

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

	2020 Actuals	2021 Actuals	2022 Enacted Budget	2022 Revised Budget	2023 Recommended
Expenditures by Program					
Administration	3,435,395	3,703,254	3,633,858	3,954,130	3,909,383
Corporations	2,463,789	2,543,776	2,539,285	2,544,874	2,687,784
State Archives	602,343	666,014	691,102	796,923	698,848
Elections and Civics	4,661,964	7,452,158	3,877,371	4,199,577	5,231,027
State Library	712,734	916,423	768,685	826,600	825,475
Internal Service Programs	794,754	808,303	1,060,059	1,175,786	1,143,730
Office of Public Information	362,700	423,562	546,918	595,313	711,260
Total Expenditures	13,033,679	16,513,489	13,117,278	14,093,203	15,207,507
<i>Internal Services</i>	<i>[794,754]</i>	<i>[808,303]</i>	<i>[1,060,059]</i>	<i>[1,175,786]</i>	<i>[1,143,730]</i>
Expenditures by Object					
Salary And Benefits	7,010,216	7,499,212	7,367,169	7,992,890	8,028,550
Contract Professional Services	968,410	881,760	1,199,291	1,511,911	1,100,473
Operating Supplies And Expenses	3,906,834	6,835,669	4,050,368	4,087,952	5,353,034
Assistance And Grants	223,929	155,375	243,000	243,000	243,000
Subtotal: Operating	12,109,389	15,372,017	12,859,828	13,835,753	14,725,057
Capital Purchases And Equipment	296,722	513,904	217,450	217,450	437,450
Debt Service (fixed Charges)	627,568	627,569	0	0	0
Operating Transfers	0	0	40,000	40,000	45,000
Subtotal: Other	924,290	1,141,473	257,450	257,450	482,450
Total Expenditures	13,033,679	16,513,489	13,117,278	14,093,203	15,207,507
Expenditures by Source of Funds					
General Revenue	9,305,239	12,264,120	9,775,071	10,264,710	11,727,015
Federal Funds	2,458,169	2,336,420	1,810,000	2,012,835	1,621,565
Restricted Receipts	475,518	1,104,646	472,148	639,872	545,197
Operating Transfers From Other Funds	0	0	0	0	170,000
Other Funds	794,754	808,303	1,060,059	1,175,786	1,143,730
Total Expenditures	13,033,679	16,513,489	13,117,278	14,093,203	15,207,507
FTE Authorization	59.0	59.0	59.0	59.0	59.0

Personnel Agency Summary

Secretary of State

	FY 2022		FY 2023	
	FTE	Cost	FTE	Cost
Unclassified	59.0	4,777,447	59.0	4,916,226
Subtotal	59.0	4,777,447	59.0	4,916,226
Overtime		175		0
Seasonal/Special Salaries/Wages		37,824		38,766
Turnover		(24,000)		0
FY 2021 Retro COLA Payment		117,914		0
Total Salaries		4,909,360		4,954,992
Benefits				
Contract Stipends		43,500		43,500
FICA		377,001		381,194
Health Benefits		755,870		790,756
Holiday		244		0
Payroll Accrual		28,002		0
Retiree Health		259,242		222,195
Retirement		1,424,982		1,440,008
Subtotal		2,888,841		2,877,653
Total Salaries and Benefits	59.0	7,798,201	59.0	7,832,645
Cost Per FTE Position		132,173		132,757
Statewide Benefit Assessment		194,689		195,905
Payroll Costs	59.0	7,992,890	59.0	8,028,550
Purchased Services				
Clerical and Temporary Services		150,293		20,000
Information Technology		1,215,000		844,565
Legal Services		110,000		140,000
Other Contracts		24,618		95,908
Training and Educational Services		12,000		0
Subtotal		1,511,911		1,100,473
Total Personnel	59.0	9,504,801	59.0	9,129,023
Distribution by Source of Funds				
General Revenue	52.0	7,353,913	52.0	7,418,151
Federal Funds	0.0	1,102,835	0.0	711,565
Restricted Receipts	2.0	408,942	2.0	377,207
Other Funds	5.0	639,111	5.0	622,100
Total All Funds	59.0	9,504,801	59.0	9,129,023

Program Summary

Agency: Secretary of State

Administration

Mission

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

Description

The Administration Program supports the Department of State in six areas. Personnel maintains personnel records and provides administrative support for payroll and personnel matters. Fiscal Management monitors accounts payable and accounts receivable for the department and prepares the budget. E-government and Information Technology develops and implements model e-government solutions to collect and distribute information to the public and provides support for the department's computer systems. 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	2020 Actuals	2021 Actuals	2022 Enacted Budget	2022 Revised Budget	2023 Recommended
Administration	1,907,979	1,722,775	2,011,383	2,063,888	2,043,364
Information Technology	1,040,133	1,571,763	1,211,590	1,436,153	1,413,195
Personnel and Finance	487,283	408,717	410,885	454,089	452,824
Total Expenditures	3,435,395	3,703,254	3,633,858	3,954,130	3,909,383
Expenditures by Object					
Salary and Benefits	2,934,004	2,812,557	2,923,797	3,251,966	3,268,076
Contract Professional Services	3,358	379,728	35,715	65,418	40,715
Operating Supplies and Expenses	517,100	391,948	666,896	629,296	593,142
Subtotal: Operating	3,454,462	3,584,233	3,626,408	3,946,680	3,901,933
Capital Purchases and Equipment	(19,067)	119,021	7,450	7,450	7,450
Subtotal: Other	(19,067)	119,021	7,450	7,450	7,450
Total Expenditures	3,435,395	3,703,254	3,633,858	3,954,130	3,909,383
Expenditures by Source of Funds					
General Revenue	3,435,395	3,703,254	3,633,858	3,954,130	3,909,383
Total Expenditures	3,435,395	3,703,254	3,633,858	3,954,130	3,909,383

Personnel

Agency: Secretary of State

Administration

		FY 2022		FY 2023	
		FTE	Cost	FTE	Cost
Unclassified					
ADMINISTRATIVE ASSISTANT	05325A	2.0	152,024	2.0	155,824
ASSISTANT TO THE SECRETARY (S.O.S.)	08614A	1.0	45,619	1.0	47,113
CYBERSECURITY MANAGER (S.O.S.)	08640A	1.0	122,069	1.0	125,121
DATA ANALYST (SOS)	08621A	1.0	51,413	1.0	54,212
DEPUTY COMMUNICATIONS DIRECTOR (S.O.S.)	08634A	1.0	92,869	1.0	97,931
DEPUTY SECRETARY OF STATE/CHIEF OF STAFF (SOS)	08646A	1.0	154,448	1.0	158,309
DEPUTY SECRETARY OF STATE/DIR OF ADMINISTRATION (SOS)	08646A	1.0	154,448	1.0	158,309
DIRECTOR OF FINANCE & PERSONNEL (SOS)	08638A	1.0	111,279	1.0	114,061
DIR. OF LEGISLATIVE & COMMUNITY AFFAIRS	08634A	1.0	94,206	1.0	97,931
DIR. OF PLANNING AND SCHEDULING (S.O.S.)	08630A	1.0	82,208	1.0	84,263
IT DIRECTOR (SEC OF STATE)	08642A	1.0	139,503	1.0	142,991
JR NETWORK & SYS ADMIN (SOS)	08622A	1.0	58,459	1.0	61,476
MVC APPLICATION DEVELOPER (SOS)	08633A	1.0	90,658	1.0	94,416
NET APPLICATION DEVELOPER (SOS)	08629A	1.0	79,118	1.0	81,096
SECRETARY OF STATE	00531F	1.0	126,084	1.0	133,495
SENIOR DATA ANALYST (S.O.S.)	08635A	1.0	98,155	1.0	101,427
SOCIAL MEDIA SPECIALIST (SOS)	08613A	1.0	44,488	1.0	46,022
SQL DATABASE ADMINISTRATOR	08622A	1.0	55,818	1.0	59,242
SR. ADVISOR/CHIEF OF INFORMATION (S.O.S.)	08646A	1.0	154,448	1.0	158,309
VISUAL COMMUNICATIONS MANAGER (S.O.S.)	05328A	1.0	79,843	1.0	81,839
Subtotal Unclassified		21.0	1,987,157	21.0	2,053,387
Subtotal		21.0	1,987,157	21.0	2,053,387
Seasonal/Special Salaries/Wages			12,608		12,922
FY 2021 Retro COLA Payment			44,229		0
Total Salaries			2,043,994		2,066,309
Benefits					
Contract Stipends			4,500		4,500
FICA			155,215		157,223
Health Benefits			257,261		268,978
Holiday			129		0
Payroll Accrual			11,625		0
Retiree Health			107,577		92,193
Retirement			590,994		597,591
Subtotal			1,127,301		1,120,485

Personnel

Agency: Secretary of State

Administration

	FY 2022		FY 2023	
	FTE	Cost	FTE	Cost
Total Salaries and Benefits	21.0	3,171,295	21.0	3,186,794
Cost Per FTE Position		151,014		151,752
Statewide Benefit Assessment		80,671		81,282
Payroll Costs	21.0	3,251,966	21.0	3,268,076
Purchased Services				
Clerical and Temporary Services		53,000		0
Legal Services		5,000		5,000
Other Contracts		7,418		35,715
Subtotal		65,418		40,715
Total Personnel	21.0	3,317,384	21.0	3,308,791
Distribution by Source of Funds				
General Revenue	21.0	3,317,384	21.0	3,308,791
Total All Funds	21.0	3,317,384	21.0	3,308,791

Program Summary

Agency: Secretary of State

Corporations

Mission

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

Description

The Corporations program encompasses six sections: Business Filings, Uniform Commercial Code, Trademark 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	2020 Actuals	2021 Actuals	2022 Enacted Budget	2022 Revised Budget	2023 Recommended
Corporations	2,459,322	2,543,776	2,539,285	2,544,874	2,687,784
First Stop Business Inf.	4,467	0	0	0	0
Total Expenditures	2,463,789	2,543,776	2,539,285	2,544,874	2,687,784
Expenditures by Object					
Salary and Benefits	1,997,112	2,021,334	2,103,173	2,134,762	2,167,572
Contract Professional Services	113,854	67,008	76,000	40,000	60,000
Operating Supplies and Expenses	341,240	438,805	352,112	362,112	452,212
Subtotal: Operating	2,452,207	2,527,147	2,531,285	2,536,874	2,679,784
Capital Purchases and Equipment	11,582	16,629	8,000	8,000	8,000
Subtotal: Other	11,582	16,629	8,000	8,000	8,000
Total Expenditures	2,463,789	2,543,776	2,539,285	2,544,874	2,687,784
Expenditures by Source of Funds					
General Revenue	2,463,789	2,543,776	2,539,285	2,544,874	2,687,784
Total Expenditures	2,463,789	2,543,776	2,539,285	2,544,874	2,687,784

Personnel

Agency: Secretary of State

Corporations

		FY 2022		FY 2023	
		FTE	Cost	FTE	Cost
Unclassified					
ADMINISTRATIVE ASSISTANT	05319A	3.0	187,050	3.0	191,727
ADMINISTRATIVE ASSISTANT (SECRETARY OF STATE)	05319A	8.0	459,608	8.0	471,100
ADMINISTRATIVE ASSISTANT (SECRETARY OF STATE)	05321A	1.0	57,783	1.0	59,228
CUSTOMER SVC MGR (SOS)	05322A	1.0	54,057	1.0	57,138
DATA ENTRY TEAM LEADER (SOS)	05321A	1.0	67,895	1.0	69,593
DEPUTY DIRECTOR - BUSINESS SERVICES (SOS)	08630A	1.0	98,650	1.0	101,116
DEPUTY DIRECTOR - BUSINESS SERVICES (SOS)	08633A	1.0	92,113	1.0	94,416
DIRECTOR CORPORATIONS (SECRETARY OF STATE)	08636A	1.0	117,712	1.0	120,653
DOCUMENT PROCESSOR/COUNTER TEAM LEAD	05321A	1.0	50,442	1.0	51,704
NOTARY TRADEMARK AND AUTHENTICATION	05234A	1.0	64,819	1.0	66,439
Subtotal Unclassified		19.0	1,250,129	19.0	1,283,114
Subtotal		19.0	1,250,129	19.0	1,283,114
Seasonal/Special Salaries/Wages			6,304		6,461
Turnover			(24,000)		0
FY 2021 Retro COLA Payment			29,982		0
Total Salaries			1,262,415		1,289,575
Benefits					
Contract Stipends			24,000		24,000
FICA			98,297		100,489
Health Benefits			253,229		265,008
Holiday			5		0
Payroll Accrual			7,294		0
Retiree Health			67,647		58,558
Retirement			371,134		378,310
Subtotal			821,606		826,365
Total Salaries and Benefits		19.0	2,084,021	19.0	2,115,940
Cost Per FTE Position			109,685		111,365
Statewide Benefit Assessment			50,741		51,632
Payroll Costs		19.0	2,134,762	19.0	2,167,572
Purchased Services					
Legal Services			40,000		60,000
Subtotal			40,000		60,000

Personnel

Agency: Secretary of State

Corporations

	FY 2022		FY 2023	
	FTE	Cost	FTE	Cost
Total Personnel	19.0	2,174,762	19.0	2,227,572
Distribution by Source of Funds				
General Revenue	19.0	2,174,762	19.0	2,227,572
Total All Funds	19.0	2,174,762	19.0	2,227,572

Program Summary

Agency: Secretary of State

State Archives

Mission

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

Description

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

Administration, the program also publishes guidelines and regulations about records and records issues. The 1993 General Assembly passed legislation establishing the Historical Records Trust, a restricted receipt account, which now provides funding for this program.

Statutory History

R.I. 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	2020 Actuals	2021 Actuals	2022 Enacted Budget	2022 Revised Budget	2023 Recommended
Operations	602,343	666,014	691,102	796,923	698,848
Total Expenditures	602,343	666,014	691,102	796,923	698,848
Expenditures by Object					
Salary and Benefits	368,722	331,673	337,385	378,442	377,207
Contract Professional Services	0	5,511	3,500	49,500	3,700
Operating Supplies and Expenses	230,649	328,830	350,217	368,981	317,941
Subtotal: Operating	599,371	666,014	691,102	796,923	698,848
Capital Purchases and Equipment	2,972	0	0	0	0
Subtotal: Other	2,972	0	0	0	0
Total Expenditures	602,343	666,014	691,102	796,923	698,848
Expenditures by Source of Funds					
General Revenue	134,304	194,933	243,954	170,051	178,651
Federal Funds	0	0	0	12,000	0
Restricted Receipts	468,039	471,080	447,148	614,872	520,197
Total Expenditures	602,343	666,014	691,102	796,923	698,848

Personnel

Agency: Secretary of State

State Archives

	FY 2022		FY 2023		
	FTE	Cost	FTE	Cost	
Unclassified					
LOCAL GOV'T RECORDS COORD (SOS)	05328A	1.0	87,448	1.0	89,634
STATE ARCHIVIST & PUBLIC RECORDS ADMINISTRATOR	08633A	1.0	92,113	1.0	94,417
Subtotal Unclassified		2.0	179,561	2.0	184,051
Subtotal		2.0	179,561	2.0	184,051
Transfer Out			(107,737)		(110,430)
Transfer In			158,071		162,022
FY 2021 Retro COLA Payment			5,321		0
Total Salaries			235,216		235,643
Benefits					
Contract Stipends			3,000		3,000
FICA			18,146		18,258
Health Benefits			29,251		30,615
Payroll Accrual			1,361		0
Retiree Health			12,609		10,691
Retirement			69,420		69,573
Subtotal			133,787		132,137
Total Salaries and Benefits		2.0	369,003	2.0	367,780
Cost Per FTE Position			184,502		183,890
Statewide Benefit Assessment			9,439		9,427
Payroll Costs		2.0	378,442	2.0	377,207
Purchased Services					
Clerical and Temporary Services			20,500		0
Other Contracts			17,000		3,700
Training and Educational Services			12,000		0
Subtotal			49,500		3,700
Total Personnel		2.0	427,942	2.0	380,907
Distribution by Source of Funds					
General Revenue		0.0	7,000	0.0	3,700
Federal Funds		0.0	12,000	0.0	0
Restricted Receipts		2.0	408,942	2.0	377,207
Total All Funds		2.0	427,942	2.0	380,907

Program Summary

Agency: Secretary of State

Elections and Civics

Mission

The mission of the Elections program is to provide efficient election services and prepare federal, statewide and municipal elections as required by statute. The Program seeks to provide an accurate and timely statewide central voter registration system (CVRS) as mandated by the Help America Vote Act (HAVA) and to make improvements to the CVRS to allow for a more efficient and accurate electoral process. The Elections strives to provides concise, accurate, and timely information to the voters of Rhode Island in the form of a ballot and voter information booklet with respect to referenda.

Description

The Elections program is responsible for the preparation of federal, state, and local elections. It provides necessary forms for candidate declarations, endorsements, nomination signatures, and candidate certification. The program maintains files for local candidate ballot placement as certified by local boards of canvassers. Additionally, it designs ballot layout; prepares and provides sample and polling place ballots for all federal, state, and municipal elections as mandated by law; and prepares and sends mail ballots. The Elections program prepares and distributes the Voter Information Handbook and provides voter assistance and education through the publication of numerous guides for candidates, election officials, and voters. Specifications for the purchase of voting equipment and related voting system services are also handled by the Elections program.

Statutory History

The Elections program operates under R.I. General Laws Title 17.

Budget

Agency: Secretary of State

Elections and Civics

Expenditures by Sub Program	2020 Actuals	2021 Actuals	2022 Enacted Budget	2022 Revised Budget	2023 Recommended
Operations	4,661,964	7,452,158	3,877,371	4,199,577	5,231,027
Total Expenditures	4,661,964	7,452,158	3,877,371	4,199,577	5,231,027
Expenditures by Object					
Salary and Benefits	562,758	989,404	567,906	631,578	619,172
Contract Professional Services	813,050	365,833	1,051,376	1,265,000	906,565
Operating Supplies and Expenses	2,277,240	5,078,603	1,956,089	2,000,999	3,183,290
Assistance and Grants	80,929	12,495	100,000	100,000	100,000
Subtotal: Operating	3,733,977	6,446,335	3,675,371	3,997,577	4,809,027
Capital Purchases and Equipment	300,419	378,254	202,000	202,000	422,000
Debt Service (Fixed Charges)	627,568	627,569	0	0	0
Subtotal: Other	927,987	1,005,823	202,000	202,000	422,000
Total Expenditures	4,661,964	7,452,158	3,877,371	4,199,577	5,231,027
Expenditures by Source of Funds					
General Revenue	2,203,795	4,483,549	2,067,371	2,198,742	3,439,462
Federal Funds	2,458,169	2,336,420	1,810,000	2,000,835	1,621,565
Restricted Receipts	0	632,189	0	0	0
Operating Transfers from Other Funds	0	0	0	0	170,000
Total Expenditures	4,661,964	7,452,158	3,877,371	4,199,577	5,231,027

Personnel

Agency: Secretary of State

Elections and Civics

		FY 2022		FY 2023	
		FTE	Cost	FTE	Cost
Unclassified					
DEPUTY DIRECTOR OF ELECTIONS (SOS)	08633A	2.0	188,832	2.0	193,553
DIRECTOR OF ELECTIONS & CIVICS (SOS)	08637A	1.0	111,182	1.0	113,962
MANAGER OF ELECTIONS	05324A	1.0	68,060	1.0	69,761
Subtotal Unclassified		4.0	368,074	4.0	377,276
Subtotal		4.0	368,074	4.0	377,276
Overtime			175		0
Seasonal/Special Salaries/Wages			12,608		12,922
FY 2021 Retro COLA Payment			18,161		0
Total Salaries			399,018		390,198
Benefits					
Contract Stipends			1,500		1,500
FICA			30,437		29,966
Health Benefits			53,204		55,695
Holiday			99		0
Payroll Accrual			2,157		0
Retiree Health			20,016		16,969
Retirement			109,861		109,883
Subtotal			217,274		214,013
Total Salaries and Benefits		4.0	616,292	4.0	604,211
Cost Per FTE Position			154,073		151,053
Statewide Benefit Assessment			15,286		14,961
Payroll Costs		4.0	631,578	4.0	619,172
Purchased Services					
Clerical and Temporary Services			0		20,000
Information Technology			1,215,000		836,565
Legal Services			50,000		50,000
Subtotal			1,265,000		906,565
Total Personnel		4.0	1,896,578	4.0	1,525,737
Distribution by Source of Funds					
General Revenue		4.0	805,743	4.0	814,172
Federal Funds		0.0	1,090,835	0.0	711,565
Total All Funds		4.0	1,896,578	4.0	1,525,737

Program Summary

Agency: Secretary of State

State Library

Mission

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

Description

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

Statutory History

The State Library was established by a resolution of the General Assembly in 1852. Statutory authority is granted in R.I. 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	2020 Actuals	2021 Actuals	2022 Enacted Budget	2022 Revised Budget	2023 Recommended
Operations	712,734	916,423	768,685	826,600	825,475
Total Expenditures	712,734	916,423	768,685	826,600	825,475
Expenditures by Object					
Salary and Benefits	538,742	745,735	592,861	649,761	645,436
Contract Professional Services	199	2,387	200	200	200
Operating Supplies and Expenses	30,794	25,420	32,624	33,639	36,839
Assistance and Grants	143,000	142,880	143,000	143,000	143,000
Subtotal: Operating	712,734	916,423	768,685	826,600	825,475
Total Expenditures	712,734	916,423	768,685	826,600	825,475
Expenditures by Source of Funds					
General Revenue	712,734	916,423	768,685	826,600	825,475
Total Expenditures	712,734	916,423	768,685	826,600	825,475

Personnel

Agency: Secretary of State

State Library

	FY 2022		FY 2023		
	FTE	Cost	FTE	Cost	
Unclassified					
ADMINISTRATIVE ASSISTANT	05316A	1.0	52,019	1.0	53,320
ADMINISTRATIVE ASSISTANT	05325A	2.0	152,024	2.0	155,824
ASSOCIATE DIRECTOR OF EDUC. & PUB PROGRAMS (SOS)	08630A	1.0	82,208	1.0	84,263
STATE LIBRARIAN (SOS)	08630A	1.0	82,208	1.0	84,263
Subtotal Unclassified		5.0	368,459	5.0	377,670
Subtotal		5.0	368,459	5.0	377,670
Seasonal/Special Salaries/Wages			6,304		6,461
FY 2021 Retro COLA Payment			11,146		0
Total Salaries			385,909		384,131
Benefits					
Contract Stipends			4,500		4,500
FICA			29,832		29,731
Health Benefits			79,895		83,595
Holiday			11		0
Payroll Accrual			2,178		0
Retiree Health			20,307		17,121
Retirement			111,890		111,264
Subtotal			248,613		246,211
Total Salaries and Benefits		5.0	634,522	5.0	630,342
Cost Per FTE Position			126,904		126,068
Statewide Benefit Assessment			15,239		15,094
Payroll Costs		5.0	649,761	5.0	645,436
Purchased Services					
Other Contracts			200		200
Subtotal			200		200
Total Personnel		5.0	649,961	5.0	645,636
Distribution by Source of Funds					
General Revenue		5.0	649,961	5.0	645,636
Total All Funds		5.0	649,961	5.0	645,636

Program Summary

Agency: 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

Agency: Secretary of State

Internal Service Programs

Expenditures by Sub Program	2020 Actuals	2021 Actuals	2022 Enacted Budget	2022 Revised Budget	2023 Recommended
Secretary of State Record Center	794,754	808,303	1,060,059	1,175,786	1,143,730
Total Expenditures	794,754	808,303	1,060,059	1,175,786	1,143,730
<i>Internal Services</i>	<i>[794,753.59]</i>	<i>[808,303]</i>	<i>[1,060,059]</i>	<i>[1,175,786]</i>	<i>[1,143,730]</i>
Expenditures by Object					
Salary and Benefits	311,533	272,019	506,084	562,318	565,807
Contract Professional Services	(12)	2,714	17,500	76,793	56,293
Operating Supplies and Expenses	483,233	533,570	536,475	536,675	521,630
Subtotal: Operating	794,754	808,303	1,060,059	1,175,786	1,143,730
Total Expenditures	794,754	808,303	1,060,059	1,175,786	1,143,730
Expenditures by Source of Funds					
Other Funds	794,754	808,303	1,060,059	1,175,786	1,143,730
Total Expenditures	794,754	808,303	1,060,059	1,175,786	1,143,730

Personnel

Agency: Secretary of State

Internal Service Programs

		FY 2022		FY 2023	
		FTE	Cost	FTE	Cost
Unclassified					
ADMINISTRATIVE ASSISTANT (SECRETARY OF STATE)	05319A	1.0	58,788	1.0	60,257
DIGITAL ARCHIVIST	05325A	1.0	67,566	1.0	69,255
DIRECTOR OF STATE ARCHIVES- LIBRARY & PUBLIC INFORMATION	08638A	1.0	111,280	1.0	114,061
PRINCIPAL PLANNING AND PROGRAM SPECIALIST	05328A	1.0	79,844	1.0	81,839
REFERENCE ANALYST (SOS)	05325A	1.0	77,701	1.0	79,643
Subtotal Unclassified		5.0	395,179	5.0	405,055
Subtotal		5.0	395,179	5.0	405,055
Transfer Out			(158,071)		(162,022)
Transfer In			107,737		110,430
FY 2021 Retro COLA Payment			4,138		0
Total Salaries			348,983		353,463
Benefits					
Contract Stipends			4,500		4,500
FICA			27,098		27,383
Health Benefits			43,874		45,922
Payroll Accrual			2,042		0
Retiree Health			18,651		16,037
Retirement			103,182		104,362
Subtotal			199,347		198,204
Total Salaries and Benefits		5.0	548,330	5.0	551,667
Cost Per FTE Position			109,666		110,333
Statewide Benefit Assessment			13,988		14,140
Payroll Costs		5.0	562,318	5.0	565,807
Purchased Services					
Clerical and Temporary Services			76,793		0
Other Contracts			0		56,293
Subtotal			76,793		56,293
Total Personnel		5.0	639,111	5.0	622,100
Distribution by Source of Funds					
Other Funds		5.0	639,111	5.0	622,100
Total All Funds		5.0	639,111	5.0	622,100

Program Summary

Agency: Secretary of State

Office of Public Information

Mission

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

Description

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

Statutory History

Article IV, 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	2020 Actuals	2021 Actuals	2022 Enacted Budget	2022 Revised Budget	2023 Recommended
Operations	362,700	423,562	546,918	595,313	711,260
Total Expenditures	362,700	423,562	546,918	595,313	711,260
Expenditures by Object					
Salary and Benefits	297,346	326,490	335,963	384,063	385,280
Contract Professional Services	37,960	58,579	15,000	15,000	33,000
Operating Supplies and Expenses	26,578	38,493	155,955	156,250	247,980
Subtotal: Operating	361,884	423,562	506,918	555,313	666,260
Capital Purchases and Equipment	816	0	0	0	0
Operating Transfers	0	0	40,000	40,000	45,000
Subtotal: Other	816	0	40,000	40,000	45,000
Total Expenditures	362,700	423,562	546,918	595,313	711,260
Expenditures by Source of Funds					
General Revenue	355,221	422,185	521,918	570,313	686,260
Restricted Receipts	7,479	1,377	25,000	25,000	25,000
Total Expenditures	362,700	423,562	546,918	595,313	711,260

Personnel

Agency: Secretary of State

Office of Public Information

	FY 2022		FY 2023		
	FTE	Cost	FTE	Cost	
Unclassified					
ADMINISTRATIVE RECORDS & TECHNICAL SERVICE SPEC	05328A	1.0	75,004	1.0	77,942
DIRECTOR PUBLIC INFORMATION (SEC OF STATE)	08630A	1.0	86,318	1.0	88,476
PUBLIC INFORM SPECIALIST (SOS)	08625A	1.0	67,566	1.0	69,255
Subtotal Unclassified		3.0	228,888	3.0	235,673
Subtotal		3.0	228,888	3.0	235,673
FY 2021 Retro COLA Payment			4,937		0
Total Salaries			233,825		235,673
Benefits					
Contract Stipends			1,500		1,500
FICA			17,976		18,144
Health Benefits			39,156		40,943
Payroll Accrual			1,345		0
Retiree Health			12,435		10,626
Retirement			68,501		69,025
Subtotal			140,913		140,238
Total Salaries and Benefits		3.0	374,738	3.0	375,911
Cost Per FTE Position			124,913		125,304
Statewide Benefit Assessment			9,325		9,369
Payroll Costs		3.0	384,063	3.0	385,280
Purchased Services					
Information Technology			0		8,000
Legal Services			15,000		25,000
Subtotal			15,000		33,000
Total Personnel		3.0	399,063	3.0	418,280
Distribution by Source of Funds					
General Revenue		3.0	399,063	3.0	418,280
Total All Funds		3.0	399,063	3.0	418,280