

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; encourage civic pride; enhance commerce; and ensure 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

	2019 Actuals	2020 Actuals	2021 Enacted Budget	2021 Revised Budget	2022 Recommended
Expenditures by Program					
Administration	3,315,966	3,435,395	4,013,532	4,024,048	3,605,403
Corporations	2,329,265	2,463,789	2,470,702	2,477,245	2,539,285
State Archives	543,388	602,343	702,913	704,126	691,102
Elections and Civics	3,761,159	4,661,964	6,683,723	6,685,377	3,877,371
State Library	725,537	712,734	716,227	717,998	768,685
Internal Service Programs	833,913	794,754	1,086,670	1,088,490	1,060,059
Office of Public Information	455,840	362,700	511,575	512,560	446,918
Total Expenditures	11,965,068	13,033,679	16,185,342	16,209,844	12,988,823
<i>Internal Services</i>	<i>[833,913.19]</i>	<i>[794,754]</i>	<i>[1,086,670]</i>	<i>[1,088,490]</i>	<i>[1,060,059]</i>
Expenditures by Object					
Salary And Benefits	6,489,920	7,010,216	7,324,673	7,349,175	7,367,169
Contract Professional Services	579,713	968,410	473,504	473,504	1,199,291
Operating Supplies And Expenses	3,527,175	3,906,834	8,029,665	8,029,665	3,921,913
Assistance And Grants	149,465	223,929	163,000	163,000	243,000
Subtotal: Operating	10,746,273	12,109,389	15,990,842	16,015,344	12,731,373
Capital Purchases And Equipment	576,226	296,722	154,500	154,500	217,450
Debt Service (fixed Charges)	627,569	627,568	0	0	0
Operating Transfers	15,000	0	40,000	40,000	40,000
Subtotal: Other	1,218,795	924,290	194,500	194,500	257,450
Total Expenditures	11,965,068	13,033,679	16,185,342	16,209,844	12,988,823
Expenditures by Source of Funds					
General Revenue	9,796,151	9,305,239	12,289,333	12,310,802	9,561,067
Federal Funds	885,017	2,458,169	2,266,929	2,266,929	1,810,000
Restricted Receipts	449,987	475,518	542,410	543,623	557,697
Other Funds	833,913	794,754	1,086,670	1,088,490	1,060,059
Total Expenditures	11,965,068	13,033,679	16,185,342	16,209,844	12,988,823
FTE Authorization	59.0	59.0	59.0	59.0	59.0

Personnel Agency Summary

Secretary Of State

	FY 2021		FY 2022	
	FTE	Cost	FTE	Cost
Unclassified			59.0	4,494,469
Subtotal	59.0	5,113,803	59.0	4,494,469
Seasonal/Special Salaries/Wages		36,000		0
Turnover		(815,131)		(28,459)
Total Salaries		4,334,672		4,466,010
Benefits				
FICA		346,063		347,543
Health Benefits		963,535		740,229
Payroll Accrual		25,095		26,403
Retiree Health		249,811		235,811
Retirement		1,235,704		1,374,768
Subtotal		2,820,208		2,724,754
Total Salaries and Benefits		7,154,880	59.0	7,190,764
Cost Per FTE Position				121,877
Statewide Benefit Assessment		194,295		176,405
Payroll Costs		7,349,175	59.0	7,367,169
Purchased Services				
Buildings and Ground Maintenance		500		0
Clerical and Temporary Services		28,000		0
Information Technology		133,488		1,001,376
Legal Services		120,000		117,500
Other Contracts		191,516		80,415
Subtotal		473,504		1,199,291
Total Personnel		7,822,679	59.0	8,566,460
Distribution by Source of Funds				
General Revenue		6,919,345	53.0	6,805,491
Federal Funds		0	0.0	900,000
Restricted Receipts		362,670	3.0	337,385
Other Funds		540,664	3.0	523,584
Total All Funds		7,822,679	59.0	8,566,460

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

Agency: Secretary Of State

Administration

Expenditures by Sub Program	2019 Actuals	2020 Actuals	2021 Enacted Budget	2021 Revised Budget	2022 Recommended
Administration	1,558,213	1,907,979	1,740,082	1,745,517	1,982,928
Information Technology	1,326,551	1,040,133	1,902,068	1,905,863	1,211,590
Personnel and Finance	431,202	487,283	371,382	372,668	410,885
Total Expenditures	3,315,966	3,435,395	4,013,532	4,024,048	3,605,403
Expenditures by Object					
Salary and Benefits	2,450,472	2,934,004	3,072,246	3,082,762	2,923,797
Contract Professional Services	234,844	3,358	63,627	63,627	35,715
Operating Supplies and Expenses	620,162	517,100	825,659	825,659	638,441
Subtotal: Operating	3,305,479	3,454,462	3,961,532	3,972,048	3,597,953
Capital Purchases And Equipment	10,487	(19,067)	52,000	52,000	7,450
Subtotal: Other	10,487	(19,067)	52,000	52,000	7,450
Total Expenditures	3,315,966	3,435,395	4,013,532	4,024,048	3,605,403
Expenditures by Source of Funds					
General Revenue	3,315,966	3,435,395	4,013,532	4,024,048	3,605,403
Total Expenditures	3,315,966	3,435,395	4,013,532	4,024,048	3,605,403

Personnel

Agency: Secretary Of State

Administration

		FY 2022	
		FTE	Cost
Unclassified			
ADMINISTRATIVE ASSISTANT	05325A	2.0	141,674
ASSISTANT TO THE SECRETARY (SOS)	08630A	1.0	78,248
COMMUNICATIONS DIRECTOR/SR ADVISOR (SOS)	08646A	1.0	147,009
COMMUNITY RELATIONS COORD (SOS)	08622A	1.0	56,046
DATA ANALYST	08635A	1.0	93,409
DEPUTY SECRETARY OF STATE/CHIEF OF STAFF (SOS)	08646A	1.0	147,009
DEPUTY SECRETARY OF STATE/DIR OF ADMINISTRATION (SOS)	08646A	1.0	147,009
DIRECTOR OF FINANCE & PERSONNEL (SOS)	08638A	1.0	105,920
DIRECTOR OF STATE AND FEDERAL LEGISLATURE AFFAIRS AND POLICY	08639A	1.0	111,056
INFORMATION SECURITY ARCHITECT (SOS)	08640A	1.0	116,190
IT DIRECTOR (SEC OF STATE)	08642A	1.0	132,784
JR NETWORK & SYS ADMIN (SOS)	08622A	1.0	54,341
MVC APPLICATION DEVELOPER (SOS)	08633A	1.0	86,274
NET APPLICATION DEVELOPER (SOS)	08629A	1.0	75,308
PRESS INFORMATION OFFICER	08632A	1.0	83,340
SECRETARY OF STATE	00531F	1.0	122,740
SENIOR GRAPHICS DESIGNER (SECRETARY OF STATE)	05326A	1.0	68,864
SOCIAL MEDIA SPECIALIST (SOS)	08613A	1.0	42,341
SQL DATABASE ADMINISTRATOR	08622A	1.0	53,123
Subtotal Unclassified		20.0	1,862,685
Subtotal		20.0	1,862,685
Turnover			(28,459)
Total Salaries			1,834,226
Benefits			
FICA			140,876
Health Benefits			227,680
Payroll Accrual			10,740
Retiree Health			96,847
Retirement			540,975
Subtotal			1,017,118
Total Salaries and Benefits		20.0	2,851,344
Cost Per FTE Position			142,567
Statewide Benefit Assessment			72,453
Payroll Costs		20.0	2,923,797

Personnel

Agency: Secretary Of State

Administration

	FY 2022	
	FTE	Cost
Purchased Services		
Legal Services		5,000
Other Contracts		30,715
Subtotal		35,715
Total Personnel	20.0	2,959,512
Distribution by Source of Funds		
General Revenue	20.0	2,959,512
Total All Funds	20.0	2,959,512

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

Agency: Secretary Of State

Corporations

Expenditures by Sub Program	2019 Actuals	2020 Actuals	2021 Enacted Budget	2021 Revised Budget	2022 Recommended
Corporations	2,329,265	2,459,322	2,470,702	2,477,245	2,539,285
First Stop Business Inf.	0	4,467	0	0	0
Total Expenditures	2,329,265	2,463,789	2,470,702	2,477,245	2,539,285
Expenditures by Object					
Salary and Benefits	1,895,591	1,997,112	1,985,214	1,991,757	2,103,173
Contract Professional Services	92,296	113,854	110,000	110,000	76,000
Operating Supplies and Expenses	327,348	341,240	361,488	361,488	352,112
Subtotal: Operating	2,315,235	2,452,207	2,456,702	2,463,245	2,531,285
Capital Purchases And Equipment	14,030	11,582	14,000	14,000	8,000
Subtotal: Other	14,030	11,582	14,000	14,000	8,000
Total Expenditures	2,329,265	2,463,789	2,470,702	2,477,245	2,539,285
Expenditures by Source of Funds					
General Revenue	2,329,265	2,463,789	2,470,702	2,477,245	2,539,285
Total Expenditures	2,329,265	2,463,789	2,470,702	2,477,245	2,539,285

Personnel

Agency: Secretary Of State

Corporations

		FY 2022	
		FTE	Cost
Unclassified			
ADMINISTRATIVE ASSISTANT	05319A	3.0	173,138
ADMINISTRATIVE ASSISTANT (SECRETARY OF STATE)	05319A	10.0	529,307
CUSTOMER SVC MGR (SOS)	05322A	1.0	52,543
DATA ENTRY TEAM LEADER (SOS)	05321A	1.0	63,043
DEPUTY DIRECTOR - BUSINESS SERVICES (SOS)	08630A	2.0	172,146
DIRECTOR CORPORATIONS (SECRETARY OF STATE)	08636A	1.0	112,042
DOCUMENT PROCESSOR/COUNTER TEAM LEAD	05321A	1.0	53,654
NOTARY TRADEMARK AND AUTHENTICATION	05324A	1.0	63,369
Subtotal Unclassified		20.0	1,219,242
Subtotal		20.0	1,219,242
Total Salaries			1,219,242
Benefits			
FICA			96,762
Health Benefits			268,335
Payroll Accrual			7,312
Retiree Health			64,379
Retirement			398,984
Subtotal			835,772
Total Salaries and Benefits		20.0	2,055,014
Cost Per FTE Position			102,751
Statewide Benefit Assessment			48,159
Payroll Costs		20.0	2,103,173
Purchased Services			
Legal Services			40,000
Other Contracts			36,000
Subtotal			76,000
Total Personnel		20.0	2,179,173
Distribution by Source of Funds			
General Revenue		20.0	2,179,173
Total All Funds		20.0	2,179,173

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

Agency: Secretary Of State

State Archives

Expenditures by Sub Program	2019 Actuals	2020 Actuals	2021 Enacted Budget	2021 Revised Budget	2022 Recommended
Operations	543,388	602,343	702,913	704,126	691,102
Total Expenditures	543,388	602,343	702,913	704,126	691,102
Expenditures by Object					
Salary and Benefits	361,027	368,722	334,790	336,003	337,385
Contract Professional Services	13,929	0	53,334	53,334	3,500
Operating Supplies and Expenses	160,392	230,649	295,789	295,789	350,217
Subtotal: Operating	535,348	599,371	683,913	685,126	691,102
Capital Purchases And Equipment	8,040	2,972	19,000	19,000	0
Subtotal: Other	8,040	2,972	19,000	19,000	0
Total Expenditures	543,388	602,343	702,913	704,126	691,102
Expenditures by Source of Funds					
General Revenue	114,040	134,304	185,503	185,503	158,405
Restricted Receipts	429,348	468,039	517,410	518,623	532,697
Total Expenditures	543,388	602,343	702,913	704,126	691,102

Personnel

Agency: Secretary Of State

State Archives

		FY 2022	
		FTE	Cost
Unclassified			
LOCAL GOV'T RECORDS COORD (SOS)	05328A	1.0	81,688
REFERENCE ANALYST (SOS)	05325A	1.0	72,410
STATE ARCHIVIST & PUBLIC RECORDS ADMINISTRATOR	08630A	1.0	78,248
Subtotal Unclassified		3.0	232,346
Subtotal		3.0	232,346
Transfer Out			(139,408)
Transfer In			115,166
Total Salaries			208,104
Benefits			
FICA			16,248
Health Benefits			27,798
Payroll Accrual			1,234
Retiree Health			10,988
Retirement			64,793
Subtotal			121,061
Total Salaries and Benefits		3.0	329,165
Cost Per FTE Position			109,722
Statewide Benefit Assessment			8,220
Payroll Costs		3.0	337,385
Purchased Services			
Other Contracts			3,500
Subtotal			3,500
Total Personnel		3.0	340,885
Distribution by Source of Funds			
General Revenue		0.0	3,500
Restricted Receipts		3.0	337,385
Total All Funds		3.0	340,885

Program Summary

SECRETARY OF STATE

Elections & 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 program strives to provide concise, accurate, and timely information to the voters of Rhode Island in the form of a ballot and voter information booklet with respect to referenda.

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

Agency: Secretary Of State

Elections and Civics

Expenditures by Sub Program	2019 Actuals	2020 Actuals	2021 Enacted Budget	2021 Revised Budget	2022 Recommended
Operations	3,761,159	4,661,964	6,683,723	6,685,377	3,877,371
Total Expenditures	3,761,159	4,661,964	6,683,723	6,685,377	3,877,371
Expenditures by Object					
Salary and Benefits	481,747	562,758	575,275	576,929	567,906
Contract Professional Services	208,052	813,050	179,376	179,376	1,051,376
Operating Supplies and Expenses	1,893,657	2,277,240	5,844,072	5,844,072	1,956,089
Assistance And Grants	6,465	80,929	20,000	20,000	100,000
Subtotal: Operating	2,589,921	3,733,977	6,618,723	6,620,377	3,675,371
Capital Purchases And Equipment	543,669	300,419	65,000	65,000	202,000
Debt Service (Fixed Charges)	627,569	627,568	0	0	0
Subtotal: Other	1,171,238	927,987	65,000	65,000	202,000
Total Expenditures	3,761,159	4,661,964	6,683,723	6,685,377	3,877,371
Expenditures by Source of Funds					
General Revenue	2,876,142	2,203,795	4,416,794	4,418,448	2,067,371
Federal Funds	885,017	2,458,169	2,266,929	2,266,929	1,810,000
Total Expenditures	3,761,159	4,661,964	6,683,723	6,685,377	3,877,371

Personnel

Agency: Secretary Of State

Elections and Civics

		FY 2022	
		FTE	Cost
Unclassified			
DEPUTY DIRECTOR OF ELECTIONS (SOS)	08633A	2.0	179,738
DIRECTOR OF ELECTIONS & CIVICS (SOS)	08637A	1.0	105,827
MANAGER OF ELECTIONS	05324A	1.0	63,369
Subtotal Unclassified		4.0	348,934
Subtotal		4.0	348,934
Total Salaries			348,934
Benefits			
FICA			26,898
Health Benefits			53,911
Payroll Accrual			2,048
Retiree Health			18,424
Retirement			103,909
Subtotal			205,190
Total Salaries and Benefits		4.0	554,124
Cost Per FTE Position			138,531
Statewide Benefit Assessment			13,782
Payroll Costs		4.0	567,906
Purchased Services			
Information Technology			1,001,376
Legal Services			50,000
Subtotal			1,051,376
Total Personnel		4.0	1,619,282
Distribution by Source of Funds			
General Revenue		4.0	719,282
Federal Funds		0.0	900,000
Total All Funds		4.0	1,619,282

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

Agency: Secretary Of State

State Library

Expenditures by Sub Program	2019 Actuals	2020 Actuals	2021 Enacted Budget	2021 Revised Budget	2022 Recommended
Operations	725,537	712,734	716,227	717,998	768,685
Total Expenditures	725,537	712,734	716,227	717,998	768,685
Expenditures by Object					
Salary and Benefits	557,483	538,742	539,098	540,869	592,861
Contract Professional Services	251	199	0	0	200
Operating Supplies and Expenses	24,803	30,794	31,629	31,629	32,624
Assistance And Grants	143,000	143,000	143,000	143,000	143,000
Subtotal: Operating	725,537	712,734	713,727	715,498	768,685
Capital Purchases And Equipment	0	0	2,500	2,500	0
Subtotal: Other	0	0	2,500	2,500	0
Total Expenditures	725,537	712,734	716,227	717,998	768,685
Expenditures by Source of Funds					
General Revenue	725,537	712,734	716,227	717,998	768,685
Total Expenditures	725,537	712,734	716,227	717,998	768,685

Personnel

Agency: Secretary Of State

State Library

		FY 2022	
		FTE	Cost
Unclassified			
ADMINISTRATIVE ASSISTANT	05316A	1.0	45,053
ADMINISTRATIVE ASSISTANT	05325A	2.0	141,674
ASSOCIATE DIRECTOR OF EDUC. & PUB PROGRAMS (SOS)	08630A	1.0	78,248
DIRECTOR OF STATE ARCHIVES- LIBRARY & PUBLIC INFORMATION	08638A	1.0	105,920
STATE LIBRARIAN (SOS)	08630A	1.0	78,248
Subtotal Unclassified		6.0	449,143
Subtotal		6.0	449,143
Transfer Out			(105,920)
Total Salaries			343,223
Benefits			
FICA			26,873
Health Benefits			81,075
Payroll Accrual			2,039
Retiree Health			18,123
Retirement			107,970
Subtotal			236,080
Total Salaries and Benefits		6.0	579,303
Cost Per FTE Position			96,551
Statewide Benefit Assessment			13,558
Payroll Costs		6.0	592,861
Purchased Services			
Other Contracts			200
Subtotal			200
Total Personnel		6.0	593,061
Distribution by Source of Funds			
General Revenue		6.0	593,061
Total All Funds		6.0	593,061

Program Summary

SECRETARY OF STATE

Record Center

Mission

The Record Center program strives to provide agencies with cost-efficient secure central record storage facilities and to 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

Agency: Secretary Of State

Record Center

Expenditures by Sub Program	2019 Actuals	2020 Actuals	2021 Enacted Budget	2021 Revised Budget	2022 Recommended
Secretary of State Record Center	833,913	794,754	1,086,670	1,088,490	1,060,059
Total Expenditures	833,913	794,754	1,086,670	1,088,490	1,060,059
<i>Internal Services</i>	<i>[833,913.19]</i>	<i>[794,754]</i>	<i>[1,086,670]</i>	<i>[1,088,490]</i>	<i>[1,060,059]</i>
Expenditures by Object					
Salary and Benefits	394,220	311,533	502,177	503,997	506,084
Contract Professional Services	5,130	(12)	36,667	36,667	17,500
Operating Supplies and Expenses	434,563	483,233	545,826	545,826	536,475
Subtotal: Operating	833,913	794,754	1,084,670	1,086,490	1,060,059
Capital Purchases And Equipment	0	0	2,000	2,000	0
Subtotal: Other	0	0	2,000	2,000	0
Total Expenditures	833,913	794,754	1,086,670	1,088,490	1,060,059
Expenditures by Source of Funds					
Other Funds	833,913	794,754	1,086,670	1,088,490	1,060,059
Total Expenditures	833,913	794,754	1,086,670	1,088,490	1,060,059

Personnel

Agency: Secretary Of State

Record Center

		FY 2022	
		FTE	Cost
Unclassified			
ADMINISTRATIVE ASSISTANT (SECRETARY OF STATE)	05319A	1.0	44,444
DIGITAL ARCHIVIST	05325A	1.0	62,965
PRINCIPAL PLANNING AND PROGRAM SPECIALIST	05328A	1.0	74,585
Subtotal Unclassified		3.0	181,994
Subtotal		3.0	181,994
Transfer Out			(72,798)
Transfer In			202,960
Total Salaries			312,156
Benefits			
FICA			24,372
Health Benefits			41,702
Payroll Accrual			1,850
Retiree Health			16,483
Retirement			97,192
Subtotal			181,599
Total Salaries and Benefits		3.0	493,755
Cost Per FTE Position			164,585
Statewide Benefit Assessment			12,329
Payroll Costs		3.0	506,084
Purchased Services			
Legal Services			7,500
Other Contracts			10,000
Subtotal			17,500
Total Personnel		3.0	523,584
Distribution by Source of Funds			
Other Funds		3.0	523,584
Total All Funds		3.0	523,584

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

Agency: Secretary Of State

Office of Public Information

Expenditures by Sub Program	2019 Actuals	2020 Actuals	2021 Enacted Budget	2021 Revised Budget	2022 Recommended
Operations	455,840	362,700	511,575	512,560	446,918
Total Expenditures	455,840	362,700	511,575	512,560	446,918
Expenditures by Object					
Salary and Benefits	349,380	297,346	315,873	316,858	335,963
Contract Professional Services	25,211	37,960	30,500	30,500	15,000
Operating Supplies and Expenses	66,249	26,578	125,202	125,202	55,955
Subtotal: Operating	440,840	361,884	471,575	472,560	406,918
Capital Purchases And Equipment	0	816	0	0	0
Operating Transfers	15,000	0	40,000	40,000	40,000
Subtotal: Other	15,000	816	40,000	40,000	40,000
Total Expenditures	455,840	362,700	511,575	512,560	446,918
Expenditures by Source of Funds					
General Revenue	435,201	355,221	486,575	487,560	421,918
Restricted Receipts	20,639	7,479	25,000	25,000	25,000
Total Expenditures	455,840	362,700	511,575	512,560	446,918

Personnel

Agency: Secretary Of State

Office of Public Information

		FY 2022	
		FTE	Cost
Unclassified			
ADMINISTRATIVE RECORDS & TECHNICAL SERVICE SPEC	05325A	1.0	62,966
DIRECTOR PUBLIC INFORMATION (SEC OF STATE)	08630A	1.0	82,160
PUBLIC INFORM SPECIALIST (SOS)	08621A	1.0	54,999
Subtotal Unclassified		3.0	200,125
Subtotal		3.0	200,125
Total Salaries			200,125
Benefits			
FICA			15,514
Health Benefits			39,728
Payroll Accrual			1,180
Retiree Health			10,567
Retirement			60,945
Subtotal			127,934
Total Salaries and Benefits		3.0	328,059
Cost Per FTE Position			109,353
Statewide Benefit Assessment			7,904
Payroll Costs		3.0	335,963
Purchased Services			
Legal Services			15,000
Subtotal			15,000
Total Personnel		3.0	350,963
Distribution by Source of Funds			
General Revenue		3.0	350,963
Total All Funds		3.0	350,963