Info	8633A	0.6	52,353	0.6	52,353
Administrative Assistant	5325A	1.9	120,333	1.9	122,044
Executive Administrative Aide	8627A	1.0	60,938	1.0	60,938
Graphic Designer	5326A	1.0	60,854	1.0	60,854
Computer Programmer	8625A	1.0	51,598	1.0	53,424
Administrative Assistant	5319A	1.0	50,489	1.0	50,489
Executive Assistant	8622A	1.0	43,321	1.0	44,747
Executive Legal Counsel	8649A	-	60,851	-	60,851
Subtotal		14.3	\$1,224,837	14.3	\$1,229,800
Turnover		-	(33,325)	-	-
Subtotal		-	(\$33,325)	-	-
Total Salaries		14.3	\$1,191,512	14.3	\$1,229,800
Benefits					
Defined Contribution Plan		-	-	-	12,299
FICA		-	89,158	-	92,087
Medical		-	128,890	-	153,039
Payroll Accrual		-	-	-	7,162
Retiree Health		-	83,863	-	86,889
Retirement		-	262,188	-	249,935
Subtotal		-	\$564,099	-	\$601,411
Total Salaries and Benefits		14.3	\$1,755,611	14.3	\$1,831,211
Cost Per FTE Position			\$122,770		\$128,057
Statewide Benefit Assessment		-	42,400	-	43,835
Subtotal		-	\$42,400	-	\$43,835
Payroll Costs		14.3	\$1,798,011	14.3	\$1,875,046

Personnel

Department Of State Administration

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Purchased Services					
Information Technology		-	500	-	500
Legal Services		-	900	-	900
Subtotal		-	\$1,400	-	\$1,400
Total Personnel		14.3	\$1,799,411	14.3	\$1,876,446
Distribution By Source Of Funds					
General Revenue		14.3	1,799,411	14.3	1,876,446
Total All Funds		14.3	\$1,799,411	14.3	\$1,876,446

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

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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

	2010 Audited	2011 Unaudited	2012 Enacted	2012 Revised	2013 Recommend
Expenditures By Subprogram					
Corporations	1,508,015	1,615,472	1,758,655	1,770,987	1,795,097
First Stop Business Inf.	221,899	303,370	132,725	458,135	273,634
Total Expenditures	\$1,729,914	\$1,918,842	\$1,891,380	\$2,229,122	\$2,068,731
Expenditures By Object					
Personnel	1,384,734	1,550,838	1,544,725	1,879,844	1,712,053
Operating Supplies and Expenses	330,777	331,666	344,655	347,278	354,678
Subtotal: Operating Expenditures	1,715,511	1,882,504	1,889,380	2,227,122	2,066,731
Capital Purchases and Equipment	14,403	36,338	2,000	2,000	2,000
Total Expenditures	\$1,729,914	\$1,918,842	\$1,891,380	\$2,229,122	\$2,068,731
Expenditures By Funds					
General Revenue	1,729,914	1,918,842	1,891,380	2,229,122	2,068,731
Total Expenditures	\$1,729,914	\$1,918,842	\$1,891,380	\$2,229,122	\$2,068,731

Personnel

Department Of State Corporations

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Unclassified					
Director of Corporations	8632	1.0	89,800	1.0	89,800
Executive Asst. Communications & Public Info	8633	0.4	28,190	0.4	28,190
Supervisory Clerk	8626	1.0	67,341	1.0	67,341
Administrative Assistant	5323	1.0	60,680	1.0	61,518
Administrative Assistant	5322	1.0	51,812	1.0	51,812
Administrative Assistant	5319	2.0	96,587	2.0	96,587
Administrative Assistant	5316	14.0	611,774	14.0	615,225
Subtotal		20.4	\$1,006,184	20.4	\$1,010,473
Turnover		-	-	-	-
Subtotal		-	-	-	-
Total Salaries		20.4	\$1,006,184	20.4	\$1,010,473
Benefits					
Defined Contribution Plan		-	-	-	10,104
FICA		-	76,972	-	77,300
Medical		-	244,012	-	272,083
Payroll Accrual		-	-	-	5,972
Retiree Health		-	69,026	-	69,320
Retirement		-	241,394	-	224,180
Subtotal		-	\$631,404	-	\$658,959
Total Salaries and Benefits		20.4	\$1,637,588	20.4	\$1,669,432
Cost Per FTE Position			\$80,274		\$81,835
Statewide Benefit Assessment		-	37,735	-	37,896
Temporary and Seasonal		-	9,796	-	-
Subtotal		-	\$47,531	-	\$37,896
Payroll Costs		20.4	\$1,685,119	20.4	\$1,707,328
Purchased Services					
Information Technology		-	190,200	-	200
Legal Services		-	4,000	-	4,000
Training and Educational Services		-	525	-	525
Subtotal		-	\$194,725	-	\$4,725
Total Personnel		20.4	\$1,879,844	20.4	\$1,712,053

Personnel

Department Of State Corporations

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Distribution By Source Of Funds					
General Revenue		20.4	1,879,844	20.4	1,712,053
Total All Funds		20.4	\$1,879,844	20.4	\$1,712,053

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

	2010 Audited	2011 Unaudited	2012 Enacted	2012 Revised	2013 Recommend
Expenditures By Subprogram					
Operations	539,819	509,224	575,933	582,751	615,368
Total Expenditures	\$539,819	\$509,224	\$575,933	\$582,751	\$615,368
Expenditures By Object					
Personnel	274,488	318,201	338,179	339,826	341,604
Operating Supplies and Expenses	228,084	188,650	235,593	240,764	271,603
Assistance and Grants	33,313	-	-	-	-
Subtotal: Operating Expenditures	535,885	506,851	573,772	580,590	613,207
Capital Purchases and Equipment	3,934	2,373	2,161	2,161	2,161
Total Expenditures	\$539,819	\$509,224	\$575,933	\$582,751	\$615,368
Expenditures By Funds					
General Revenue	80,236	111,690	79,385	79,385	79,385
Federal Funds	1	-	-	-	-
Restricted Receipts	459,582	397,534	496,548	503,366	535,983
Total Expenditures	\$539,819	\$509,224	\$575,933	\$582,751	\$615,368

Personnel

Department Of State State Archives

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Unclassified					
Director of State Archives & Records Mgmt	8634A	0.8	73,199	0.8	73,199
Sr Monitoring & Evaluation Specialist	5325A	0.8	51,211	0.8	51,211
Sr Information & Public Relations Specialist	5324A	1.0	61,382	1.0	61,382
Administrative Assistant	5315A	0.8	32,511	0.8	32,511
Subtotal		3.4	\$218,303	3.4	\$218,303
Total Salaries		3.4	\$218,303	3.4	\$218,303
Benefits					
Defined Contribution Plan		-	-	-	2,183
FICA		-	16,701	-	16,701
Medical		-	29,243	-	31,480
Payroll Accrual		-	-	-	1,290
Retiree Health		-	14,976	-	14,976
Retirement		-	51,941	-	48,009
Subtotal		-	\$112,861	-	\$114,639
Total Salaries and Benefits		3.4	\$331,164	3.4	\$332,942
Cost Per FTE Position			\$97,401		\$97,924
Statewide Benefit Assessment		-	8,187	-	8,187
Subtotal		-	\$8,187	-	\$8,187
Payroll Costs		3.4	\$339,351	3.4	\$341,129
Purchased Services					
Building and Grounds Maintenance		-	275	-	275
Other Contract Services		-	200	-	200
Subtotal		-	\$475	-	\$475
Total Personnel		3.4	\$339,826	3.4	\$341,604
Distribution By Source Of Funds					
Restricted Receipts		3.4	339,826	3.4	341,604
Total All Funds		3.4	\$339,826	3.4	\$341,604

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.

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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

	2010 Audited	2011 Unaudited	2012 Enacted	2012 Revised	2013 Recommend
Expenditures By Subprogram					
Operations	1,073,893	1,706,765	1,432,530	1,553,983	2,000,552
Total Expenditures	\$1,073,893	\$1,706,765	\$1,432,530	\$1,553,983	\$2,000,552
Expenditures By Object					
Personnel	762,906	703,091	942,140	931,852	917,946
Operating Supplies and Expenses	261,744	964,472	392,449	563,812	1,032,775
Assistance and Grants	33,197	-	-	-	-
Subtotal: Operating Expenditures	1,057,847	1,667,563	1,334,589	1,495,664	1,950,721
Capital Purchases and Equipment	16,046	39,202	97,941	58,319	49,831
Total Expenditures	\$1,073,893	\$1,706,765	\$1,432,530	\$1,553,983	\$2,000,552
Expenditures By Funds					
General Revenue	676,722	1,673,106	1,432,530	1,498,545	2,000,552
Federal Funds	397,171	33,659	-	55,438	-
Total Expenditures	\$1,073,893	\$1,706,765	\$1,432,530	\$1,553,983	\$2,000,552

Personnel

Department Of State Elections and Civics

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Unclassified					
Director of Elections and Civics	8636A	1.0	104,472	1.0	104,472
Project Manager	8630A	1.0	78,728	1.0	78,728
Project Manager	8624A	1.0	53,265	1.0	53,977
Administrative Assistant	8622A	1.0	52,443	1.0	52,443
Administrative Assistant	5320A	1.0	46,596	1.0	47,913
Administrative Assistant	8620A	1.0	40,734	1.0	42,006
Research Aide	8610A	1.0	34,944	1.0	34,944
Subtotal		7.0	\$411,182	7.0	\$414,483
Turnover		-	(20,367)	-	-
Subtotal		-	(\$20,367)	-	-
Total Salaries		7.0	\$390,815	7.0	\$414,483
Benefits					
Defined Contribution Plan		-	-	-	4,145
FICA		-	29,898	-	31,709
Medical		-	69,890	-	85,924
Payroll Accrual		-	-	-	2,449
Retiree Health		-	26,810	-	28,435
Retirement		-	90,358	-	88,332
Subtotal		-	\$216,956	-	\$240,994
Total Salaries and Benefits		7.0	\$607,771	7.0	\$655,477
Cost Per FTE Position			\$86,824		\$93,640
Statewide Benefit Assessment		-	14,655	-	15,543
Temporary and Seasonal		-	1,926	-	1,926
Subtotal		-	\$16,581	-	\$17,469
Payroll Costs		7.0	\$624,352	7.0	\$672,946
Purchased Services					
Information Technology		-	195,000	-	155,000
Legal Services		-	5,000	-	85,000
Other Contract Services		-	100,000	-	5,000
Training and Educational Services		-	7,500	-	-
Subtotal		-	\$307,500	-	\$245,000
Total Personnel		7.0	\$931,852	7.0	\$917,946

Personnel

Department Of State Elections and Civics

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Distribution By Source Of Funds					
General Revenue		7.0	924,352	7.0	917,946
Federal Funds		-	7,500	-	-
Total All Funds		7.0	\$931,852	7.0	\$917,946

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

	2010 Audited	2011 Unaudited	2012 Enacted	2012 Revised	2013 Recommend
Expenditures By Subprogram					
Operations	545,550	573,238	581,844	592,242	565,216
Total Expenditures	\$545,550	\$573,238	\$581,844	\$592,242	\$565,216
Expenditures By Object					
Personnel	364,625	390,311	411,840	417,646	429,044
Operating Supplies and Expenses	29,992	32,141	34,290	38,882	34,282
Assistance and Grants	150,326	150,326	135,294	135,294	101,470
Subtotal: Operating Expenditures	544,943	572,778	581,424	591,822	564,796
Capital Purchases and Equipment	607	460	420	420	420
Total Expenditures	\$545,550	\$573,238	\$581,844	\$592,242	\$565,216
Expenditures By Funds					
General Revenue	545,550	573,238	581,844	592,242	565,216
Total Expenditures	\$545,550	\$573,238	\$581,844	\$592,242	\$565,216

Personnel

Department Of State State Library

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Unclassified					
Director of State Library Services	8632A	1.0	86,910	1.0	86,910
Administrative Assistant	5325A	2.0	122,461	2.0	125,244
Administrative Assistant	5319A	1.0	50,489	1.0	50,489
Subtotal		4.0	\$259,860	4.0	\$262,643
Turnover		-	-	-	-
Subtotal		-	-	-	-
Total Salaries		4.0	\$259,860	4.0	\$262,643
Benefits					
Defined Contribution Plan		-	-	-	2,626
FICA		-	19,877	-	20,091
Medical		-	50,622	-	56,868
Payroll Accrual		-	-	-	1,552
Retiree Health		-	17,827	-	18,017
Retirement		-	59,716	-	57,398
Subtotal		-	\$148,042	-	\$156,552
Total Salaries and Benefits		4.0	\$407,902	4.0	\$419,195
Cost Per FTE Position			\$101,976		\$104,799
Statewide Benefit Assessment		-	9,744	-	9,849
Subtotal		-	\$9,744	-	\$9,849
Payroll Costs		4.0	\$417,646	4.0	\$429,044
Total Personnel		4.0	\$417,646	4.0	\$429,044
Distribution By Source Of Funds					
General Revenue		4.0	417,646	4.0	429,044
Total All Funds		4.0	\$417,646	4.0	\$429,044

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

	2010 Audited	2011 Unaudited	2012 Enacted	2012 Revised	2013 Recommend
Expenditures By Subprogram					
Operations	774,395	773,307	866,270	852,367	897,072
Internal Services	[774,395]	[773,307]	[866,270]	[852,367]	[897,072]
Total Expenditures	\$774,395	\$773,307	\$866,270	\$852,367	\$897,072
Expenditures By Object					
Personnel	419,562	411,240	460,014	458,757	463,704
Operating Supplies and Expenses	354,121	361,528	406,256	393,610	433,368
Subtotal: Operating Expenditures	773,683	772,768	866,270	852,367	897,072
Capital Purchases and Equipment	712	539	-	-	-
Total Expenditures	\$774,395	\$773,307	\$866,270	\$852,367	\$897,072
Expenditures By Funds					
Other Funds	774,395	773,307	866,270	852,367	897,072
Total Expenditures	\$774,395	\$773,307	\$866,270	\$852,367	\$897,072

Personnel

Department Of State Record Center

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Unclassified					
Director of State Archives & Records Mgmt	8634A	0.2	18,300	0.2	18,300
Collection Supervisor Clerk	5327A	1.0	66,371	1.0	66,371
Principal Planning & Prgm Specialist	5328A	1.0	65,858	1.0	65,858
Senior Monitoring & Evaluation Specialist	5325A	0.2	12,803	0.2	12,803
Administrative Secretary	5317A	1.0	55,664	1.0	55,664
Administrative Assistant	5325A	1.0	50,283	1.0	50,283
Chief Financial Officer	8638A	0.1	4,865	0.1	4,865
Director of Personnel	8635A	0.1	4,841	0.1	4,841
Administrative Aide	5315A	0.2	8,128	0.2	8,128
Administrative Assistant	5325A	0.1	3,201	0.1	3,201
Subtotal		4.9	\$290,314	4.9	\$290,314
Total Salaries		4.9	\$290,314	4.9	\$290,314
Benefits					
Defined Contribution Plan		-	-	-	2,903
FICA		-	22,209	-	22,209
Medical		-	45,352	-	50,775
Payroll Accrual		-	-	-	1,715
Retiree Health		-	19,916	-	19,916
Retirement		-	69,079	-	63,850
Subtotal		-	\$156,556	-	\$161,368
Total Salaries and Benefits		4.9	\$446,870	4.9	\$451,682
Cost Per FTE Position			\$91,198		\$92,180
Statewide Benefit Assessment		-	10,887	-	10,887
Subtotal		-	\$10,887	-	\$10,887
Payroll Costs		4.9	\$457,757	4.9	\$462,569
Purchased Services					
Information Technology		-	1,000	-	1,000
Other Contract Services		-	-	-	135
Subtotal		-	\$1,000	-	\$1,135
Total Personnel		4.9	\$458,757	4.9	\$463,704

Personnel

Department Of State Record Center

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Distribution By Source Of Funds					
Internal Service Funds		4.9	458,757	4.9	463,704
Total All Funds		4.9	\$458,757	4.9	\$463,704

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

	2010 Audited	2011 Unaudited	2012 Enacted	2012 Revised	2013 Recommend
Expenditures By Subprogram					
Operations	291,197	340,501	334,439	339,751	358,884
Total Expenditures	\$291,197	\$340,501	\$334,439	\$339,751	\$358,884
Expenditures By Object					
Personnel	277,161	312,339	316,602	320,450	324,533
Operating Supplies and Expenses	11,387	25,794	15,983	17,279	32,329
Subtotal: Operating Expenditures	288,548	338,133	332,585	337,729	356,862
Capital Purchases and Equipment	2,649	2,368	1,854	2,022	2,022
Total Expenditures	\$291,197	\$340,501	\$334,439	\$339,751	\$358,884
Expenditures By Funds					
General Revenue	291,197	340,501	334,439	339,751	358,884
Total Expenditures	\$291,197	\$340,501	\$334,439	\$339,751	\$358,884

Personnel

Department Of State Office of Public Information

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Unclassified					
Director of Programming	0832A	1.0	88,759	1.0	88,759
Director of Public Information	8630A	1.0	71,882	1.0	71,882
Administrative Assistant	5316A	1.0	39,992	1.0	39,992
Subtotal		3.0	\$200,633	3.0	\$200,633
Turnover		-	-	-	-
Subtotal		-	-	-	-
Total Salaries		3.0	\$200,633	3.0	\$200,633
Benefits					
Defined Contribution Plan		-	-	-	2,006
FICA		-	15,349	-	15,349
Medical		-	36,486	-	40,990
Payroll Accrual		-	-	-	1,186
Retiree Health		-	13,763	-	13,763
Retirement		-	46,695	-	43,082
Subtotal		-	\$112,293	-	\$116,376
Total Salaries and Benefits		3.0	\$312,926	3.0	\$317,009
Cost Per FTE Position			\$104,309		\$105,670
Statewide Benefit Assessment		-	7,524	-	7,524
Subtotal		-	\$7,524	-	\$7,524
Payroll Costs		3.0	\$320,450	3.0	\$324,533
Total Personnel		3.0	\$320,450	3.0	\$324,533
Distribution By Source Of Funds					
General Revenue		3.0	320,450	3.0	324,533
Total All Funds		3.0	\$320,450	3.0	\$324,533