

State of Rhode Island and Providence Plantations

Fiscal Year 2019 Budget



Volume I – General Government and Quasi-Public Agencies

Gina M. Raimondo, Governor

Agency Summary

SECRETARY OF STATE

Agency Mission

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.G.L. 42-8 establishes 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 29 establishes the State Library and the Legislative Reference Bureau.

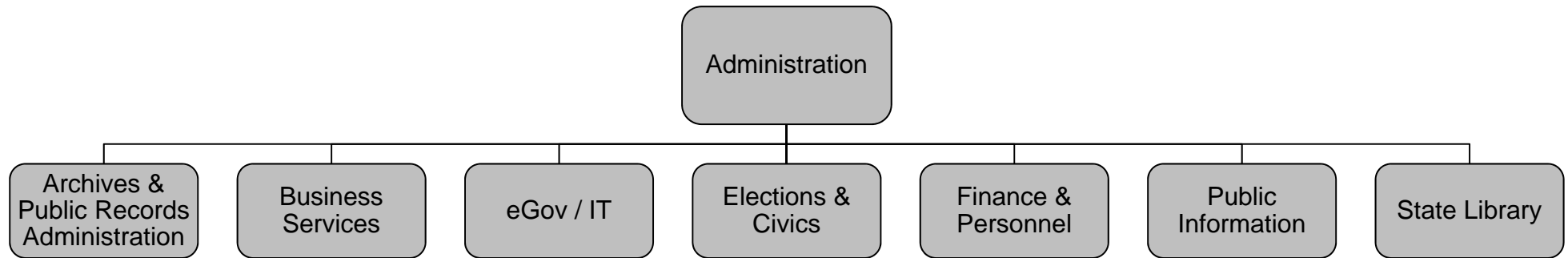
Budget

SECRETARY OF STATE

	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Expenditures by Program					
Administration	2,545,884	3,175,089	3,382,625	3,472,059	3,377,583
Corporations	2,145,535	2,120,565	2,224,127	2,219,266	2,287,410
State Archives	539,730	547,181	501,628	615,789	507,235
Elections and Civics	1,282,184	3,101,885	1,906,470	2,009,021	2,881,418
State Library	554,048	579,060	723,385	594,463	613,236
Record Center	914,723	908,208	807,345	940,491	947,539
Office of Public Information	450,744	418,367	612,562	614,774	634,880
Total Expenditures	8,432,848	10,850,356	10,158,142	10,465,863	11,249,301
<i>Internal Services</i>	<i>[914,723]</i>	<i>[908,208]</i>	<i>[807,345]</i>	<i>[940,491]</i>	<i>[947,539]</i>
Expenditures by Object					
Salary And Benefits	5,841,524	6,282,634	6,696,603	6,595,848	6,907,301
Contract Professional Services	249,499	368,837	438,938	688,547	385,252
Operating Supplies And Expenses	1,740,145	3,734,401	2,835,707	2,908,072	3,764,798
Assistance And Grants	149,635	140,768	143,976	143,000	143,000
Subtotal: Operating	7,980,803	10,526,640	10,115,224	10,335,467	11,200,351
Capital Purchases And Equipment	452,045	323,715	42,918	130,396	48,950
Subtotal: Other	452,045	323,715	42,918	130,396	48,950
Total Expenditures	8,432,848	10,850,356	10,158,142	10,465,863	11,249,301
Expenditures by Source of Funds					
General Revenue	6,690,089	9,478,005	8,911,319	8,958,301	9,861,104
Federal Funds	0	0	0	22,859	0
Restricted Receipts	397,868	421,688	439,478	436,666	440,658
Operating Transfers From Other Funds	430,168	42,454	0	107,546	0
Other Funds	914,723	908,208	807,345	940,491	947,539
Total Expenditures	8,432,848	10,850,356	10,158,142	10,465,863	11,249,301
FTE Authorization	57.0	59.0	59.0	59.0	59.0

The Agency

Office of the Secretary of State



Personnel Agency Summary

SECRETARY OF STATE

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Unclassified	59.0	4,047,993	59.0	4,105,833
Subtotal	59.0	4,047,993	59.0	4,105,833
Transfer Out		(300,438)		0
Transfer In		300,438		0
Seasonal/Special Salaries/Wages		36,000		36,000
Turnover		(55,425)		0
Total Salaries		4,028,568		4,141,832
Benefits				
FICA		303,821		316,443
Health Benefits		763,323		825,787
Payroll Accrual		22,926		22,922
Retiree Health		242,996		250,062
Retirement		1,066,731		1,161,388
Subtotal		2,399,797		2,576,602
Total Salaries and Benefits	59.0	6,428,365	59.0	6,718,434
Cost Per FTE Position (Excluding Temporary and Seasonal)		108,955		113,872
Statewide Benefit Assessment		167,483		188,867
Payroll Costs	59.0	6,595,848	59.0	6,907,301
Purchased Services				
Information Technology		494,385		124,556
Legal Services		90,000		90,000
Other Contracts		79,162		145,696
University and College Services		25,000		25,000
Subtotal		688,547		385,252
Total Personnel	59.0	7,284,395	59.0	7,292,553
Distribution by Source of Funds				
General Revenue		6,475,701		6,459,377
Restricted Receipts		323,382		333,272
Other Funds		485,312		499,904
Total All Funds		7,284,395		7,292,553

Program Summary

Agency: 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 for the Office. 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 the Rhode Island Constitution in Article IX as one of the five general offices subject to voter election. R.I.G.L 42-8 further prescribes the duties of the Secretary and Department.

Budget

Agency: SECRETARY OF STATE

Administration

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Administration	1,293,847	1,454,025	1,439,371	1,363,710	1,441,370
Information Technology	822,201	1,263,628	1,473,026	1,638,231	1,459,735
Personnel and Finance	429,836	457,437	470,228	470,118	476,478
Total Expenditures	2,545,884	3,175,089	3,382,625	3,472,059	3,377,583
Expenditures by Object					
Salary and benefits	2,297,458	2,609,645	2,664,735	2,648,357	2,834,652
Contract Professional Services	1,540	157,385	173,713	368,428	35,495
Operating supplies and Expenses	229,427	334,872	524,058	436,624	467,686
Assistance And Grants	0	0	976	0	0
Subtotal: Operating	2,528,425	3,101,902	3,363,482	3,453,409	3,337,833
Capital Purchases And Equipment	17,459	73,188	19,143	18,650	39,750
Subtotal: Other	17,459	73,188	19,143	18,650	39,750
Total Expenditures	2,545,884	3,175,089	3,382,625	3,472,059	3,377,583
Expenditures by Source of Funds					
General Revenue	2,545,884	3,175,089	3,382,625	3,472,059	3,377,583
Total Expenditures	2,545,884	3,175,089	3,382,625	3,472,059	3,377,583

Personnel

Agency: SECRETARY OF STATE

Administration

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Unclassified				
ADMINISTRATIVE ASSISTANT	3.0	173,405	3.0	173,406
APPLICATION DEVELOPER (SOS)	2.0	93,059	1.0	52,727
CHIEF INNOVATION OFFICER (SEC OF STATE)	1.0	83,167	1.0	117,412
COMMUNICATIONS DIRECTOR/SR ADVISOR (SOS)	1.0	136,489	1.0	136,489
COMMUNICATIONS OUTREACH COORDINATOR (SOS)	1.0	45,972	1.0	47,228
COMMUNITY RELATIONS/ADVANCE (SOS)	1.0	64,668	1.0	64,668
DATA SYSTEM MANAGER (SOS)	2.0	195,097	1.0	94,979
DEPUTY SECRETARY OF STATE/CHIEF OF STAFF (SOS)	1.0	136,489	1.0	136,489
DEPUTY SECRETARY OF STATE/DIR OF ADMINISTRATION (SOS)	1.0	143,313	1.0	143,313
DIRECTOR OF FINANCE & PERSONNEL (SOS)	1.0	98,340	1.0	98,340
DIRECTOR OF LEGISLATIVE AFFAIRS & POLICY (SOS)	1.0	90,456	1.0	90,456
EXECUTIVE ASSISTANT (SOS)	1.0	64,668	1.0	64,668
IT PROJECT MANAGER (SOS)	3.0	243,787	1.0	103,109
JR APPLICATION DEVELOPER (SOS)	0.0	0	1.0	41,995
SECRETARY OF STATE	1.0	117,637	1.0	117,637
SENIOR APPLICATION DEVELOPER (SOS)	0.0	0	1.0	81,403
SENIOR GRAPHICS DESIGNER (SECRETARY OF STATE)	0.0	0	1.0	64,044
SENIOR NETWORK ENGINEER (SOS)	0.0	0	1.0	93,575
Subtotal Unclassified	20.0	1,686,547	20.0	1,721,937
Subtotal	20.0	1,686,547	20.0	1,721,937
Seasonal/Special Salaries/Wages		24,000		24,000
Turnover		(55,425)		0
Total Salaries		1,655,122		1,745,937
Benefits				
FICA		124,398		132,335
Health Benefits		252,846		287,207
Payroll Accrual		9,503		9,889
Retiree Health		103,459		107,507
Retirement		433,549		472,567
Subtotal		923,755		1,009,505
Total Salaries and Benefits	20.0	2,578,877	20.0	2,755,442
Cost Per FTE Position (Excluding Temp. and Seasonal)		128,944		137,772.1

Personnel

Agency: SECRETARY OF STATE

Administration

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Statewide Benefit Assessment		69,480		79,210
Payroll Costs	20.0	2,648,357	20.0	2,834,652
Purchased Services				
Information Technology		356,113		23,180
Other Contracts		12,315		12,315
Subtotal		368,428		35,495
Total Personnel	20.0	3,016,785	20.0	2,870,147
Distribution by Source of Funds				
General Revenue		3,016,785		2,870,147
Total All Funds		3,016,785		2,870,147

Program Summary

Agency: 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 & 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 & 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 Chapters 1, 1.2 – 16 of Title 7 Corporation s& Partnerships; Chapter 6-2 Registration and Protection of Trademarks; Chapter 6A-9 Secured Transactions; Chapter 42-30 Notaries and Justice of the Peace; and Chapter 11-50 Games of Chance, and Chapter 42-132 Business Fast-Start Office.

Budget

Agency: SECRETARY OF STATE

Corporations

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Corporations	2,144,082	2,120,565	2,224,127	2,219,266	2,287,410
First Stop Business Inf.	1,453	0	0	0	0
Total Expenditures	2,145,535	2,120,565	2,224,127	2,219,266	2,287,410
Expenditures by Object					
Salary and benefits	1,745,065	1,795,376	1,832,589	1,828,390	1,881,994
Contract Professional Services	557	550	80,000	53,800	60,940
Operating supplies and Expenses	390,539	319,127	302,342	335,076	342,476
Subtotal: Operating	2,136,161	2,115,053	2,214,931	2,217,266	2,285,410
Capital Purchases And Equipment	9,374	5,512	9,196	2,000	2,000
Subtotal: Other	9,374	5,512	9,196	2,000	2,000
Total Expenditures	2,145,535	2,120,565	2,224,127	2,219,266	2,287,410
Expenditures by Source of Funds					
General Revenue	2,145,535	2,120,565	2,224,127	2,219,266	2,287,410
Total Expenditures	2,145,535	2,120,565	2,224,127	2,219,266	2,287,410

Personnel

Agency: SECRETARY OF STATE

Corporations

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Unclassified				
ADMINISTRATIVE ASSISTANT	12.0	576,243	12.0	576,859
ADMINISTRATIVE ASSISTANT (SECRETARY OF STATE)	5.0	241,689	5.0	241,689
DEPUTY DIRECTOR - BUSINESS SERVICES (SOS)	1.0	82,746	1.0	87,179
DIRECTOR CORPORATIONS (SECRETARY OF STATE)	1.0	104,025	1.0	104,024
MANAGER OF BUSINESS SUPPORT SERVICES (SOS)	1.0	53,874	1.0	53,873
Subtotal Unclassified	20.0	1,058,577	20.0	1,063,625
Subtotal	20.0	1,058,577	20.0	1,063,625
Seasonal/Special Salaries/Wages		12,000		12,000
Total Salaries		1,070,577		1,075,624
Benefits				
FICA		81,899		83,109
Health Benefits		269,230		285,633
Payroll Accrual		6,090		6,155
Retiree Health		63,302		63,603
Retirement		292,833		318,945
Subtotal		713,354		757,445
Total Salaries and Benefits	20.0	1,783,931	20.0	1,833,069
Cost Per FTE Position (Excluding Temp. and Seasonal)		89,197		91,653.45
Statewide Benefit Assessment		44,459		48,925
Payroll Costs	20.0	1,828,390	20.0	1,881,994
Purchased Services				
Legal Services		30,000		30,000
Other Contracts		23,800		30,940
Subtotal		53,800		60,940
Total Personnel	20.0	1,882,190	20.0	1,942,934
Distribution by Source of Funds				
General Revenue		1,882,190		1,942,934
Total All Funds		1,882,190		1,942,934

Program Summary

Agency: 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.G.L. 42-8.1 et seq. establishes the State Archives and defines its duties and functions. R.I.G.L. 42-35 of the Rhode Island General Laws prescribe the Secretary of State's duties under the Administrative Procedures Act. R.I.G.L. 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	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Operations	539,730	547,181	501,628	615,789	507,235
Total Expenditures	539,730	547,181	501,628	615,789	507,235
Expenditures by Object					
Salary and benefits	330,306	390,025	299,395	323,382	333,272
Contract Professional Services	2,144	0	0	0	0
Operating supplies and Expenses	207,280	114,701	202,233	184,861	173,963
Subtotal: Operating	539,730	504,726	501,628	508,243	507,235
Capital Purchases And Equipment	0	42,454	0	107,546	0
Subtotal: Other	0	42,454	0	107,546	0
Total Expenditures	539,730	547,181	501,628	615,789	507,235
Expenditures by Source of Funds					
General Revenue	161,181	95,719	87,150	96,577	91,577
Restricted Receipts	378,549	409,008	414,478	411,666	415,658
Operating Transfers from Other Funds	0	42,454	0	107,546	0
Total Expenditures	539,730	547,181	501,628	615,789	507,235

Personnel

Agency: SECRETARY OF STATE

State Archives

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Unclassified				
ADMINISTRATIVE AIDE	0.0	0	1.0	38,993
ADMINISTRATIVE RULES EDITOR (SOS)	1.0	38,531	0.0	0
ADMINISTRATIVE SECRETARY	1.0	52,697	1.0	52,697
COLLECTIONS SUPERVISOR CLERK	1.0	56,030	1.0	56,030
DIRECTOR OF STATE ARCHIVES- LIBRARY & PUBLIC INFORMATION	1.0	85,692	1.0	86,242
PRINCIPAL PLANNING AND PROGRAM SPECIALIST	1.0	69,355	1.0	69,355
SENIOR INFORMATION AND PUBLIC RELATION SPECIALIST	1.0	64,554	1.0	64,554
SENIOR MONITORING AND EVALUATION SPECIALIST	1.0	67,346	1.0	67,346
STATE ARCHIVIST & PUBLIC RECORDS ADMINISTRATOR	1.0	66,525	1.0	66,525
Subtotal Unclassified	8.0	500,730	8.0	501,742
Subtotal	8.0	500,730	8.0	501,742
Transfer Out		(300,438)		(301,045)
Transfer In		0		0
Total Salaries		200,292		200,698
Benefits				
FICA		14,465		15,354
Health Benefits		36,749		37,954
Payroll Accrual		1,089		871
Retiree Health		11,307		12,002
Retirement		51,539		57,162
Subtotal		115,149		123,343
Total Salaries and Benefits	8.0	315,441	8.0	324,041
Cost Per FTE Position (Excluding Temp. and Seasonal)		39,430		40,505.13
Statewide Benefit Assessment		7,941		9,231
Payroll Costs	8.0	323,382	8.0	333,272
Total Personnel	8.0	323,382	8.0	333,272
Distribution by Source of Funds				
Restricted Receipts		323,382		333,272
Total All Funds		323,382		333,272

Program Summary

Agency: SECRETARY OF STATE

Elections and 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 strives to provides 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.G.L Title 17.

Budget

Agency: SECRETARY OF STATE

Elections and Civics

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
No Sub-Programs	14,388	0	0	0	0
Operations	1,267,796	3,101,885	1,906,470	2,009,021	2,881,418
Total Expenditures	1,282,184	3,101,885	1,906,470	2,009,021	2,881,418
Expenditures by Object					
Salary and benefits	244,662	387,690	403,597	403,260	421,663
Contract Professional Services	219,831	184,941	127,160	210,179	232,917
Operating supplies and Expenses	401,946	2,332,886	1,368,477	1,395,582	2,221,838
Subtotal: Operating	866,439	2,905,518	1,899,234	2,009,021	2,876,418
Capital Purchases And Equipment	415,745	196,368	7,236	0	5,000
Subtotal: Other	415,745	196,368	7,236	0	5,000
Total Expenditures	1,282,184	3,101,885	1,906,470	2,009,021	2,881,418
Expenditures by Source of Funds					
General Revenue	837,628	3,101,885	1,906,470	1,986,162	2,881,418
Federal Funds	0	0	0	22,859	0
Restricted Receipts	14,388	0	0	0	0
Operating Transfers from Other Funds	430,168	0	0	0	0
Total Expenditures	1,282,184	3,101,885	1,906,470	2,009,021	2,881,418

Personnel

Agency: SECRETARY OF STATE

Elections and Civics

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Unclassified				
DEPUTY DIRECTOR OF ELECTIONS (SOS)	2.0	158,305	2.0	166,876
DIRECTOR OF ELECTIONS & CIVICS (SOS)	1.0	98,254	1.0	98,254
Subtotal Unclassified	3.0	256,559	3.0	265,130
Subtotal	3.0	256,559	3.0	265,130
Total Salaries		256,558		265,130
Benefits				
FICA		19,626		20,282
Health Benefits		32,775		34,350
Payroll Accrual		1,476		1,523
Retiree Health		15,343		15,855
Retirement		66,707		72,327
Subtotal		135,927		144,337
Total Salaries and Benefits	3.0	392,485	3.0	409,467
Cost Per FTE Position (Excluding Temp. and Seasonal)		130,828		136,489
Statewide Benefit Assessment		10,775		12,196
Payroll Costs	3.0	403,260	3.0	421,663
Purchased Services				
Information Technology		138,272		101,376
Legal Services		30,000		30,000
Other Contracts		41,907		101,541
Subtotal		210,179		232,917
Total Personnel	3.0	613,439	3.0	654,580
Distribution by Source of Funds				
General Revenue		613,439		654,580
Total All Funds		613,439		654,580

Program Summary

Agency: 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.G.L. 29-1, and R.I.G.L. 29-7 authorizes the Library to act as a clearinghouse for state publications.

Budget

Agency: SECRETARY OF STATE

State Library

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Operations	554,048	579,060	723,385	594,463	613,236
Total Expenditures	554,048	579,060	723,385	594,463	613,236
Expenditures by Object					
Salary and benefits	366,435	386,422	557,495	428,238	444,971
Contract Professional Services	1,925	0	1,925	0	0
Operating supplies and Expenses	34,003	50,845	18,915	23,225	25,265
Assistance And Grants	149,635	140,768	143,000	143,000	143,000
Subtotal: Operating	551,998	578,035	721,335	594,463	613,236
Capital Purchases And Equipment	2,050	1,025	2,050	0	0
Subtotal: Other	2,050	1,025	2,050	0	0
Total Expenditures	554,048	579,060	723,385	594,463	613,236
Expenditures by Source of Funds					
General Revenue	554,048	579,060	723,385	594,463	613,236
Total Expenditures	554,048	579,060	723,385	594,463	613,236

Personnel

Agency: SECRETARY OF STATE

State Library

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Unclassified				
ADMINISTRATIVE ASSISTANT	2.0	131,765	2.0	131,765
EDUCATION & PUBLIC PROGRAMS COORDINATOR (SOS)	1.0	56,694	1.0	59,709
STATE LIBRARIAN (SOS)	1.0	66,525	1.0	69,097
Subtotal Unclassified	4.0	254,984	4.0	260,571
Subtotal	4.0	254,984	4.0	260,571
Total Salaries		254,985		260,570
Benefits				
FICA		19,506		19,934
Health Benefits		58,299		61,854
Payroll Accrual		1,466		1,497
Retiree Health		15,247		15,582
Retirement		68,025		73,547
Subtotal		162,543		172,414
Total Salaries and Benefits	4.0	417,528	4.0	432,984
Cost Per FTE Position (Excluding Temp. and Seasonal)		104,382		108,246
Statewide Benefit Assessment		10,710		11,987
Payroll Costs	4.0	428,238	4.0	444,971
Total Personnel	4.0	428,238	4.0	444,971
Distribution by Source of Funds				
General Revenue		428,238		444,971
Total All Funds		428,238		444,971

Program Summary

Agency: SECRETARY OF STATE

Record Center

Mission

The Record Center program strives to provide agencies with cost-efficient secure central record storage facilities and 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.G.L. 35-5 authorizes the Director of Administration to establish a system of rotating funds in any state department or agency. R.I.G.L. 38-1 and R.I.G.L. 38-3 establish the responsibilities and duties of the Public Records Administration program. R.I.G.L. 42-35 defines the policies for administrative records.

Budget

Agency: SECRETARY OF STATE

Record Center

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Operations	914,723	908,208	807,345	940,491	947,539
Total Expenditures	914,723	908,208	807,345	940,491	947,539
<i>Internal Services</i>	<i>[914,723]</i>	<i>[908,208]</i>	<i>[807,345]</i>	<i>[940,491]</i>	<i>[947,539]</i>
Expenditures by Object					
Salary and benefits	480,115	421,809	449,093	485,072	499,904
Contract Professional Services	4,517	0	240	240	0
Operating supplies and Expenses	426,398	485,639	354,319	452,979	445,435
Subtotal: Operating	911,030	907,448	803,652	938,291	945,339
Capital Purchases And Equipment	3,693	760	3,693	2,200	2,200
Subtotal: Other	3,693	760	3,693	2,200	2,200
Total Expenditures	914,723	908,208	807,345	940,491	947,539
Expenditures by Source of Funds					
Other Funds	914,723	908,208	807,345	940,491	947,539
Total Expenditures	914,723	908,208	807,345	940,491	947,539

Personnel

Agency: SECRETARY OF STATE

Record Center

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Transfer Out		0		0
Transfer In		300,438		301,045
Total Salaries		300,438		301,045
Benefits				
FICA		21,697		23,028
Health Benefits		55,124		56,935
Payroll Accrual		1,633		1,306
Retiree Health		16,960		18,001
Retirement		77,308		85,741
Subtotal		172,722		185,011
Total Salaries and Benefits	0.0	473,160	0.0	486,056
Cost Per FTE Position (Excluding Temp. and Seasonal)		0		
Statewide Benefit Assessment		11,912		13,848
Payroll Costs	0.0	485,072	0.0	499,904
Purchased Services				
Other Contracts		240		0
Subtotal		240		0
Total Personnel	0.0	485,312	0.0	499,904
Distribution by Source of Funds				
Other Funds		485,312		499,904
Total All Funds		485,312		499,904

Program Summary

Agency: 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, 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.

Budget

Agency: SECRETARY OF STATE

Office of Public Information

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Operations	450,744	418,367	612,562	614,774	634,880
Total Expenditures	450,744	418,367	612,562	614,774	634,880
Expenditures by Object					
Salary and benefits	377,483	291,667	489,699	479,149	490,845
Contract Professional Services	18,985	25,961	55,900	55,900	55,900
Operating supplies and Expenses	50,552	96,331	65,363	79,725	88,135
Subtotal: Operating	447,020	413,959	610,962	614,774	634,880
Capital Purchases And Equipment	3,724	4,408	1,600	0	0
Subtotal: Other	3,724	4,408	1,600	0	0
Total Expenditures	450,744	418,367	612,562	614,774	634,880
Expenditures by Source of Funds					
General Revenue	445,813	405,686	587,562	589,774	609,880
Restricted Receipts	4,931	12,680	25,000	25,000	25,000
Total Expenditures	450,744	418,367	612,562	614,774	634,880

Personnel

Agency: SECRETARY OF STATE

Office of Public Information

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Unclassified				
ADMINISTRATIVE ASSISTANT	1.0	58,562	1.0	58,562
ADMINISTRATIVE RULES EDITOR (SOS)	1.0	61,561	1.0	63,793
DIRECTOR OF PROGRAMMING	1.0	94,192	1.0	94,192
DIRECTOR PUBLIC INFORMATION (SEC OF STATE)	1.0	76,281	1.0	76,281
Subtotal Unclassified	4.0	290,596	4.0	292,828
Subtotal	4.0	290,596	4.0	292,828
Total Salaries		290,596		292,828
Benefits				
FICA		22,230		22,401
Health Benefits		58,300		61,854
Payroll Accrual		1,669		1,681
Retiree Health		17,378		17,512
Retirement		76,770		81,099
Subtotal		176,347		184,547
Total Salaries and Benefits	4.0	466,943	4.0	477,375
Cost Per FTE Position (Excluding Temp. and Seasonal)		116,736		119,343.75
Statewide Benefit Assessment		12,206		13,470
Payroll Costs	4.0	479,149	4.0	490,845
Purchased Services				
Legal Services		30,000		30,000
Other Contracts		900		900
University and College Services		25,000		25,000
Subtotal		55,900		55,900
Total Personnel	4.0	535,049	4.0	546,745
Distribution by Source of Funds				
General Revenue		535,049		546,745
Total All Funds		535,049		546,745