

**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

	2024 Actuals	2025 Actuals	2026 Enacted Budget	2026 Revised Budget	2027 Recommended
Expenditures by Program					
Administration	4,899,198	5,466,597	5,975,167	6,166,081	6,097,668
Corporations	2,627,237	2,737,995	2,913,879	2,679,735	2,794,958
State Archives	803,671	916,284	761,449	840,352	868,658
Elections and Civics	1,990,641	3,551,441	4,107,040	4,057,022	5,117,860
State Library	604,877	568,076	668,263	662,568	680,710
Internal Service Programs	929,859	919,502	1,231,684	1,155,447	1,167,703
Office of Public Information	714,739	754,547	865,724	854,283	699,705
Total Expenditures	12,570,221	14,914,442	16,523,206	16,415,488	17,427,262
<i>Internal Services</i>	<i>[929,859]</i>	<i>[919,502]</i>	<i>[1,231,684]</i>	<i>[1,155,447]</i>	<i>[1,167,703]</i>
Expenditures by Object					
Salary and Benefits	8,391,079	9,178,353	9,459,119	9,372,781	9,619,919
Contract Professional Services	985,918	1,079,135	1,628,725	1,648,725	1,709,510
Operating Supplies and Expenses	2,780,013	4,287,849	4,476,662	4,455,282	5,119,133
Assistance and Grants	318,750	284,624	418,000	418,000	418,000
Subtotal: Operating	12,475,761	14,829,961	15,982,506	15,894,788	16,866,562
Capital Purchases and Equipment	94,460	84,481	540,700	520,700	560,700
Subtotal: Other	94,460	84,481	540,700	520,700	560,700
Total Expenditures	12,570,221	14,914,442	16,523,206	16,415,488	17,427,262
Expenditures by Source of Funds					
General Revenue	10,786,205	12,696,484	12,861,732	12,848,882	13,841,085
Federal Funds	519,579	913,818	2,000,000	2,000,000	2,000,000
Restricted Receipts	334,577	379,205	429,790	411,159	418,474
Operating Transfers From Other Funds	0	5,433	0	0	0
Other Funds	929,859	919,502	1,231,684	1,155,447	1,167,703
Total Expenditures	12,570,221	14,914,442	16,523,206	16,415,488	17,427,262
FTE Authorization	61.0	62.0	62.0	62.0	62.0

Personnel Agency Summary

Secretary of State

	FY 2026		FY 2027	
	FTE	Cost	FTE	Cost
Unclassified	62.0	5,934,448	62.0	6,128,198
Subtotal	62.0	5,934,448	62.0	6,128,198
Seasonal/Special Salaries/Wages		105,120		105,120
Turnover		(235,500)		(258,687)
Total Salaries		5,804,068		5,974,631
Benefits				
FICA		442,888		456,140
Health Benefits		924,919		1,012,476
Payroll Accrual		33,204		33,840
Retiree Health		185,215		180,782
Retirement		1,817,218		1,785,958
Subtotal		3,403,444		3,469,196
Total Salaries and Benefits	62.0	9,207,512	62.0	9,443,827
Cost Per FTE Position		148,508		152,320
Statewide Benefit Assessment		165,269		176,092
Payroll Costs	62.0	9,372,781	62.0	9,619,919
Purchased Services				
Clerical and Temporary Services		103,200		113,200
Information Technology		961,565		961,565
Legal Services		95,000		105,000
Management & Consultant Services		39,215		80,000
Other Contracts		4,395		4,395
Training and Educational Services		20,350		20,350
Subtotal		1,223,725		1,284,510
Total Personnel	62.0	10,596,506	62.0	10,904,429
Distribution by Source of Funds				
General Revenue	56.0	8,954,201	56.0	9,242,553
Federal Funds	0.0	711,565	0.0	711,565
Restricted Receipts	2.0	328,513	2.0	335,828
Other Funds	4.0	602,227	4.0	614,483
Total All Funds	62.0	10,596,506	62.0	10,904,429

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	2024 Actuals	2025 Actuals	2026 Enacted Budget	2026 Revised Budget	2027 Recommended
Administration	2,940,427	3,246,524	3,185,929	3,430,636	3,492,713
Information Technology	1,451,294	1,682,882	2,224,514	2,169,669	2,028,726
Personnel and Finance	507,476	537,191	564,724	565,776	576,229
Total Expenditures	4,899,198	5,466,597	5,975,167	6,166,081	6,097,668
Expenditures by Object					
Salary and Benefits	3,788,682	4,420,625	4,375,916	4,588,210	4,690,117
Contract Professional Services	10,570	48,752	95,715	95,715	135,000
Operating Supplies and Expenses	872,376	783,629	1,074,836	1,053,456	1,098,851
Assistance and Grants	150,000	149,950	150,000	150,000	150,000
Subtotal: Operating	4,821,629	5,402,956	5,696,467	5,887,381	6,073,968
Capital Purchases and Equipment	77,569	63,641	278,700	278,700	23,700
Subtotal: Other	77,569	63,641	278,700	278,700	23,700
Total Expenditures	4,899,198	5,466,597	5,975,167	6,166,081	6,097,668
Expenditures by Source of Funds					
General Revenue	4,899,198	5,466,597	5,975,167	6,166,081	6,097,668
Total Expenditures	4,899,198	5,466,597	5,975,167	6,166,081	6,097,668

Personnel

Secretary of State

Administration

		FY 2026		FY 2027	
		FTE	Cost	FTE	Cost
Unclassified					
CHIEF OF STAFF (SOS)	8648 A	1.0	189,580	1.0	195,267
CYBERSECURITY MANAGER (S.O.S.)	8640 A	1.0	140,051	1.0	144,253
DATA ANALYST (SOS)	8621 A	1.0	65,037	1.0	68,284
DEPUTY DIRECTOR OF CIVIC EDUCATION (SOS)	8630 A	1.0	94,318	1.0	97,148
DEPUTY DIRECTOR OF COMMUNICATIONS (SOS)	8626 A	1.0	78,385	1.0	47,214
DEPUTY SECRETARY OF STATE/DIRECTOR OF ADMIN (SOS)	8646 A	1.0	179,600	1.0	191,641
DEPUTY SECRETARY OF STATE/DIRECTOR OF OPERATIONS (SOS)	8647 A	1.0	177,246	1.0	188,893
DIRECTOR OF CIVIC EDUCATION (SOS)	8635 A	1.0	107,628	1.0	116,938
DIRECTOR OF COMMUNICATIONS (SOS)	8637 A	1.0	121,486	1.0	125,131
DIRECTOR OF COMMUNITY OUTREACH & ENGAGEMENT (SOS)	8634 A	1.0	103,964	1.0	112,906
DIRECTOR OF FINANCE & PERSONNEL (SOS)	8640 A	1.0	140,051	1.0	144,253
DIRECTOR OF INTERGOVERNMENTAL AFFAIRS (SOS)	8635 A	1.0	113,532	1.0	116,938
EXECUTIVE ASSISTANT TO THE SECRETARY (SOS)	8629 A	1.0	90,774	1.0	93,497
IT DIRECTOR (SEC OF STATE)	8642 A	1.0	160,055	1.0	164,856
JR NETWORK & SYS ADMIN (SOS)	8614 A	1.0	49,904	1.0	52,351
LEGAL COUNSEL (SOS)	8642 A	1.0	152,433	1.0	157,006
MVC APPLICATION DEVELOPER (SOS)	8633 A	1.0	105,683	1.0	108,853
NETWORK MANAGER (SOS)	8629 A	1.0	86,499	1.0	93,497
OFFICE SUPPORT MANAGER	5330 A	1.0	99,034	1.0	102,005
RI 250 PROGRAM COORD (SOS)	8625 A	1.0	77,519	1.0	79,844
SECRETARY OF STATE	0531 F	1.0	137,510	1.0	137,510
SENIOR DATA ANALYST (S.O.S.)	8636 A	1.0	117,437	1.0	120,960
SQL DATABASE ADMINISTRATOR	8628 A	1.0	82,053	1.0	88,653
SR ADV/DIR OF CIVIC PGM/SPEC PROJECT (SOS)	8638 A	1.0	127,672	1.0	131,502
VISUAL COMMUNICATIONS MANAGER (S.O.S.)	5328 A	1.0	91,605	1.0	94,353
Subtotal Unclassified		25.0	2,889,056	25.0	2,973,753
Subtotal		25.0	2,889,056	25.0	2,973,753
Longevity Pay			25,252		26,326
Regular Wages			2,863,804		2,947,427
Seasonal/Special Salaries/Wages			58,000		58,000
Turnover			(25,000)		(25,583)
Total Salaries			2,922,056		3,006,170

Personnel

Secretary of State

Administration

	FY 2026		FY 2027	
	FTE	Cost	FTE	Cost
Benefits				
FICA		222,414		229,056
Health Benefits		339,653		363,623
Payroll Accrual		16,681		16,989
Retiree Health		93,082		90,805
Retirement		911,268		895,027
Subtotal		1,583,098		1,595,500
Total Salaries and Benefits	25.0	4,505,154	25.0	4,601,670
Cost Per FTE Position		180,206		184,067
Statewide Benefit Assessment		83,056		88,447
Payroll Costs	25.0	4,588,210	25.0	4,690,117
Purchased Services				
Information Technology		50,000		50,000
Legal Services		5,000		5,000
Management & Consultant Services		35,715		75,000
Training and Educational Services		5,000		5,000
Subtotal		95,715		135,000
Total Personnel	25.0	4,683,925	25.0	4,825,117
Distribution by Source of Funds				
General Revenue	25.0	4,683,925	25.0	4,825,117
Total All Funds	25.0	4,683,925	25.0	4,825,117

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	2024 Actuals	2025 Actuals	2026 Enacted Budget	2026 Revised Budget	2027 Recommended
Corporations	2,627,237	2,737,995	2,913,879	2,679,735	2,794,958
Total Expenditures	2,627,237	2,737,995	2,913,879	2,679,735	2,794,958
Expenditures by Object					
Salary and Benefits	2,203,970	2,237,797	2,414,909	2,180,765	2,253,988
Contract Professional Services	0	62,708	22,500	22,500	32,500
Operating Supplies and Expenses	423,266	432,490	468,470	468,470	500,470
Subtotal: Operating	2,627,237	2,732,995	2,905,879	2,671,735	2,786,958
Capital Purchases and Equipment	0	5,000	8,000	8,000	8,000
Subtotal: Other	0	5,000	8,000	8,000	8,000
Total Expenditures	2,627,237	2,737,995	2,913,879	2,679,735	2,794,958
Expenditures by Source of Funds					
General Revenue	2,627,237	2,737,995	2,913,879	2,679,735	2,794,958
Total Expenditures	2,627,237	2,737,995	2,913,879	2,679,735	2,794,958

Personnel

Secretary of State

Corporations

		FY 2026		FY 2027	
		FTE	Cost	FTE	Cost
Unclassified					
ADMINISTRATIVE ASSISTANT	5319 A	3.0	182,262	3.0	190,640
ADMINISTRATIVE ASSISTANT (SECRETARY OF STATE)	5319 A	8.0	505,143	8.0	524,380
BUSINESS INFORMATION CENTER PROGRAM MANAGER	5324 A	1.0	71,443	1.0	76,598
CUSTOMER SVC MGR (SOS)	5322 A	1.0	68,811	1.0	70,876
DATA ENTRY TEAM LEADER (SOS)	5321 A	1.0	77,897	1.0	80,234
DEP DIR-BUSINESS SERVICES (SOS)	8630 A	1.0	113,182	1.0	116,578
DEPUTY DIRECTOR - BUSINESS SERVICES (SOS)	8633 A	1.0	105,683	1.0	108,853
DIRECTOR CORPORATIONS (SECRETARY OF STATE)	8638 A	1.0	146,823	1.0	151,227
DOCUMENT PROCESSOR/COUNTER TEAM LEAD	5321 A	1.0	66,295	1.0	68,284
NOTARY TRADEMARK AND AUTHENTICATION	5324 A	1.0	74,367	1.0	76,598
PROCESS IMPROVEMENT PGM MGR (S)	5324 A	1.0	66,034	1.0	70,265
Subtotal Unclassified		20.0	1,477,940	20.0	1,534,533
Subtotal		20.0	1,477,940	20.0	1,534,533
Longevity Pay			83,343		85,841
Regular Wages			1,394,597		1,448,692
Seasonal/Special Salaries/Wages			6,000		6,000
Turnover			(210,000)		(218,289)
Total Salaries			1,273,940		1,322,244
Benefits					
FICA			97,456		101,151
Health Benefits			319,707		342,488
Payroll Accrual			7,386		7,589
Retiree Health			41,208		40,540
Retirement			404,297		400,487
Subtotal			870,054		892,255
Total Salaries and Benefits		20.0	2,143,994	20.0	2,214,499
Cost Per FTE Position			107,200		110,725
Statewide Benefit Assessment			36,771		39,489
Payroll Costs		20.0	2,180,765	20.0	2,253,988
Purchased Services					
Legal Services			20,000		30,000
Training and Educational Services			2,500		2,500
Subtotal			22,500		32,500

Personnel

Secretary of State

Corporations

	FY 2026		FY 2027	
	FTE	Cost	FTE	Cost
Total Personnel	20.0	2,203,265	20.0	2,286,488
Distribution by Source of Funds				
General Revenue	20.0	2,203,265	20.0	2,286,488
Total All Funds	20.0	2,203,265	20.0	2,286,488

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	2024 Actuals	2025 Actuals	2026 Enacted Budget	2026 Revised Budget	2027 Recommended
Operations	803,671	916,284	761,449	840,352	868,658
Total Expenditures	803,671	916,284	761,449	840,352	868,658
Expenditures by Object					
Salary and Benefits	437,191	566,354	406,053	484,956	496,762
Contract Professional Services	2,220	6,007	8,000	8,000	9,500
Operating Supplies and Expenses	351,315	343,923	347,396	347,396	362,396
Subtotal: Operating	790,726	916,284	761,449	840,352	868,658
Capital Purchases and Equipment	12,945	0	0	0	0
Subtotal: Other	12,945	0	0	0	0
Total Expenditures	803,671	916,284	761,449	840,352	868,658
Expenditures by Source of Funds					
General Revenue	490,700	548,138	356,659	454,193	475,184
Restricted Receipts	312,971	362,713	404,790	386,159	393,474
Operating Transfers from Other Funds	0	5,433	0	0	0
Total Expenditures	803,671	916,284	761,449	840,352	868,658

Personnel

Secretary of State

State Archives

		FY 2026		FY 2027	
		FTE	Cost	FTE	Cost
Unclassified					
LOCAL GOV'T RECORDS COORD (SOS)	5328 A	1.0	100,329	1.0	103,339
REFERENCE ANALYST (SOS)	5325 A	1.0	89,147	1.0	91,821
STATE ARCHIVIST & PUBLIC RECORDS ADMINISTRATOR	8634 A	1.0	109,617	1.0	112,906
Subtotal Unclassified		3.0	299,093	3.0	308,066
Subtotal		3.0	299,093	3.0	308,066
Longevity Pay			24,714		25,456
Regular Wages			274,379		282,610
Total Salaries			299,093		308,066
Benefits					
FICA			22,880		23,566
Health Benefits			46,453		49,839
Payroll Accrual			1,747		1,780
Retiree Health			9,721		9,488
Retirement			96,388		94,781
Subtotal			177,189		179,454
Total Salaries and Benefits		3.0	476,282	3.0	487,520
Cost Per FTE Position			158,761		162,507
Statewide Benefit Assessment			8,674		9,242
Payroll Costs		3.0	484,956	3.0	496,762
Purchased Services					
Management & Consultant Services			3,500		5,000
Training and Educational Services			4,500		4,500
Subtotal			8,000		9,500
Total Personnel		3.0	492,956	3.0	506,262
Distribution by Source of Funds					
General Revenue		1.0	164,443	1.0	170,434
Restricted Receipts		2.0	328,513	2.0	335,828
Total All Funds		3.0	492,956	3.0	506,262

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	2024 Actuals	2025 Actuals	2026 Enacted Budget	2026 Revised Budget	2027 Recommended
Operations	1,990,641	3,551,441	4,107,040	4,057,022	5,117,860
Total Expenditures	1,990,641	3,551,441	4,107,040	4,057,022	5,117,860
Expenditures by Object					
Salary and Benefits	616,786	724,391	754,660	704,642	723,894
Contract Professional Services	469,611	525,635	963,565	983,565	993,565
Operating Supplies and Expenses	900,298	2,260,574	2,036,815	2,036,815	2,773,401
Assistance and Grants	0	25,000	100,000	100,000	100,000
Subtotal: Operating	1,986,695	3,535,601	3,855,040	3,825,022	4,590,860
Capital Purchases and Equipment	3,946	15,840	252,000	232,000	527,000
Subtotal: Other	3,946	15,840	252,000	232,000	527,000
Total Expenditures	1,990,641	3,551,441	4,107,040	4,057,022	5,117,860
Expenditures by Source of Funds					
General Revenue	1,471,062	2,637,623	2,107,040	2,057,022	3,117,860
Federal Funds	519,579	913,818	2,000,000	2,000,000	2,000,000
Total Expenditures	1,990,641	3,551,441	4,107,040	4,057,022	5,117,860

Personnel

Secretary of State

Elections and Civics

	FY 2026		FY 2027		
	FTE	Cost	FTE	Cost	
Unclassified					
DEPUTY DIRECTOR OF ELECTIONS (SOS)	8635 A	1.0	119,209	1.0	122,785
DIRECTOR OF ELECTIONS (SOS)	8640 A	1.0	140,051	1.0	144,253
ELECTIONS INFORMATION COORDINATOR (SOS)	8628 A	1.0	87,243	1.0	89,860
MANAGER OF ELECTIONS	5324 A	1.0	72,864	1.0	76,598
Subtotal Unclassified		4.0	419,367	4.0	433,496
Subtotal		4.0	419,367	4.0	433,496
Longevity Pay			5,677		5,847
Regular Wages			413,690		427,649
Seasonal/Special Salaries/Wages			18,000		18,000
Total Salaries			437,367		451,496
Benefits					
FICA			33,460		34,540
Health Benefits			71,761		77,000
Payroll Accrual			2,444		2,500
Retiree Health			13,629		13,352
Retirement			133,820		132,000
Subtotal			255,114		259,392
Total Salaries and Benefits		4.0	692,481	4.0	710,888
Cost Per FTE Position			173,120		177,722
Statewide Benefit Assessment			12,161		13,006
Payroll Costs		4.0	704,642	4.0	723,894
Purchased Services					
Clerical and Temporary Services			20,000		30,000
Information Technology			911,565		911,565
Legal Services			50,000		50,000
Training and Educational Services			2,000		2,000
Subtotal			983,565		993,565
Total Personnel		4.0	1,688,207	4.0	1,717,459
Distribution by Source of Funds					
General Revenue		4.0	976,642	4.0	1,005,894
Federal Funds		0.0	711,565	0.0	711,565
Total All Funds		4.0	1,688,207	4.0	1,717,459

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	2024 Actuals	2025 Actuals	2026 Enacted Budget	2026 Revised Budget	2027 Recommended
Operations	604,877	568,076	668,263	662,568	680,710
Total Expenditures	604,877	568,076	668,263	662,568	680,710
Expenditures by Object					
Salary and Benefits	410,317	425,552	442,988	431,293	448,395
Contract Professional Services	3,575	300	19,050	19,050	19,050
Operating Supplies and Expenses	22,534	32,550	37,225	43,225	44,265
Assistance and Grants	168,450	109,674	168,000	168,000	168,000
Subtotal: Operating	604,877	568,076	667,263	661,568	679,710
Capital Purchases and Equipment	0	0	1,000	1,000	1,000
Subtotal: Other	0	0	1,000	1,000	1,000
Total Expenditures	604,877	568,076	668,263	662,568	680,710
Expenditures by Source of Funds					
General Revenue	604,877	568,076	668,263	662,568	680,710
Total Expenditures	604,877	568,076	668,263	662,568	680,710

Personnel

Secretary of State

State Library

	FY 2026		FY 2027		
	FTE	Cost	FTE	Cost	
Unclassified					
ADMINISTRATIVE ASSISTANT (SOS)	5325 A	2.0	174,418	2.0	179,649
STATE LIBRARIAN (SOS)	8631 A	1.0	90,677	1.0	97,287
Subtotal Unclassified		3.0	265,095	3.0	276,936
Subtotal		3.0	265,095	3.0	276,936
Longevity Pay			19,380		19,961
Regular Wages			245,715		256,975
Turnover			(500)		(14,815)
Total Salaries			264,595		262,121
Benefits					
FICA			20,242		20,052
Health Benefits			43,773		68,505
Payroll Accrual			1,543		1,513
Retiree Health			8,599		8,073
Retirement			84,867		80,266
Subtotal			159,024		178,409
Total Salaries and Benefits		3.0	423,619	3.0	440,530
Cost Per FTE Position			141,206		146,843
Statewide Benefit Assessment			7,674		7,865
Payroll Costs		3.0	431,293	3.0	448,395
Purchased Services					
Clerical and Temporary Services			18,200		18,200
Training and Educational Services			850		850
Subtotal			19,050		19,050
Total Personnel		3.0	450,343	3.0	467,445
Distribution by Source of Funds					
General Revenue		3.0	450,343	3.0	467,445
Total All Funds		3.0	450,343	3.0	467,445

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	2024 Actuals	2025 Actuals	2026 Enacted Budget	2026 Revised Budget	2027 Recommended
Secretary of State Record Center	929,859	919,502	1,231,684	1,155,447	1,167,703
Total Expenditures	929,859	919,502	1,231,684	1,155,447	1,167,703
<i>Internal Services</i>	<i>[929,859]</i>	<i>[919,502]</i>	<i>[1,231,684]</i>	<i>[1,155,447]</i>	<i>[1,167,703]</i>
Expenditures by Object					
Salary and Benefits	360,343	379,281	609,069	532,832	545,088
Contract Professional Services	461,883	421,167	494,395	494,395	494,395
Operating Supplies and Expenses	107,633	119,054	127,220	127,220	127,220
Subtotal: Operating	929,859	919,502	1,230,684	1,154,447	1,166,703
Capital Purchases and Equipment	0	0	1,000	1,000	1,000
Subtotal: Other	0	0	1,000	1,000	1,000
Total Expenditures	929,859	919,502	1,231,684	1,155,447	1,167,703
Expenditures by Source of Funds					
Other Funds	929,859	919,502	1,231,684	1,155,447	1,167,703
Total Expenditures	929,859	919,502	1,231,684	1,155,447	1,167,703

Personnel

Secretary of State

Internal Service Programs

		FY 2026		FY 2027	
		FTE	Cost	FTE	Cost
Unclassified					
ADMINISTRATIVE ASSISTANT (SECRETARY OF STATE)	5319 A	1.0	67,449	1.0	69,472
ADMINISTRATIVE RECORDS & TECHNICAL SERVICE SPEC	5328 A	1.0	87,243	1.0	89,860
DIGITAL ARCHIVIST	5329 A	1.0	90,774	1.0	93,497
PRINCIPAL PLANNING AND PROGRAM SPECIALIST	5328 A	1.0	91,605	1.0	94,353
Subtotal Unclassified		4.0	337,071	4.0	347,182
Subtotal		4.0	337,071	4.0	347,182
Longevity Pay			10,494		10,809
Regular Wages			326,577		336,373
Total Salaries			337,071		347,182
Benefits					
FICA			25,786		26,559
Health Benefits			39,724		42,516
Payroll Accrual			1,964		2,002
Retiree Health			10,954		10,694
Retirement			107,558		105,719
Subtotal			185,986		187,490
Total Salaries and Benefits		4.0	523,057	4.0	534,672
Cost Per FTE Position			130,764		133,668
Statewide Benefit Assessment			9,775		10,416
Payroll Costs		4.0	532,832	4.0	545,088
Purchased Services					
Clerical and Temporary Services			65,000		65,000
Other Contracts			4,395		4,395
Subtotal			69,395		69,395
Total Personnel		4.0	602,227	4.0	614,483
Distribution by Source of Funds					
Other Funds		4.0	602,227	4.0	614,483
Total All Funds		4.0	602,227	4.0	614,483

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	2024 Actuals	2025 Actuals	2026 Enacted Budget	2026 Revised Budget	2027 Recommended
Operations	714,739	754,547	865,724	854,283	699,705
Total Expenditures	714,739	754,547	865,724	854,283	699,705
Expenditures by Object					
Salary and Benefits	573,789	424,352	455,524	450,083	461,675
Contract Professional Services	38,059	14,566	25,500	25,500	25,500
Operating Supplies and Expenses	102,590	315,629	384,700	378,700	212,530
Assistance and Grants	300	0	0	0	0
Subtotal: Operating	714,739	754,547	865,724	854,283	699,705
Total Expenditures	714,739	754,547	865,724	854,283	699,705
Expenditures by Source of Funds					
General Revenue	693,133	738,054	840,724	829,283	674,705
Restricted Receipts	21,606	16,493	25,000	25,000	25,000
Total Expenditures	714,739	754,547	865,724	854,283	699,705

Personnel

Secretary of State

Office of Public Information

		FY 2026		FY 2027	
		FTE	Cost	FTE	Cost
Unclassified					
DIRECTOR PUBLIC INFORMATION (SEC OF STATE)	8631 A	1.0	103,012	1.0	106,104
PUB INFO & VISITOR CTR EXP SPE	5321 A	1.0	66,295	1.0	68,284
PUBLIC INFORM SPECIALIST (SOS)	8625 A	1.0	77,519	1.0	79,844
Subtotal Unclassified		3.0	246,826	3.0	254,232
Subtotal		3.0	246,826	3.0	254,232
Longevity Pay			4,905		5,053
Regular Wages			241,921		249,179
Seasonal/Special Salaries/Wages			23,120		23,120
Total Salaries			269,946		277,352
Benefits					
FICA			20,650		21,216
Health Benefits			63,848		68,505
Payroll Accrual			1,439		1,467
Retiree Health			8,022		7,830
Retirement			79,020		77,678
Subtotal			172,979		176,696
Total Salaries and Benefits		3.0	442,925	3.0	454,048
Cost Per FTE Position			147,642		151,349
Statewide Benefit Assessment			7,158		7,627
Payroll Costs		3.0	450,083	3.0	461,675
Purchased Services					
Legal Services			20,000		20,000
Training and Educational Services			5,500		5,500
Subtotal			25,500		25,500
Total Personnel		3.0	475,583	3.0	487,175
Distribution by Source of Funds					
General Revenue		3.0	475,583	3.0	487,175
Total All Funds		3.0	475,583	3.0	487,175