

**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

	2022 Actuals	2023 Actuals	2024 Enacted Budget	2024 Revised Budget	2025 Recommended
Expenditures by Program					
Administration	3,905,519	4,226,679	4,639,961	4,893,335	5,076,740
Corporations	2,460,359	2,647,061	2,815,916	2,819,649	2,807,730
State Archives	719,549	747,866	756,379	713,280	4,491,353
Elections and Civics	3,091,442	3,975,962	4,677,314	3,537,620	4,491,197
State Library	993,258	884,222	879,042	642,724	649,250
Internal Service Programs	918,757	982,164	1,175,426	1,167,506	1,166,547
Office of Public Information	522,351	543,587	655,466	706,118	763,969
Total Expenditures	12,611,236	14,007,540	15,599,504	14,480,232	19,446,786
<i>Internal Services</i>	<i>[918,757]</i>	<i>[982,164]</i>	<i>[1,175,426]</i>	<i>[1,167,506]</i>	<i>[1,166,547]</i>
Expenditures by Object					
Salary and Benefits	7,702,891	7,850,527	8,486,505	8,418,651	8,596,151
Contract Professional Services	392,790	493,349	1,151,273	1,180,673	1,145,273
Operating Supplies and Expenses	3,653,204	4,771,143	5,152,026	4,126,208	5,191,218
Assistance and Grants	143,861	143,000	418,000	418,000	418,000
Subtotal: Operating	11,892,746	13,258,019	15,207,804	14,143,532	15,350,642
Capital Purchases and Equipment	90,378	121,953	336,700	336,700	4,096,144
Debt Service (Fixed Charges)	627,569	627,569	0	0	0
Operating Transfers	544	0	55,000	0	0
Subtotal: Other	718,490	749,522	391,700	336,700	4,096,144
Total Expenditures	12,611,236	14,007,540	15,599,504	14,480,232	19,446,786
Expenditures by Source of Funds					
General Revenue	10,137,060	11,966,378	11,839,843	10,902,244	12,112,241
Federal Funds	1,000,551	562,060	2,001,207	2,001,207	2,001,207
Restricted Receipts	554,868	496,939	583,028	409,275	409,347
Operating Transfers From Other Funds	0	0	0	0	3,757,444
Other Funds	918,757	982,164	1,175,426	1,167,506	1,166,547
Total Expenditures	12,611,236	14,007,540	15,599,504	14,480,232	19,446,786
FTE Authorization	59.0	59.0	61.0	61.0	61.0

Personnel Agency Summary

Secretary of State

	FY 2024		FY 2025	
	FTE	Cost	FTE	Cost
Unclassified	61.0	5,154,303	61.0	5,244,822
Subtotal	61.0	5,154,303	61.0	5,244,822
Seasonal/Special Salaries/Wages		116,410		116,410
Turnover		(20,000)		0
Total Salaries		5,250,713		5,361,232
Benefits				
FICA		401,556		410,132
Health Benefits		764,833		833,499
Payroll Accrual		29,998		30,426
Retiree Health		232,069		206,649
Retirement		1,536,675		1,547,042
Subtotal		2,965,131		3,027,748
Total Salaries and Benefits	61.0	8,215,844	61.0	8,388,980
Cost Per FTE Position		134,686		137,524
Statewide Benefit Assessment		202,807		207,171
Payroll Costs	61.0	8,418,651	61.0	8,596,151
Purchased Services				
Clerical and Temporary Services		94,493		94,493
Information Technology		886,565		886,565
Legal Services		125,000		125,000
Other Contracts		74,615		39,215
Subtotal		1,180,673		1,145,273
Total Personnel	61.0	9,599,324	61.0	9,741,424
Distribution by Source of Funds				
General Revenue	57.0	8,004,478	57.0	8,148,785
Federal Funds	0.0	711,565	0.0	711,565
Restricted Receipts	1.0	265,885	1.0	268,747
Other Funds	3.0	617,396	3.0	612,327
Total All Funds	61.0	9,599,324	61.0	9,741,424

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

Expenditures by Sub Program	2022 Actuals	2023 Actuals	2024 Enacted Budget	2024 Revised Budget	2025 Recommended
Administration	2,208,040	2,517,236	2,230,472	2,747,033	2,870,790
Information Technology	1,324,896	1,510,817	1,910,697	1,637,483	1,691,105
Personnel and Finance	372,583	198,626	498,792	508,819	514,845
Total Expenditures	3,905,519	4,226,679	4,639,961	4,893,335	5,076,740
Expenditures by Object					
Salary and Benefits	3,134,348	3,306,492	3,578,304	3,799,398	3,918,039
Contract Professional Services	163,292	74,831	90,715	104,115	90,715
Operating Supplies and Expenses	490,273	779,247	745,242	764,122	842,286
Assistance and Grants	29,732	0	150,000	150,000	150,000
Subtotal: Operating	3,817,645	4,160,570	4,564,261	4,817,635	5,001,040
Capital Purchases and Equipment	87,874	66,109	75,700	75,700	75,700
Subtotal: Other	87,874	66,109	75,700	75,700	75,700
Total Expenditures	3,905,519	4,226,679	4,639,961	4,893,335	5,076,740
Expenditures by Source of Funds					
General Revenue	3,905,519	4,226,679	4,639,961	4,893,335	5,076,740
Total Expenditures	3,905,519	4,226,679	4,639,961	4,893,335	5,076,740

Personnel

Secretary of State

Administration

		FY 2024		FY 2025	
		FTE	Cost	FTE	Cost
Unclassified					
CHIEF OF STAFF (SOS)	8648 A	1.0	162,060	1.0	167,941
CYBERSECURITY MANAGER (S.O.S.)	8640 A	1.0	128,252	1.0	128,252
DATA ANALYST (SOS)	8621 A	1.0	55,486	1.0	57,157
DEPUTY DIRECTOR OF CIVIC EDUCATION (SOS)	8630 A	1.0	77,539	1.0	80,402
DEPUTY DIRECTOR OF COMMUNICATIONS (SOS)	8623 A	1.0	54,365	1.0	58,533
DEPUTY SECRETARY OF STATE/DIRECTOR OF ADMIN (SOS)	8646 A	1.0	146,880	1.0	158,477
DEPUTY SECRETARY OF STATE/DIRECTOR OF OPERATIONS (SOS)	8647 A	1.0	145,340	1.0	156,594
DIRECTOR OF CIVIC EDUCATION (SOS)	8635 A	1.0	95,050	1.0	95,050
DIRECTOR OF COMMUNICATIONS (SOS)	8635 A	1.0	88,306	1.0	95,050
DIRECTOR OF COMMUNITY OUTREACH & ENGAGEMENT (SOS)	8634 A	1.0	85,296	1.0	91,808
DIRECTOR OF FINANCE & PERSONNEL (SOS)	8638 A	1.0	122,762	1.0	122,762
DIRECTOR OF INTERGOVERNMENTAL AFFAIRS (SOS)	8635 A	1.0	94,802	1.0	98,359
EXECUTIVE ASSISTANT TO THE SECRETARY (SOS)	8626 A	1.0	67,660	1.0	70,187
IT DIRECTOR (SEC OF STATE)	8642 A	1.0	146,571	1.0	146,571
JR NETWORK & SYS ADMIN (SOS)	8622 A	1.0	55,589	1.0	57,394
LEGAL COUNSEL (SECRETARY OF STATE)	8642 A	1.0	134,665	1.0	134,665
MVC APPLICATION DEVELOPER (SOS)	8633 A	1.0	96,779	1.0	96,779
NETWORK MANAGER (SOS)	8629 A	1.0	73,416	1.0	73,416
OFFICE SUPPORT MANAGER	5330 A	1.0	82,719	1.0	85,822
SECRETARY OF STATE	0531 F	1.0	137,510	1.0	137,510
SENIOR DATA ANALYST (S.O.S.)	8635 A	1.0	103,967	1.0	103,967
SQL DATABASE ADMINISTRATOR	8622 A	1.0	63,014	1.0	63,014
SR ADV/DIR OF CIVIC PGM/SPEC PROJECT (SOS)	8638 A	1.0	116,916	1.0	116,916
VISUAL COMMUNICATIONS MANAGER (S.O.S.)	5328 A	1.0	83,888	1.0	83,888
Subtotal Unclassified		24.0	2,418,832	24.0	2,480,514
Subtotal		24.0	2,418,832	24.0	2,480,514
Seasonal/Special Salaries/Wages			15,750		15,750
Turnover			(20,000)		0
Total Salaries			2,414,582		2,496,264

Personnel

Secretary of State

Administration

	FY 2024		FY 2025	
	FTE	Cost	FTE	Cost
Benefits				
FICA		184,599		190,964
Health Benefits		267,397		291,468
Payroll Accrual		14,003		14,383
Retiree Health		108,425		97,731
Retirement		715,637		729,249
Subtotal		1,290,061		1,323,795
Total Salaries and Benefits	24.0	3,704,643	24.0	3,820,059
Cost Per FTE Position		154,360		159,169
Statewide Benefit Assessment		94,755		97,980
Payroll Costs	24.0	3,799,398	24.0	3,918,039
Purchased Services				
Information Technology		50,000		50,000
Legal Services		5,000		5,000
Other Contracts		49,115		35,715
Subtotal		104,115		90,715
Total Personnel	24.0	3,903,513	24.0	4,008,754
Distribution by Source of Funds				
General Revenue	24.0	3,903,513	24.0	4,008,754
Total All Funds	24.0	3,903,513	24.0	4,008,754

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

Expenditures by Sub Program	2022 Actuals	2023 Actuals	2024 Enacted Budget	2024 Revised Budget	2025 Recommended
Corporations	2,457,930	2,647,061	2,815,916	2,819,649	2,807,730
First Stop Business Inf.	2,429	0	0	0	0
Total Expenditures	2,460,359	2,647,061	2,815,916	2,819,649	2,807,730
Expenditures by Object					
Salary and Benefits	2,031,378	2,146,876	2,259,504	2,248,609	2,274,610
Contract Professional Services	19,536	430	40,000	40,000	40,000
Operating Supplies and Expenses	409,445	502,751	508,412	523,040	485,120
Subtotal: Operating	2,460,359	2,650,057	2,807,916	2,811,649	2,799,730
Capital Purchases and Equipment	0	(2,996)	8,000	8,000	8,000
Subtotal: Other	0	(2,996)	8,000	8,000	8,000
Total Expenditures	2,460,359	2,647,061	2,815,916	2,819,649	2,807,730
Expenditures by Source of Funds					
General Revenue	2,460,359	2,647,061	2,815,916	2,819,649	2,807,730
Total Expenditures	2,460,359	2,647,061	2,815,916	2,819,649	2,807,730

Personnel

Secretary of State

Corporations

		FY 2024		FY 2025	
		FTE	Cost	FTE	Cost
Unclassified					
ADMINISTRATIVE ASSISTANT	5319 A	3.0	169,359	3.0	172,400
ADMINISTRATIVE ASSISTANT (SECRETARY OF STATE)	5319 A	8.0	465,651	8.0	468,218
BUSINESS INFORMATION CENTER PROGRAM MANAGER	5322 A	1.0	57,438	1.0	59,265
CALL CENTER TEAM LEAD	5321 A	1.0	60,710	1.0	60,710
CUSTOMER SVC MGR (SOS)	5322 A	1.0	60,711	1.0	63,014
DATA ENTRY TEAM LEADER (SOS)	5321 A	1.0	71,334	1.0	71,334
DEPUTY DIRECTOR - BUSINESS SERVICES (SOS)	8630 A	2.0	190,018	2.0	190,018
DIRECTOR CORPORATIONS (SECRETARY OF STATE)	8638 A	1.0	134,453	1.0	134,453
DOCUMENT PROCESSOR/COUNTER TEAM LEAD	5321 A	1.0	60,710	1.0	60,710
NOTARY TRADEMARK AND AUTHENTICATION	5324 A	1.0	68,102	1.0	68,102
Subtotal Unclassified		20.0	1,338,486	20.0	1,348,224
Subtotal		20.0	1,338,486	20.0	1,348,224
Seasonal/Special Salaries/Wages			10,500		10,500
Total Salaries			1,348,986		1,358,724
Benefits					
FICA			103,193		103,940
Health Benefits			274,366		299,756
Payroll Accrual			7,825		7,822
Retiree Health			60,499		53,121
Retirement			400,868		397,990
Subtotal			846,751		862,629
Total Salaries and Benefits		20.0	2,195,737	20.0	2,221,353
Cost Per FTE Position			109,787		111,068
Statewide Benefit Assessment			52,872		53,257
Payroll Costs		20.0	2,248,609	20.0	2,274,610
Purchased Services					
Legal Services			40,000		40,000
Subtotal			40,000		40,000
Total Personnel		20.0	2,288,609	20.0	2,314,610
Distribution by Source of Funds					
General Revenue		20.0	2,288,609	20.0	2,314,610
Total All Funds		20.0	2,288,609	20.0	2,314,610

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

Expenditures by Sub Program	2022 Actuals	2023 Actuals	2024 Enacted Budget	2024 Revised Budget	2025 Recommended
Operations	719,549	747,866	756,379	713,280	4,491,353
Total Expenditures	719,549	747,866	756,379	713,280	4,491,353
Expenditures by Object					
Salary and Benefits	426,540	419,590	394,338	372,395	376,343
Contract Professional Services	0	0	3,500	14,500	3,500
Operating Supplies and Expenses	292,371	328,275	358,541	326,385	354,066
Subtotal: Operating	718,911	747,866	756,379	713,280	733,909
Capital Purchases and Equipment	637	0	0	0	3,757,444
Subtotal: Other	637	0	0	0	3,757,444
Total Expenditures	719,549	747,866	756,379	713,280	4,491,353
Expenditures by Source of Funds					
General Revenue	172,112	261,032	198,351	329,005	349,562
Federal Funds	926	0	0	0	0
Restricted Receipts	546,512	486,834	558,028	384,275	384,347
Operating Transfers from Other Funds	0	0	0	0	3,757,444
Total Expenditures	719,549	747,866	756,379	713,280	4,491,353

Personnel

Secretary of State

State Archives

	FY 2024		FY 2025		
	FTE	Cost	FTE	Cost	
Unclassified					
ADMINISTRATIVE RECORDS & TECHNICAL SERVICE SPEC	5328 A	1.0	75,254	1.0	79,083
LOCAL GOV'T RECORDS COORD (SOS)	5328 A	1.0	91,876	1.0	91,876
REFERENCE ANALYST (SOS)	5325 A	1.0	81,637	1.0	81,637
STATE ARCHIVIST & PUBLIC RECORDS ADMINISTRATOR	8634 A	1.0	100,382	1.0	100,382
Subtotal Unclassified		4.0	349,149	4.0	352,978
Subtotal		4.0	349,149	4.0	352,978
Transfer Out			(209,489)		(211,787)
Transfer In			90,556		91,512
Seasonal/Special Salaries/Wages			5,250		5,250
Total Salaries			235,466		237,953
Benefits					
FICA			18,015		18,207
Health Benefits			28,725		31,384
Payroll Accrual			1,348		1,351
Retiree Health			10,405		9,171
Retirement			69,343		69,086
Subtotal			127,836		129,199
Total Salaries and Benefits		4.0	363,302	4.0	367,152
Cost Per FTE Position			90,826		91,788
Statewide Benefit Assessment			9,093		9,191
Payroll Costs		4.0	372,395	4.0	376,343
Purchased Services					
Other Contracts			14,500		3,500
Subtotal			14,500		3,500
Total Personnel		4.0	386,895	4.0	379,843
Distribution by Source of Funds					
General Revenue		3.0	121,010	3.0	111,096
Restricted Receipts		1.0	265,885	1.0	268,747
Total All Funds		4.0	386,895	4.0	379,843

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

Expenditures by Sub Program	2022 Actuals	2023 Actuals	2024 Enacted Budget	2024 Revised Budget	2025 Recommended
Operations	3,091,442	3,975,962	4,677,314	3,537,620	4,491,197
Total Expenditures	3,091,442	3,975,962	4,677,314	3,537,620	4,491,197
Expenditures by Object					
Salary and Benefits	573,350	558,357	610,817	574,960	591,231
Contract Professional Services	31,142	283,848	906,565	906,565	906,565
Operating Supplies and Expenses	1,858,521	2,450,344	2,807,932	1,704,095	2,641,401
Assistance and Grants	861	0	100,000	100,000	100,000
Subtotal: Operating	2,463,874	3,292,549	4,425,314	3,285,620	4,239,197
Capital Purchases and Equipment	0	55,844	252,000	252,000	252,000
Debt Service (Fixed Charges)	627,569	627,569	0	0	0
Subtotal: Other	627,569	683,413	252,000	252,000	252,000
Total Expenditures	3,091,442	3,975,962	4,677,314	3,537,620	4,491,197
Expenditures by Source of Funds					
General Revenue	2,091,817	3,413,902	2,676,107	1,536,413	2,489,990
Federal Funds	999,626	562,060	2,001,207	2,001,207	2,001,207
Total Expenditures	3,091,442	3,975,962	4,677,314	3,537,620	4,491,197

Personnel

Secretary of State

Elections and Civics

		FY 2024		FY 2025	
		FTE	Cost	FTE	Cost
Unclassified					
DEPUTY DIRECTOR OF ELECTIONS (SOS)	8633 A	1.0	101,618	1.0	101,618
DIRECTOR OF ELECTIONS (SOS)	8640 A	1.0	116,706	1.0	122,585
ELECTIONS INFORMATION COORDINATOR (SOS)	8628 A	1.0	72,623	1.0	75,313
MANAGER OF ELECTIONS	5324 A	1.0	61,809	1.0	63,871
Subtotal Unclassified		4.0	352,756	4.0	363,387
Subtotal		4.0	352,756	4.0	363,387
Seasonal/Special Salaries/Wages			5,250		5,250
Total Salaries			358,006		368,637
Benefits					
FICA			27,386		28,199
Health Benefits			51,907		56,269
Payroll Accrual			2,061		2,109
Retiree Health			15,945		14,318
Retirement			105,721		107,345
Subtotal			203,020		208,240
Total Salaries and Benefits		4.0	561,026	4.0	576,877
Cost Per FTE Position			140,257		144,219
Statewide Benefit Assessment			13,934		14,354
Payroll Costs		4.0	574,960	4.0	591,231
Purchased Services					
Clerical and Temporary Services			20,000		20,000
Information Technology			836,565		836,565
Legal Services			50,000		50,000
Subtotal			906,565		906,565
Total Personnel		4.0	1,481,525	4.0	1,497,796
Distribution by Source of Funds					
General Revenue		4.0	769,960	4.0	786,231
Federal Funds		0.0	711,565	0.0	711,565
Total All Funds		4.0	1,481,525	4.0	1,497,796

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

Expenditures by Sub Program	2022 Actuals	2023 Actuals	2024 Enacted Budget	2024 Revised Budget	2025 Recommended
Operations	993,258	884,222	879,042	642,724	649,250
Total Expenditures	993,258	884,222	879,042	642,724	649,250
Expenditures by Object					
Salary and Benefits	818,587	714,892	654,273	419,381	421,275
Contract Professional Services	34,287	0	18,200	18,200	18,200
Operating Supplies and Expenses	26,115	26,330	37,569	36,143	40,775
Assistance and Grants	113,268	143,000	168,000	168,000	168,000
Subtotal: Operating	992,258	884,222	878,042	641,724	648,250
Capital Purchases and Equipment	1,000	0	1,000	1,000	1,000
Subtotal: Other	1,000	0	1,000	1,000	1,000
Total Expenditures	993,258	884,222	879,042	642,724	649,250
Expenditures by Source of Funds					
General Revenue	993,258	884,222	879,042	642,724	649,250
Total Expenditures	993,258	884,222	879,042	642,724	649,250

Personnel

Secretary of State

State Library

	FY 2024		FY 2025		
	FTE	Cost	FTE	Cost	
Unclassified					
ADMINISTRATIVE ASSISTANT	8325 A	2.0	156,588	2.0	156,589
STATE LIBRARIAN (SOS)	8631 A	1.0	89,842	1.0	89,842
Subtotal Unclassified		3.0	246,430	3.0	246,431
Subtotal		3.0	246,430	3.0	246,431
Seasonal/Special Salaries/Wages			5,250		5,250
Total Salaries			251,680		251,681
Benefits					
FICA			19,252		19,253
Health Benefits			51,889		56,280
Payroll Accrual			1,441		1,431
Retiree Health			11,139		9,709
Retirement			74,246		73,187
Subtotal			157,967		159,860
Total Salaries and Benefits		3.0	409,647	3.0	411,541
Cost Per FTE Position			136,549		137,180
Statewide Benefit Assessment			9,734		9,734
Payroll Costs		3.0	419,381	3.0	421,275
Purchased Services					
Clerical and Temporary Services			18,200		18,200
Subtotal			18,200		18,200
Total Personnel		3.0	437,581	3.0	439,475
Distribution by Source of Funds					
General Revenue		3.0	437,581	3.0	439,475
Total All Funds		3.0	437,581	3.0	439,475

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 nonpermanent 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

Expenditures by Sub Program	2022 Actuals	2023 Actuals	2024 Enacted Budget	2024 Revised Budget	2025 Recommended
Secretary of State Record Center	918,757	982,164	1,175,426	1,167,506	1,166,547
Total Expenditures	918,757	982,164	1,175,426	1,167,506	1,166,547
<i>Internal Services</i>	<i>[918,757]</i>	<i>[982,164]</i>	<i>[1,175,426]</i>	<i>[1,167,506]</i>	<i>[1,166,547]</i>
Expenditures by Object					
Salary and Benefits	336,908	339,561	591,503	550,103	556,034
Contract Professional Services	49,689	28,920	56,293	67,293	56,293
Operating Supplies and Expenses	532,160	613,683	527,630	550,110	552,220
Subtotal: Operating	918,757	982,164	1,175,426	1,167,506	1,164,547
Capital Purchases and Equipment	0	0	0	0	2,000
Subtotal: Other	0	0	0	0	2,000
Total Expenditures	918,757	982,164	1,175,426	1,167,506	1,166,547
Expenditures by Source of Funds					
Other Funds	918,757	982,164	1,175,426	1,167,506	1,166,547
Total Expenditures	918,757	982,164	1,175,426	1,167,506	1,166,547

Personnel

Secretary of State

Internal Service Programs

		FY 2024		FY 2025	
		FTE	Cost	FTE	Cost
Unclassified					
ADMINISTRATIVE ASSISTANT (SECRETARY OF STATE)	5319 A	1.0	61,767	1.0	61,767
DIGITAL ARCHIVIST	5329 A	1.0	80,738	1.0	83,127
PRINCIPAL PLANNING AND PROGRAM SPECIALIST	5328 A	1.0	83,887	1.0	83,887
Subtotal Unclassified		3.0	226,392	3.0	228,781
Subtotal		3.0	226,392	3.0	228,781
Transfer Out			(90,556)		(91,512)
Transfer In			209,489		211,787
Total Salaries			345,325		349,056
Benefits					
FICA			26,416		26,702
Health Benefits			43,079		47,079
Payroll Accrual			2,020		2,027
Retiree Health			15,609		13,753
Retirement			104,014		103,630
Subtotal			191,138		193,191
Total Salaries and Benefits		3.0	536,463	3.0	542,247
Cost Per FTE Position			178,821		180,749
Statewide Benefit Assessment			13,640		13,787
Payroll Costs		3.0	550,103	3.0	556,034
Purchased Services					
Clerical and Temporary Services			56,293		56,293
Other Contracts			11,000		0
Subtotal			67,293		56,293
Total Personnel		3.0	617,396	3.0	612,327
Distribution by Source of Funds					
Other Funds		3.0	617,396	3.0	612,327
Total All Funds		3.0	617,396	3.0	612,327

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

Expenditures by Sub Program	2022 Actuals	2023 Actuals	2024 Enacted Budget	2024 Revised Budget	2025 Recommended
Operations	522,351	543,587	655,466	706,118	763,969
Total Expenditures	522,351	543,587	655,466	706,118	763,969
Expenditures by Object					
Salary and Benefits	381,780	364,759	397,766	453,805	458,619
Contract Professional Services	94,844	105,320	36,000	30,000	30,000
Operating Supplies and Expenses	44,318	70,513	166,700	222,313	275,350
Subtotal: Operating	520,942	540,591	600,466	706,118	763,969
Capital Purchases and Equipment	866	2,996	0	0	0
Operating Transfers	544	0	55,000	0	0
Subtotal: Other	1,410	2,996	55,000	0	0
Total Expenditures	522,351	543,587	655,466	706,118	763,969
Expenditures by Source of Funds					
General Revenue	513,995	533,482	630,466	681,118	738,969
Restricted Receipts	8,357	10,105	25,000	25,000	25,000
Total Expenditures	522,351	543,587	655,466	706,118	763,969

Personnel

Secretary of State

Office of Public Information

		FY 2024		FY 2025	
		FTE	Cost	FTE	Cost
Unclassified					
DIRECTOR PUBLIC INFORMATION (SEC OF STATE)	8631 A	1.0	94,334	1.0	94,334
PUB INFO & VISITOR CTR EXP SPE	5321 A	1.0	56,936	1.0	59,185
PUBLIC INFORM SPECIALIST (SOS)	8625 A	1.0	70,988	1.0	70,988
Subtotal Unclassified		3.0	222,258	3.0	224,507
Subtotal		3.0	222,258	3.0	224,507
Seasonal/Special Salaries/Wages			74,410		74,410
Total Salaries			296,668		298,917
Benefits					
FICA			22,695		22,867
Health Benefits			47,470		51,263
Payroll Accrual			1,300		1,303
Retiree Health			10,047		8,846
Retirement			66,846		66,555
Subtotal			148,358		150,834
Total Salaries and Benefits		3.0	445,026	3.0	449,751
Cost Per FTE Position			148,342		149,917
Statewide Benefit Assessment			8,779		8,868
Payroll Costs		3.0	453,805	3.0	458,619
Purchased Services					
Legal Services			30,000		30,000
Subtotal			30,000		30,000
Total Personnel		3.0	483,805	3.0	488,619
Distribution by Source of Funds					
General Revenue		3.0	483,805	3.0	488,619
Total All Funds		3.0	483,805	3.0	488,619

