

**VOLUME I: GENERAL GOVERNMENT  
AND QUASI-PUBLIC AGENCIES**

**SECRETARY OF STATE**

---

## **Agency Summary**

---

### **Secretary of State**

---

#### **Agency Mission**

The objective of the Office of the Secretary of State is to effectively administer all activities of the Office prescribed by the Rhode Island Constitution and state law. To engage and empower all Rhode Islanders by making government more accessible and transparent, encouraging civic pride, enhancing commerce, and ensuring that elections are fair, fast, and accurate.

#### **Agency Description**

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

#### **Statutory History**

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

# Budget

## Secretary of State

|  | 2021 Actuals      | 2022 Actuals      | 2023 Enacted Budget | 2023 Revised Budget | 2024 Recommended   |
|--|-------------------|-------------------|---------------------|---------------------|--------------------|
| <b>Expenditures by Program</b>         |                   |                   |                     |                     |                    |
| Administration                         | 3,703,254         | 3,905,519         | 4,049,383           | 3,978,088           | 4,158,917          |
| Corporations                           | 2,543,776         | 2,460,359         | 2,687,784           | 2,647,774           | 2,815,916          |
| State Archives                         | 666,014           | 719,549           | 698,848             | 711,842             | 756,379            |
| Elections and Civics                   | 7,452,158         | 3,091,442         | 5,061,027           | 5,411,766           | 4,457,314          |
| State Library                          | 916,423           | 993,258           | 825,475             | 811,872             | 854,042            |
| Internal Service Programs              | 808,303           | 918,757           | 1,143,730           | 1,156,743           | 1,175,426          |
| Office of Public Information           | 423,562           | 522,351           | 711,260             | 721,788             | 655,466            |
| <b>Total Expenditures</b>              | <b>16,513,489</b> | <b>12,611,236</b> | <b>15,177,507</b>   | <b>15,439,873</b>   | <b>14,873,460</b>  |
| <i>Internal Services</i>               | <i>[808,303]</i>  | <i>[918,757]</i>  | <i>[1,143,730]</i>  | <i>[1,156,743]</i>  | <i>[1,175,426]</i> |
| <b>Expenditures by Object</b>          |                   |                   |                     |                     |                    |
| Salary and Benefits                    | 7,499,212         | 7,702,891         | 8,028,550           | 7,751,824           | 8,155,461          |
| Contract Professional Services         | 881,760           | 392,790           | 1,240,473           | 1,251,073           | 1,151,273          |
| Operating Supplies and Expenses        | 6,835,669         | 3,686,625         | 5,353,034           | 5,711,526           | 4,932,026          |
| Assistance and Grants                  | 155,375           | 143,861           | 243,000             | 243,000             | 243,000            |
| <b>Subtotal: Operating</b>             | <b>15,372,017</b> | <b>11,926,167</b> | <b>14,865,057</b>   | <b>14,957,423</b>   | <b>14,481,760</b>  |
| Capital Purchases and Equipment        | 513,904           | 56,957            | 267,450             | 437,450             | 336,700            |
| Debt Service (Fixed Charges)           | 627,569           | 627,569           | 0                   | 0                   | 0                  |
| Operating Transfers                    | 0                 | 544               | 45,000              | 45,000              | 55,000             |
| <b>Subtotal: Other</b>                 | <b>1,141,473</b>  | <b>685,069</b>    | <b>312,450</b>      | <b>482,450</b>      | <b>391,700</b>     |
| <b>Total Expenditures</b>              | <b>16,513,489</b> | <b>12,611,236</b> | <b>15,177,507</b>   | <b>15,439,873</b>   | <b>14,873,460</b>  |
| <b>Expenditures by Source of Funds</b> |                   |                   |                     |                     |                    |
| General Revenue                        | 12,264,120        | 10,137,060        | 11,867,015          | 11,940,190          | 11,113,799         |
| Federal Funds                          | 2,336,420         | 1,000,551         | 1,621,565           | 1,621,565           | 2,001,207          |
| Restricted Receipts                    | 1,104,646         | 554,868           | 545,197             | 551,375             | 583,028            |
| Operating Transfers From Other Funds   | 0                 | 0                 | 0                   | 170,000             | 0                  |
| Other Funds                            | 808,303           | 918,757           | 1,143,730           | 1,156,743           | 1,175,426          |
| <b>Total Expenditures</b>              | <b>16,513,489</b> | <b>12,611,236</b> | <b>15,177,507</b>   | <b>15,439,873</b>   | <b>14,873,460</b>  |
| <b>FTE Authorization</b>               | <b>59.0</b>       | <b>59.0</b>       | <b>59.0</b>         | <b>59.0</b>         | <b>59.0</b>        |

# Personnel Agency Summary

## Secretary of State

|  | FY 2023     |                  | FY 2024     |                  |
|--|-------------|------------------|-------------|------------------|
|  | FTE         | Cost             | FTE         | Cost             |
| Unclassified                           | 59.0        | 4,880,957        | 59.0        | 5,028,603        |
| <b>Subtotal</b>                        | <b>59.0</b> | <b>4,880,957</b> | <b>59.0</b> | <b>5,028,603</b> |
| Seasonal/Special Salaries/Wages        |             | 38,766           |             | 38,766           |
| Turnover                               |             | (79,029)         |             | 0                |
| <b>Total Salaries</b>                  |             | <b>4,840,694</b> |             | <b>5,067,369</b> |
| <b>Benefits</b>                        |             |                  |             |                  |
| Contract Stipends                      |             | 43,500           |             | 0                |
| FICA                                   |             | 371,540          |             | 385,723          |
| Health Benefits                        |             | 697,297          |             | 740,739          |
| Payroll Accrual                        |             | 0                |             | 29,185           |
| Retiree Health                         |             | 215,122          |             | 227,294          |
| Retirement                             |             | 1,393,998        |             | 1,506,517        |
| <b>Subtotal</b>                        |             | <b>2,721,457</b> |             | <b>2,889,458</b> |
| <b>Total Salaries and Benefits</b>     | <b>59.0</b> | <b>7,562,151</b> | <b>59.0</b> | <b>7,956,827</b> |
| <b>Cost Per FTE Position</b>           |             | <b>128,172</b>   |             | <b>134,861</b>   |
| Statewide Benefit Assessment           |             | 189,673          |             | 198,634          |
| <b>Payroll Costs</b>                   | <b>59.0</b> | <b>7,751,824</b> | <b>59.0</b> | <b>8,155,461</b> |
| <b>Purchased Services</b>              |             |                  |             |                  |
| Clerical and Temporary Services        |             | 20,000           |             | 38,200           |
| Information Technology                 |             | 894,565          |             | 886,565          |
| Legal Services                         |             | 151,000          |             | 131,000          |
| Other Contracts                        |             | 185,508          |             | 95,508           |
| <b>Subtotal</b>                        |             | <b>1,251,073</b> |             | <b>1,151,273</b> |
| <b>Total Personnel</b>                 | <b>59.0</b> | <b>9,002,897</b> | <b>59.0</b> | <b>9,306,734</b> |
| <b>Distribution by Source of Funds</b> |             |                  |             |                  |
| General Revenue                        | 52.0        | 7,280,334        | 52.0        | 7,553,035        |
| Federal Funds                          | 0.0         | 711,565          | 0.0         | 711,565          |
| Restricted Receipts                    | 4.0         | 381,885          | 4.0         | 394,338          |
| Other Funds                            | 3.0         | 629,113          | 3.0         | 647,796          |
| <b>Total All Funds</b>                 | <b>59.0</b> | <b>9,002,897</b> | <b>59.0</b> | <b>9,306,734</b> |

## **Program Summary**

---

### **Secretary of State**

---

#### **Administration**

---

##### **Mission**

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

##### **Description**

The Administration Program supports the Department of State in six areas. Personnel maintains personnel records and provides administrative support for payroll and personnel matters. Fiscal Management monitors accounts payable and accounts receivable for the department and prepares the budget. E-government and Information Technology develops and implements model e-government solutions to collect and distribute information to the public and provides support for the department's computer systems. Constituent Affairs collects and distributes information to the public and coordinates responses to inquiries from the public. Communications details the programs and services offered to Rhode Islanders and serves as the liaison with the media. Policy and Legislative Affairs researches, plans, and develops innovative policy initiatives that serve as models for the country and develops legislation that moves those policy initiatives forward.

##### **Statutory History**

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

# Budget

## Secretary of State

### Administration

| <b>Expenditures by Sub Program</b>     | <b>2021 Actuals</b> | <b>2022 Actuals</b> | <b>2023 Enacted Budget</b> | <b>2023 Revised Budget</b> | <b>2024 Recommended</b> |
|--|---------------------|---------------------|----------------------------|----------------------------|-------------------------|
| Administration                         | 1,722,775           | 2,208,040           | 2,043,364                  | 1,992,473                  | 2,028,472               |
| Information Technology                 | 1,571,763           | 1,324,896           | 1,553,195                  | 1,644,629                  | 1,781,653               |
| Personnel and Finance                  | 408,717             | 372,583             | 452,824                    | 340,986                    | 348,792                 |
| <b>Total Expenditures</b>              | <b>3,703,254</b>    | <b>3,905,519</b>    | <b>4,049,383</b>           | <b>3,978,088</b>           | <b>4,158,917</b>        |
| <b>Expenditures by Object</b>          |                     |                     |                            |                            |                         |
| Salary and Benefits                    | 2,812,557           | 3,134,348           | 3,268,076                  | 3,110,155                  | 3,247,260               |
| Contract Professional Services         | 379,728             | 163,292             | 180,715                    | 180,715                    | 90,715                  |
| Operating Supplies and Expenses        | 391,948             | 523,694             | 593,142                    | 679,768                    | 745,242                 |
| Assistance and Grants                  | 0                   | 29,732              | 0                          | 0                          | 0                       |
| <b>Subtotal: Operating</b>             | <b>3,584,233</b>    | <b>3,851,066</b>    | <b>4,041,933</b>           | <b>3,970,638</b>           | <b>4,083,217</b>        |
| Capital Purchases and Equipment        | 119,021             | 54,453              | 7,450                      | 7,450                      | 75,700                  |
| <b>Subtotal: Other</b>                 | <b>119,021</b>      | <b>54,453</b>       | <b>7,450</b>               | <b>7,450</b>               | <b>75,700</b>           |
| <b>Total Expenditures</b>              | <b>3,703,254</b>    | <b>3,905,519</b>    | <b>4,049,383</b>           | <b>3,978,088</b>           | <b>4,158,917</b>        |
| <b>Expenditures by Source of Funds</b> |                     |                     |                            |                            |                         |
| General Revenue                        | 3,703,254           | 3,905,519           | 4,049,383                  | 3,978,088                  | 4,158,917               |
| <b>Total Expenditures</b>              | <b>3,703,254</b>    | <b>3,905,519</b>    | <b>4,049,383</b>           | <b>3,978,088</b>           | <b>4,158,917</b>        |

# Personnel

## Secretary of State

### Administration

|   |        | FY 2023     |                  | FY 2024     |                  |
|---|--------|-------------|------------------|-------------|------------------|
|   |        | FTE         | Cost             | FTE         | Cost             |
| <b>Unclassified</b>                                   |        |             |                  |             |                  |
| ASSISTANT TO THE SECRETARY (S.O.S.)                   | 8614 A | 1.0         | 47,114           | 1.0         | 48,292           |
| CYBERSECURITY MANAGER (S.O.S.)                        | 8640 A | 1.0         | 125,124          | 1.0         | 128,252          |
| DATA ANALYST (SOS)                                    | 8621 A | 1.0         | 52,575           | 1.0         | 55,481           |
| DEPUTY COMMUNICATIONS DIRECTOR (S.O.S.)               | 8634 A | 1.0         | 92,215           | 1.0         | 99,397           |
| DEPUTY SECRETARY OF STATE/CHIEF OF STAFF (SOS)        | 8646 A | 1.0         | 158,312          | 1.0         | 162,270          |
| DEPUTY SECRETARY OF STATE/DIR OF ADMINISTRATION (SOS) | 8646 A | 1.0         | 158,312          | 1.0         | 162,270          |
| DIRECTOR OF FINANCE & PERSONNEL (SOS)                 | 8638 A | 1.0         | 114,064          | 1.0         | 116,916          |
| DIR. OF LEGISLATIVE & COMMUNITY AFFAIRS               | 8634 A | 1.0         | 97,934           | 1.0         | 100,382          |
| DIR. OF PLANNING AND SCHEDULING (S.O.S.)              | 8630 A | 1.0         | 84,265           | 1.0         | 86,372           |
| IT DIRECTOR (SEC OF STATE)                            | 8642 A | 1.0         | 142,995          | 1.0         | 146,571          |
| JR NETWORK & SYS ADMIN (SOS)                          | 8622 A | 1.0         | 61,477           | 1.0         | 63,014           |
| MVC APPLICATION DEVELOPER (SOS)                       | 8633 A | 1.0         | 94,419           | 1.0         | 96,779           |
| NET APPLICATION DEVELOPER (SOS)                       | 8629 A | 1.0         | 81,099           | 1.0         | 83,126           |
| OFFICE SUPPORT MANAGER                                | 5330 A | 1.0         | 85,070           | 1.0         | 85,070           |
| SECRETARY OF STATE                                    | 0531 F | 1.0         | 129,915          | 1.0         | 137,510          |
| SENIOR DATA ANALYST (S.O.S.)                          | 8635 A | 1.0         | 101,431          | 1.0         | 103,967          |
| SOCIAL MEDIA SPECIALIST (SOS)                         | 8617 A | 1.0         | 49,577           | 1.0         | 52,641           |
| SQL DATABASE ADMINISTRATOR                            | 8622 A | 1.0         | 59,255           | 1.0         | 63,014           |
| SR. ADVISOR/CHIEF OF INFORMATION (S.O.S.)             | 8646 A | 1.0         | 158,312          | 1.0         | 162,270          |
| VISUAL COMMUNICATIONS MANAGER (S.O.S.)                | 5328 A | 1.0         | 81,841           | 1.0         | 83,888           |
| <b>Subtotal Unclassified</b>                          |        | <b>20.0</b> | <b>1,975,306</b> | <b>20.0</b> | <b>2,037,482</b> |
| <b>Subtotal</b>                                       |        | <b>20.0</b> | <b>1,975,306</b> | <b>20.0</b> | <b>2,037,482</b> |
| Seasonal/Special Salaries/Wages                       |        |             | 12,922           |             | 12,922           |
| <b>Total Salaries</b>                                 |        |             | <b>1,988,228</b> |             | <b>2,050,404</b> |
| <b>Benefits</b>                                       |        |             |                  |             |                  |
| Contract Stipends                                     |        |             | 3,000            |             | 0                |
| FICA  |        |             | 150,226          |             | 154,930          |
| Health Benefits                                       |        |             | 229,774          |             | 248,261          |
| Payroll Accrual                                       |        |             | 0                |             | 11,827           |
| Retiree Health  |        |             | 88,491           |             | 92,094           |
| Retirement  |        |             | 572,413          |             | 609,262          |
| <b>Subtotal</b>                                       |        |             | <b>1,043,904</b> |             | <b>1,116,374</b> |
| <b>Total Salaries and Benefits</b>                    |        | <b>20.0</b> | <b>3,032,132</b> | <b>20.0</b> | <b>3,166,778</b> |
| <b>Cost Per FTE Position</b>                          |        |             | <b>151,607</b>   |             | <b>158,339</b>   |

---

## Personnel

---

### Secretary of State

---

#### Administration

---

|  | FY 2023     |                  | FY 2024     |                  |
|--|-------------|------------------|-------------|------------------|
|  | FTE         | Cost             | FTE         | Cost             |
| Statewide Benefit Assessment           |             | 78,023           |             | 80,482           |
| <b>Payroll Costs</b>                   | <b>20.0</b> | <b>3,110,155</b> | <b>20.0</b> | <b>3,247,260</b> |
| <b>Purchased Services</b>              |             |                  |             |                  |
| Information Technology                 |             | 50,000           |             | 50,000           |
| Legal Services                         |             | 5,000            |             | 5,000            |
| Other Contracts                        |             | 125,715          |             | 35,715           |
| <b>Subtotal</b>                        |             | <b>180,715</b>   |             | <b>90,715</b>    |
| <b>Total Personnel</b>                 | <b>20.0</b> | <b>3,290,870</b> | <b>20.0</b> | <b>3,337,975</b> |
| <b>Distribution by Source of Funds</b> |             |                  |             |                  |
| General Revenue                        | 20.0        | 3,290,870        | 20.0        | 3,337,975        |
| <b>Total All Funds</b>                 | <b>20.0</b> | <b>3,290,870</b> | <b>20.0</b> | <b>3,337,975</b> |



## **Program Summary**

---

### **Secretary of State**

---

### **Corporations**

---

#### **Mission**

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

#### **Description**

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

#### **Statutory History**

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

# Budget

## Secretary of State

### Corporations

| <b>Expenditures by Sub Program</b>     | <b>2021 Actuals</b> | <b>2022 Actuals</b> | <b>2023 Enacted Budget</b> | <b>2023 Revised Budget</b> | <b>2024 Recommended</b> |
|--|---------------------|---------------------|----------------------------|----------------------------|-------------------------|
| Corporations                           | 2,543,776           | 2,457,930           | 2,687,784                  | 2,647,774                  | 2,815,916               |
| First Stop Business Inf.               | 0                   | 2,429               | 0                          | 0                          | 0                       |
| <b>Total Expenditures</b>              | <b>2,543,776</b>    | <b>2,460,359</b>    | <b>2,687,784</b>           | <b>2,647,774</b>           | <b>2,815,916</b>        |
| <b>Expenditures by Object</b>          |                     |                     |                            |                            |                         |
| Salary and Benefits                    | 2,021,334           | 2,031,378           | 2,167,572                  | 2,081,162                  | 2,259,504               |
| Contract Professional Services         | 67,008              | 19,536              | 60,000                     | 60,000                     | 40,000                  |
| Operating Supplies and Expenses        | 438,805             | 409,445             | 452,212                    | 498,612                    | 508,412                 |
| <b>Subtotal: Operating</b>             | <b>2,527,147</b>    | <b>2,460,359</b>    | <b>2,679,784</b>           | <b>2,639,774</b>           | <b>2,807,916</b>        |
| Capital Purchases and Equipment        | 16,629              | 0                   | 8,000                      | 8,000                      | 8,000                   |
| <b>Subtotal: Other</b>                 | <b>16,629</b>       | <b>0</b>            | <b>8,000</b>               | <b>8,000</b>               | <b>8,000</b>            |
| <b>Total Expenditures</b>              | <b>2,543,776</b>    | <b>2,460,359</b>    | <b>2,687,784</b>           | <b>2,647,774</b>           | <b>2,815,916</b>        |
| <b>Expenditures by Source of Funds</b> |                     |                     |                            |                            |                         |
| General Revenue                        | 2,543,776           | 2,460,359           | 2,687,784                  | 2,647,774                  | 2,815,916               |
| <b>Total Expenditures</b>              | <b>2,543,776</b>    | <b>2,460,359</b>    | <b>2,687,784</b>           | <b>2,647,774</b>           | <b>2,815,916</b>        |

# Personnel

## Secretary of State

### Corporations

|   |        | FY 2023     |                  | FY 2024     |                  |
|---|--------|-------------|------------------|-------------|------------------|
|   |        | FTE         | Cost             | FTE         | Cost             |
| <b>Unclassified</b>                           |        |             |                  |             |                  |
| ADMINISTRATIVE ASSISTANT                      | 5319 A | 3.0         | 179,480          | 3.0         | 185,295          |
| ADMINISTRATIVE ASSISTANT (SECRETARY OF STATE) | 5319 A | 8.0         | 465,760          | 8.0         | 478,781          |
| BUSINESS INFORMATION CENTER PROGRAM MANAGER   | 5322 A | 1.0         | 54,268           | 1.0         | 57,431           |
| CALL CENTER TEAM LEAD                         | 5321 A | 1.0         | 59,229           | 1.0         | 60,710           |
| CUSTOMER SVC MGR (SOS)                        | 5322 A | 1.0         | 57,146           | 1.0         | 60,689           |
| DATA ENTRY TEAM LEADER (SOS)                  | 5321 A | 1.0         | 69,594           | 1.0         | 71,334           |
| DEPUTY DIRECTOR - BUSINESS SERVICES (SOS)     | 8630 A | 1.0         | 101,118          | 1.0         | 103,646          |
| DEPUTY DIRECTOR - BUSINESS SERVICES (SOS)     | 8633 A | 1.0         | 94,419           | 1.0         | 96,779           |
| DIRECTOR CORPORATIONS (SECRETARY OF STATE)    | 8636 A | 1.0         | 120,658          | 1.0         | 123,674          |
| DOCUMENT PROCESSOR/COUNTER TEAM LEAD          | 5321 A | 1.0         | 59,229           | 1.0         | 60,710           |
| NOTARY TRADEMARK AND AUTHENTICATION           | 5324 A | 1.0         | 66,441           | 1.0         | 68,102           |
| <b>Subtotal Unclassified</b>                  |        | <b>20.0</b> | <b>1,327,342</b> | <b>20.0</b> | <b>1,367,151</b> |
| <b>Subtotal</b>                               |        | <b>20.0</b> | <b>1,327,342</b> | <b>20.0</b> | <b>1,367,151</b> |
| Seasonal/Special Salaries/Wages               |        |             | 6,461            |             | 6,461            |
| Turnover                                      |        |             | (79,029)         |             | 0                |
| <b>Total Salaries</b>                         |        |             | <b>1,254,774</b> |             | <b>1,373,612</b> |
| <b>Benefits</b>                               |        |             |                  |             |                  |
| Contract Stipends                             |        |             | 25,500           |             | 0                |
| FICA  |        |             | 97,942           |             | 105,079          |
| Health Benefits                               |        |             | 235,457          |             | 248,022          |
| Payroll Accrual                               |        |             | 0                |             | 7,934            |
| Retiree Health                                |        |             | 55,923           |             | 61,796           |
| Retirement                                    |        |             | 362,259          |             | 409,056          |
| <b>Subtotal</b>                               |        |             | <b>777,081</b>   |             | <b>831,887</b>   |
| <b>Total Salaries and Benefits</b>            |        | <b>20.0</b> | <b>2,031,855</b> | <b>20.0</b> | <b>2,205,499</b> |
| <b>Cost Per FTE Position</b>                  |        |             | <b>101,593</b>   |             | <b>110,275</b>   |
| Statewide Benefit Assessment                  |        |             | 49,307           |             | 54,005           |
| <b>Payroll Costs</b>                          |        | <b>20.0</b> | <b>2,081,162</b> | <b>20.0</b> | <b>2,259,504</b> |
| <b>Purchased Services</b>                     |        |             |                  |             |                  |
| Legal Services                                |        |             | 60,000           |             | 40,000           |
| <b>Subtotal</b>                               |        |             | <b>60,000</b>    |             | <b>40,000</b>    |
| <b>Total Personnel</b>                        |        | <b>20.0</b> | <b>2,141,162</b> | <b>20.0</b> | <b>2,299,504</b> |

---

## Personnel

---

### Secretary of State

---

### Corporations

---

|  | FY 2023     |                  | FY 2024     |                  |
|--|-------------|------------------|-------------|------------------|
|  | FTE         | Cost             | FTE         | Cost             |
| <b>Distribution by Source of Funds</b> |             |                  |             |                  |
| General Revenue                        | 20.0        | 2,141,162        | 20.0        | 2,299,504        |
| <b>Total All Funds</b>                 | <b>20.0</b> | <b>2,141,162</b> | <b>20.0</b> | <b>2,299,504</b> |

---

## **Program Summary**

---

### **Secretary of State**

---

#### **State Archives**

---

##### **Mission**

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

##### **Description**

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

##### **Statutory History**

R.I. General Laws § 42-8.1 et seq. establishes the State Archives and defines its duties and functions. RIGL § 42-35 prescribes the Secretary of State's duties under the Administrative Procedures Act. RIGL § 38-1, § 38-2, and § 38-3 detail the custody and protection of public records, access to public records, and Public Records Administration.

# Budget

## Secretary of State

### State Archives

| <b>Expenditures by Sub Program</b>     | <b>2021 Actuals</b> | <b>2022 Actuals</b> | <b>2023 Enacted Budget</b> | <b>2023 Revised Budget</b> | <b>2024 Recommended</b> |
|--|---------------------|---------------------|----------------------------|----------------------------|-------------------------|
| Operations                             | 666,014             | 719,549             | 698,848                    | 711,842                    | 756,379                 |
| <b>Total Expenditures</b>              | <b>666,014</b>      | <b>719,549</b>      | <b>698,848</b>             | <b>711,842</b>             | <b>756,379</b>          |
| <b>Expenditures by Object</b>          |                     |                     |                            |                            |                         |
| Salary and Benefits                    | 331,673             | 426,540             | 377,207                    | 381,885                    | 394,338                 |
| Contract Professional Services         | 5,511               | 0                   | 3,700                      | 3,500                      | 3,500                   |
| Operating Supplies and Expenses        | 328,830             | 292,371             | 317,941                    | 326,457                    | 358,541                 |
| <b>Subtotal: Operating</b>             | <b>666,014</b>      | <b>718,911</b>      | <b>698,848</b>             | <b>711,842</b>             | <b>756,379</b>          |
| Capital Purchases and Equipment        | 0                   | 637                 | 0                          | 0                          | 0                       |
| <b>Subtotal: Other</b>                 | <b>0</b>            | <b>637</b>          | <b>0</b>                   | <b>0</b>                   | <b>0</b>                |
| <b>Total Expenditures</b>              | <b>666,014</b>      | <b>719,549</b>      | <b>698,848</b>             | <b>711,842</b>             | <b>756,379</b>          |
| <b>Expenditures by Source of Funds</b> |                     |                     |                            |                            |                         |
| General Revenue                        | 194,933             | 172,112             | 178,651                    | 185,467                    | 198,351                 |
| Federal Funds                          | 0                   | 926                 | 0                          | 0                          | 0                       |
| Restricted Receipts                    | 471,080             | 546,512             | 520,197                    | 526,375                    | 558,028                 |
| <b>Total Expenditures</b>              | <b>666,014</b>      | <b>719,549</b>      | <b>698,848</b>             | <b>711,842</b>             | <b>756,379</b>          |

# Personnel

## Secretary of State

### State Archives

|  |        | FY 2023    |                | FY 2024    |                |
|--|--------|------------|----------------|------------|----------------|
|  |        | FTE        | Cost           | FTE        | Cost           |
| <b>Unclassified</b>                                      |        |            |                |            |                |
| DIRECTOR OF STATE ARCHIVES- LIBRARY & PUBLIC INFORMATION | 8638 A | 1.0        | 114,064        | 1.0        | 116,916        |
| LOCAL GOV'T RECORDS COORD (SOS)                          | 5328 A | 1.0        | 89,636         | 1.0        | 91,877         |
| REFERENCE ANALYST (SOS)                                  | 5325 A | 1.0        | 79,645         | 1.0        | 81,636         |
| STATE ARCHIVIST & PUBLIC RECORDS ADMINISTRATOR           | 8633 A | 1.0        | 94,419         | 1.0        | 96,779         |
| <b>Subtotal Unclassified</b>                             |        | <b>4.0</b> | <b>377,764</b> | <b>4.0</b> | <b>387,208</b> |
| <b>Subtotal</b>  |        | <b>4.0</b> | <b>377,764</b> | <b>4.0</b> | <b>387,208</b> |
| Transfer Out   |        |            | (226,657)      |            | (232,325)      |
| Transfer In  |        |            | 88,318         |            | 91,511         |
| <b>Total Salaries</b>                                    |        |            | <b>239,425</b> |            | <b>246,394</b> |
| <b>Benefits</b>  |        |            |                |            |                |
| Contract Stipends  |        |            | 3,000          |            | 0              |
| FICA   |        |            | 18,547         |            | 18,850         |
| Health Benefits  |        |            | 30,936         |            | 32,601         |
| Payroll Accrual  |        |            | 0              |            | 1,430          |
| Retiree Health   |        |            | 10,726         |            | 11,138         |
| Retirement   |        |            | 69,795         |            | 74,193         |
| <b>Subtotal</b>  |        |            | <b>133,004</b> |            | <b>138,212</b> |
| <b>Total Salaries and Benefits</b>                       |        | <b>4.0</b> | <b>372,429</b> | <b>4.0</b> | <b>384,606</b> |
| <b>Cost Per FTE Position</b>                             |        |            | <b>93,107</b>  |            | <b>96,152</b>  |
| Statewide Benefit Assessment                             |        |            | 9,456          |            | 9,732          |
| <b>Payroll Costs</b>                                     |        | <b>4.0</b> | <b>381,885</b> | <b>4.0</b> | <b>394,338</b> |
| <b>Purchased Services</b>                                |        |            |                |            |                |
| Other Contracts  |        |            | 3,500          |            | 3,500          |
| <b>Subtotal</b>  |        |            | <b>3,500</b>   |            | <b>3,500</b>   |
| <b>Total Personnel</b>                                   |        | <b>4.0</b> | <b>385,385</b> | <b>4.0</b> | <b>397,838</b> |
| <b>Distribution by Source of Funds</b>                   |        |            |                |            |                |
| General Revenue  |        | 0.0        | 3,500          | 0.0        | 3,500          |
| Restricted Receipts                                      |        | 4.0        | 381,885        | 4.0        | 394,338        |
| <b>Total All Funds</b>                                   |        | <b>4.0</b> | <b>385,385</b> | <b>4.0</b> | <b>397,838</b> |

## **Program Summary**

---

### **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. General Laws Title 17.



# Budget

## Secretary of State

### Elections and Civics

| <b>Expenditures by Sub Program</b>     | <b>2021 Actuals</b> | <b>2022 Actuals</b> | <b>2023 Enacted Budget</b> | <b>2023 Revised Budget</b> | <b>2024 Recommended</b> |
|--|---------------------|---------------------|----------------------------|----------------------------|-------------------------|
| Operations                             | 7,452,158           | 3,091,442           | 5,061,027                  | 5,411,766                  | 4,457,314               |
| <b>Total Expenditures</b>              | <b>7,452,158</b>    | <b>3,091,442</b>    | <b>5,061,027</b>           | <b>5,411,766</b>           | <b>4,457,314</b>        |
| <b>Expenditures by Object</b>          |                     |                     |                            |                            |                         |
| Salary and Benefits                    | 989,404             | 573,350             | 619,172                    | 587,911                    | 610,817                 |
| Contract Professional Services         | 365,833             | 31,142              | 906,565                    | 906,565                    | 906,565                 |
| Operating Supplies and Expenses        | 5,078,603           | 1,858,521           | 3,183,290                  | 3,395,290                  | 2,587,932               |
| Assistance and Grants                  | 12,495              | 861                 | 100,000                    | 100,000                    | 100,000                 |
| <b>Subtotal: Operating</b>             | <b>6,446,335</b>    | <b>2,463,874</b>    | <b>4,809,027</b>           | <b>4,989,766</b>           | <b>4,205,314</b>        |
| Capital Purchases and Equipment        | 378,254             | 0                   | 252,000                    | 422,000                    | 252,000                 |
| Debt Service (Fixed Charges)           | 627,569             | 627,569             | 0                          | 0                          | 0                       |
| <b>Subtotal: Other</b>                 | <b>1,005,823</b>    | <b>627,569</b>      | <b>252,000</b>             | <b>422,000</b>             | <b>252,000</b>          |
| <b>Total Expenditures</b>              | <b>7,452,158</b>    | <b>3,091,442</b>    | <b>5,061,027</b>           | <b>5,411,766</b>           | <b>4,457,314</b>        |
| <b>Expenditures by Source of Funds</b> |                     |                     |                            |                            |                         |
| General Revenue                        | 4,483,549           | 2,091,817           | 3,439,462                  | 3,620,201                  | 2,456,107               |
| Federal Funds                          | 2,336,420           | 999,626             | 1,621,565                  | 1,621,565                  | 2,001,207               |
| Restricted Receipts                    | 632,189             | 0                   | 0                          | 0                          | 0                       |
| Operating Transfers from Other Funds   | 0                   | 0                   | 0                          | 170,000                    | 0                       |
| <b>Total Expenditures</b>              | <b>7,452,158</b>    | <b>3,091,442</b>    | <b>5,061,027</b>           | <b>5,411,766</b>           | <b>4,457,314</b>        |

# Personnel

## Secretary of State

### Elections and Civics

|  | FY 2023 |            | FY 2024          |            |                  |
|--|---------|------------|------------------|------------|------------------|
|  | FTE     | Cost       | FTE              | Cost       |                  |
| <b>Unclassified</b>                    |         |            |                  |            |                  |
| DEPUTY DIRECTOR OF ELECTIONS (SOS)     | 8633 A  | 2.0        | 193,559          | 2.0        | 198,397          |
| DIRECTOR OF ELECTIONS & CIVICS (SOS)   | 8637 A  | 1.0        | 113,965          | 1.0        | 116,814          |
| MANAGER OF ELECTIONS                   | 5324 A  | 1.0        | 58,249           | 1.0        | 61,802           |
| <b>Subtotal Unclassified</b>           |         | <b>4.0</b> | <b>365,773</b>   | <b>4.0</b> | <b>377,013</b>   |
| <b>Subtotal</b>                        |         | <b>4.0</b> | <b>365,773</b>   | <b>4.0</b> | <b>377,013</b>   |
| Seasonal/Special Salaries/Wages        |         |            | 12,922           |            | 12,922           |
| <b>Total Salaries</b>                  |         |            | <b>378,695</b>   |            | <b>389,935</b>   |
| <b>Benefits</b>                        |         |            |                  |            |                  |
| Contract Stipends                      |         |            | 1,500            |            | 0                |
| FICA                                   |         |            | 29,086           |            | 29,830           |
| Health Benefits                        |         |            | 41,684           |            | 43,940           |
| Payroll Accrual                        |         |            | 0                |            | 2,189            |
| Retiree Health                         |         |            | 16,387           |            | 17,040           |
| Retirement                             |         |            | 106,110          |            | 112,991          |
| <b>Subtotal</b>                        |         |            | <b>194,767</b>   |            | <b>205,990</b>   |
| <b>Total Salaries and Benefits</b>     |         | <b>4.0</b> | <b>573,462</b>   | <b>4.0</b> | <b>595,925</b>   |
| <b>Cost Per FTE Position</b>           |         |            | <b>143,366</b>   |            | <b>148,981</b>   |
| Statewide Benefit Assessment           |         |            | 14,449           |            | 14,892           |
| <b>Payroll Costs</b>                   |         | <b>4.0</b> | <b>587,911</b>   | <b>4.0</b> | <b>610,817</b>   |
| <b>Purchased Services</b>              |         |            |                  |            |                  |
| Clerical and Temporary Services        |         |            | 20,000           |            | 20,000           |
| Information Technology                 |         |            | 836,565          |            | 836,565          |
| Legal Services                         |         |            | 50,000           |            | 50,000           |
| <b>Subtotal</b>                        |         |            | <b>906,565</b>   |            | <b>906,565</b>   |
| <b>Total Personnel</b>                 |         | <b>4.0</b> | <b>1,494,476</b> | <b>4.0</b> | <b>1,517,382</b> |
| <b>Distribution by Source of Funds</b> |         |            |                  |            |                  |
| General Revenue                        |         | 4.0        | 782,911          | 4.0        | 805,817          |
| Federal Funds                          |         | 0.0        | 711,565          | 0.0        | 711,565          |
| <b>Total All Funds</b>                 |         | <b>4.0</b> | <b>1,494,476</b> | <b>4.0</b> | <b>1,517,382</b> |

## **Program Summary**

---

### **Secretary of State**

---

### **State Library**

---

#### **Mission**

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

#### **Description**

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

#### **Statutory History**

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

# Budget

## Secretary of State

### State Library

| <b>Expenditures by Sub Program</b>     | <b>2021 Actuals</b> | <b>2022 Actuals</b> | <b>2023 Enacted Budget</b> | <b>2023 Revised Budget</b> | <b>2024 Recommended</b> |
|--|---------------------|---------------------|----------------------------|----------------------------|-------------------------|
| Operations                             | 916,423             | 993,258             | 825,475                    | 811,872                    | 854,042                 |
| <b>Total Expenditures</b>              | <b>916,423</b>      | <b>993,258</b>      | <b>825,475</b>             | <b>811,872</b>             | <b>854,042</b>          |
| <b>Expenditures by Object</b>          |                     |                     |                            |                            |                         |
| Salary and Benefits                    | 745,735             | 818,587             | 645,436                    | 633,033                    | 654,273                 |
| Contract Professional Services         | 2,387               | 34,287              | 200                        | 0                          | 18,200                  |
| Operating Supplies and Expenses        | 25,420              | 26,115              | 36,839                     | 35,839                     | 37,569                  |
| Assistance and Grants                  | 142,880             | 113,268             | 143,000                    | 143,000                    | 143,000                 |
| <b>Subtotal: Operating</b>             | <b>916,423</b>      | <b>992,258</b>      | <b>825,475</b>             | <b>811,872</b>             | <b>853,042</b>          |
| Capital Purchases and Equipment        | 0                   | 1,000               | 0                          | 0                          | 1,000                   |
| <b>Subtotal: Other</b>                 | <b>0</b>            | <b>1,000</b>        | <b>0</b>                   | <b>0</b>                   | <b>1,000</b>            |
| <b>Total Expenditures</b>              | <b>916,423</b>      | <b>993,258</b>      | <b>825,475</b>             | <b>811,872</b>             | <b>854,042</b>          |
| <b>Expenditures by Source of Funds</b> |                     |                     |                            |                            |                         |
| General Revenue                        | 916,423             | 993,258             | 825,475                    | 811,872                    | 854,042                 |
| <b>Total Expenditures</b>              | <b>916,423</b>      | <b>993,258</b>      | <b>825,475</b>             | <b>811,872</b>             | <b>854,042</b>          |

# Personnel

## Secretary of State

### State Library

|  | FY 2023 |            | FY 2024        |            |                |
|--|---------|------------|----------------|------------|----------------|
|  | FTE     | Cost       | FTE            | Cost       |                |
| <b>Unclassified</b>                              |         |            |                |            |                |
| ADMINISTRATIVE ASSISTANT                         | 5325 A  | 2.0        | 155,829        | 2.0        | 159,723        |
| ASSOCIATE DIRECTOR OF EDUC. & PUB PROGRAMS (SOS) | 8630 A  | 1.0        | 84,265         | 1.0        | 86,372         |
| PUB INFO & VISITOR CTR EXP SPE                   | 5321 A  | 1.0        | 53,939         | 1.0        | 56,930         |
| STATE LIBRARIAN (SOS)                            | 8630 A  | 1.0        | 84,265         | 1.0        | 86,372         |
| <b>Subtotal Unclassified</b>                     |         | <b>5.0</b> | <b>378,298</b> | <b>5.0</b> | <b>389,397</b> |
| <b>Subtotal</b>                                  |         | <b>5.0</b> | <b>378,298</b> | <b>5.0</b> | <b>389,397</b> |
| Seasonal/Special Salaries/Wages                  |         |            | 6,461          |            | 6,461          |
| <b>Total Salaries</b>                            |         |            | <b>384,759</b> |            | <b>395,858</b> |
| <b>Benefits</b>                                  |         |            |                |            |                |
| Contract Stipends                                |         |            | 4,500          |            | 0              |
| FICA   |         |            | 29,778         |            | 30,282         |
| Health Benefits                                  |         |            | 71,972         |            | 75,789         |
| Payroll Accrual                                  |         |            | 0              |            | 2,259          |
| Retiree Health                                   |         |            | 16,947         |            | 17,601         |
| Retirement                                       |         |            | 110,135        |            | 117,102        |
| <b>Subtotal</b>                                  |         |            | <b>233,332</b> |            | <b>243,033</b> |
| <b>Total Salaries and Benefits</b>               |         | <b>5.0</b> | <b>618,091</b> | <b>5.0</b> | <b>638,891</b> |
| <b>Cost Per FTE Position</b>                     |         |            | <b>123,618</b> |            | <b>127,778</b> |
| Statewide Benefit Assessment                     |         |            | 14,942         |            | 15,382         |
| <b>Payroll Costs</b>                             |         | <b>5.0</b> | <b>633,033</b> | <b>5.0</b> | <b>654,273</b> |
| <b>Purchased Services</b>                        |         |            |                |            |                |
| Clerical and Temporary Services                  |         |            | 0              |            | 18,200         |
| <b>Subtotal</b>                                  |         |            | <b>0</b>       |            | <b>18,200</b>  |
| <b>Total Personnel</b>                           |         | <b>5.0</b> | <b>633,033</b> | <b>5.0</b> | <b>672,473</b> |
| <b>Distribution by Source of Funds</b>           |         |            |                |            |                |
| General Revenue                                  |         | 5.0        | 633,033        | 5.0        | 672,473        |
| <b>Total All Funds</b>                           |         | <b>5.0</b> | <b>633,033</b> | <b>5.0</b> | <b>672,473</b> |

## **Program Summary**

---

### **Secretary of State**

---

#### **Internal Service Programs**

---

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

# Budget

## Secretary of State

### Internal Service Programs

| <b>Expenditures by Sub Program</b>     | <b>2021 Actuals</b> | <b>2022 Actuals</b> | <b>2023 Enacted Budget</b> | <b>2023 Revised Budget</b> | <b>2024 Recommended</b> |
|--|---------------------|---------------------|----------------------------|----------------------------|-------------------------|
| Secretary of State Record Center       | 808,303             | 918,757             | 1,143,730                  | 1,156,743                  | 1,175,426               |
| <b>Total Expenditures</b>              | <b>808,303</b>      | <b>918,757</b>      | <b>1,143,730</b>           | <b>1,156,743</b>           | <b>1,175,426</b>        |
| <i>Internal Services</i>               | <i>[808,303]</i>    | <i>[918,757]</i>    | <i>[1,143,730]</i>         | <i>[1,156,743]</i>         | <i>[1,175,426]</i>      |
| <b>Expenditures by Object</b>          |                     |                     |                            |                            |                         |
| Salary and Benefits                    | 272,019             | 336,908             | 565,807                    | 572,820                    | 591,503                 |
| Contract Professional Services         | 2,714               | 49,689              | 56,293                     | 56,293                     | 56,293                  |
| Operating Supplies and Expenses        | 533,570             | 532,160             | 521,630                    | 527,630                    | 527,630                 |
| <b>Subtotal: Operating</b>             | <b>808,303</b>      | <b>918,757</b>      | <b>1,143,730</b>           | <b>1,156,743</b>           | <b>1,175,426</b>        |
| <b>Total Expenditures</b>              | <b>808,303</b>      | <b>918,757</b>      | <b>1,143,730</b>           | <b>1,156,743</b>           | <b>1,175,426</b>        |
| <b>Expenditures by Source of Funds</b> |                     |                     |                            |                            |                         |
| Other Funds                            | 808,303             | 918,757             | 1,143,730                  | 1,156,743                  | 1,175,426               |
| <b>Total Expenditures</b>              | <b>808,303</b>      | <b>918,757</b>      | <b>1,143,730</b>           | <b>1,156,743</b>           | <b>1,175,426</b>        |

# Personnel

## Secretary of State

### Internal Service Programs

|   |        | FY 2023    |                | FY 2024    |                |
|---|--------|------------|----------------|------------|----------------|
|   |        | FTE        | Cost           | FTE        | Cost           |
| <b>Unclassified</b>                           |        |            |                |            |                |
| ADMINISTRATIVE ASSISTANT (SECRETARY OF STATE) | 5319 A | 1.0        | 60,259         | 1.0        | 61,766         |
| DIGITAL ARCHIVIST                             | 5329 A | 1.0        | 78,695         | 1.0        | 83,126         |
| PRINCIPAL PLANNING AND PROGRAM SPECIALIST     | 5328 A | 1.0        | 81,841         | 1.0        | 83,888         |
| <b>Subtotal Unclassified</b>                  |        | <b>3.0</b> | <b>220,795</b> | <b>3.0</b> | <b>228,780</b> |
| <b>Subtotal</b>                               |        | <b>3.0</b> | <b>220,795</b> | <b>3.0</b> | <b>228,780</b> |
| Transfer Out                                  |        |            | (88,318)       |            | (91,511)       |
| Transfer In                                   |        |            | 226,657        |            | 232,325        |
| <b>Total Salaries</b>                         |        |            | <b>359,134</b> |            | <b>369,594</b> |
| <b>Benefits</b>                               |        |            |                |            |                |
| Contract Stipends                             |        |            | 4,500          |            | 0              |
| FICA  |        |            | 27,816         |            | 28,273         |
| Health Benefits                               |        |            | 46,401         |            | 48,900         |
| Payroll Accrual                               |        |            | 0              |            | 2,144          |
| Retiree Health                                |        |            | 16,089         |            | 16,706         |
| Retirement                                    |        |            | 104,694        |            | 111,287        |
| <b>Subtotal</b>                               |        |            | <b>199,500</b> |            | <b>207,310</b> |
| <b>Total Salaries and Benefits</b>            |        | <b>3.0</b> | <b>558,634</b> | <b>3.0</b> | <b>576,904</b> |
| <b>Cost Per FTE Position</b>                  |        |            | <b>186,211</b> |            | <b>192,301</b> |
| Statewide Benefit Assessment                  |        |            | 14,186         |            | 14,599         |
| <b>Payroll Costs</b>                          |        | <b>3.0</b> | <b>572,820</b> | <b>3.0</b> | <b>591,503</b> |
| <b>Purchased Services</b>                     |        |            |                |            |                |
| Other Contracts                               |        |            | 56,293         |            | 56,293         |
| <b>Subtotal</b>                               |        |            | <b>56,293</b>  |            | <b>56,293</b>  |
| <b>Total Personnel</b>                        |        | <b>3.0</b> | <b>629,113</b> | <b>3.0</b> | <b>647,796</b> |
| <b>Distribution by Source of Funds</b>        |        |            |                |            |                |
| Other Funds                                   |        | 3.0        | 629,113        | 3.0        | 647,796        |
| <b>Total All Funds</b>                        |        | <b>3.0</b> | <b>629,113</b> | <b>3.0</b> | <b>647,796</b> |



## **Program Summary**

---

### **Secretary of State**

---

#### **Office of Public Information**

---

##### **Mission**

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

##### **Description**

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

##### **Statutory History**

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

# Budget

## Secretary of State

### Office of Public Information

| <b>Expenditures by Sub Program</b>     | <b>2021 Actuals</b> | <b>2022 Actuals</b> | <b>2023 Enacted Budget</b> | <b>2023 Revised Budget</b> | <b>2024 Recommended</b> |
|--|---------------------|---------------------|----------------------------|----------------------------|-------------------------|
| Operations                             | 423,562             | 522,351             | 711,260                    | 721,788                    | 655,466                 |
| <b>Total Expenditures</b>              | <b>423,562</b>      | <b>522,351</b>      | <b>711,260</b>             | <b>721,788</b>             | <b>655,466</b>          |
| <b>Expenditures by Object</b>          |                     |                     |                            |                            |                         |
| Salary and Benefits                    | 326,490             | 381,780             | 385,280                    | 384,858                    | 397,766                 |
| Contract Professional Services         | 58,579              | 94,844              | 33,000                     | 44,000                     | 36,000                  |
| Operating Supplies and Expenses        | 38,493              | 44,318              | 247,980                    | 247,930                    | 166,700                 |
| <b>Subtotal: Operating</b>             | <b>423,562</b>      | <b>520,942</b>      | <b>666,260</b>             | <b>676,788</b>             | <b>600,466</b>          |
| Capital Purchases and Equipment        | 0                   | 866                 | 0                          | 0                          | 0                       |
| Operating Transfers                    | 0                   | 544                 | 45,000                     | 45,000                     | 55,000                  |
| <b>Subtotal: Other</b>                 | <b>0</b>            | <b>1,410</b>        | <b>45,000</b>              | <b>45,000</b>              | <b>55,000</b>           |
| <b>Total Expenditures</b>              | <b>423,562</b>      | <b>522,351</b>      | <b>711,260</b>             | <b>721,788</b>             | <b>655,466</b>          |
| <b>Expenditures by Source of Funds</b> |                     |                     |                            |                            |                         |
| General Revenue                        | 422,185             | 513,995             | 686,260                    | 696,788                    | 630,466                 |
| Restricted Receipts                    | 1,377               | 8,357               | 25,000                     | 25,000                     | 25,000                  |
| <b>Total Expenditures</b>              | <b>423,562</b>      | <b>522,351</b>      | <b>711,260</b>             | <b>721,788</b>             | <b>655,466</b>          |

# Personnel

## Secretary of State

### Office of Public Information

|   |        | FY 2023    |                | FY 2024    |                |
|---|--------|------------|----------------|------------|----------------|
|   |        | FTE        | Cost           | FTE        | Cost           |
| <b>Unclassified</b>                             |        |            |                |            |                |
| ADMINISTRATIVE RECORDS & TECHNICAL SERVICE SPEC | 5328 A | 1.0        | 77,944         | 1.0        | 79,893         |
| DIRECTOR PUBLIC INFORMATION (SEC OF STATE)      | 8630 A | 1.0        | 88,478         | 1.0        | 90,691         |
| PUBLIC INFORM SPECIALIST (SOS)                  | 8625 A | 1.0        | 69,257         | 1.0        | 70,988         |
| <b>Subtotal Unclassified</b>                    |        | <b>3.0</b> | <b>235,679</b> | <b>3.0</b> | <b>241,572</b> |
| <b>Subtotal</b>                                 |        | <b>3.0</b> | <b>235,679</b> | <b>3.0</b> | <b>241,572</b> |
| <b>Total Salaries</b>                           |        |            | <b>235,679</b> |            | <b>241,572</b> |
| <b>Benefits</b>                                 |        |            |                |            |                |
| Contract Stipends                               |        |            | 1,500          |            | 0              |
| FICA  |        |            | 18,145         |            | 18,479         |
| Health Benefits                                 |        |            | 41,073         |            | 43,226         |
| Payroll Accrual                                 |        |            | 0              |            | 1,402          |
| Retiree Health                                  |        |            | 10,559         |            | 10,919         |
| Retirement                                      |        |            | 68,592         |            | 72,626         |
| <b>Subtotal</b>                                 |        |            | <b>139,869</b> |            | <b>146,652</b> |
| <b>Total Salaries and Benefits</b>              |        | <b>3.0</b> | <b>375,548</b> | <b>3.0</b> | <b>388,224</b> |
| <b>Cost Per FTE Position</b>                    |        |            | <b>125,183</b> |            | <b>129,408</b> |
| Statewide Benefit Assessment                    |        |            | 9,310          |            | 9,542          |
| <b>Payroll Costs</b>                            |        | <b>3.0</b> | <b>384,858</b> | <b>3.0</b> | <b>397,766</b> |
| <b>Purchased Services</b>                       |        |            |                |            |                |
| Information Technology                          |        |            | 8,000          |            | 0              |
| Legal Services                                  |        |            | 36,000         |            | 36,000         |
| <b>Subtotal</b>                                 |        |            | <b>44,000</b>  |            | <b>36,000</b>  |
| <b>Total Personnel</b>                          |        | <b>3.0</b> | <b>428,858</b> | <b>3.0</b> | <b>433,766</b> |
| <b>Distribution by Source of Funds</b>          |        |            |                |            |                |
| General Revenue                                 |        | 3.0        | 428,858        | 3.0        | 433,766        |
| <b>Total All Funds</b>                          |        | <b>3.0</b> | <b>428,858</b> | <b>3.0</b> | <b>433,766</b> |