



**Gina M. Raimondo,  
Governor**

**State of Rhode Island and  
Providence Plantations  
Fiscal Year 2018  
Budget**

**Volume I – General Government  
and Quasi-Public Agencies**

# Agency

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## Department Of State

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### 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 Office of 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 Office has a vital role in providing the public with basic information about the workings of state government. The Office consists of six divisions and one internal service fund.

### Statutory History

Article IV, paragraph 4 of the Rhode Island State Constitution, and R.I.G.L. 42-8 establish the Secretary of State and address areas concerning elections, legislative records, archives, and distribution and exchange of documents; Title 17 Chapters 14, 15 and 22 also refer to elections; Title 19 Chapter 1 refers to corporations; Title 29 establishes the state library and the Legislative Reference Bureau; Title 29 Chapter 1 also refers to the distribution of documents.

# Budget

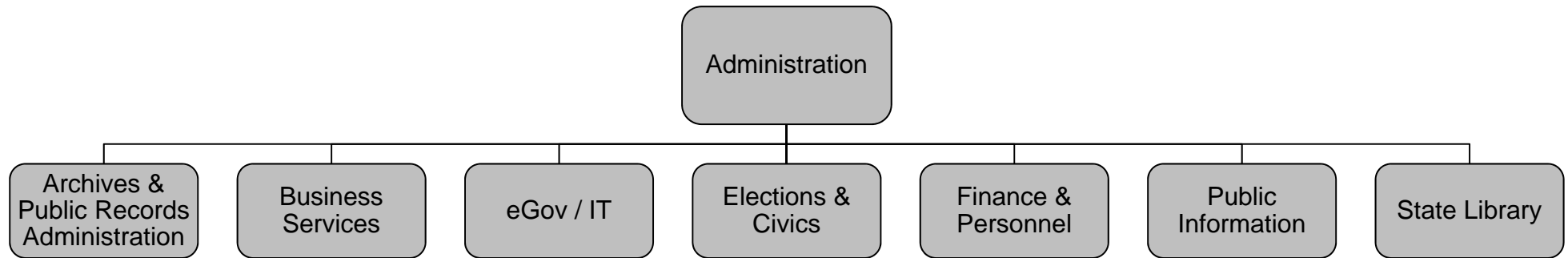
## Department Of State

|   | FY 2015<br>Audited | FY 2016<br>Audited | FY 2017<br>Enacted  | FY 2017<br>Revised  | FY 2018<br>Recommend |
|---|--------------------|--------------------|---------------------|---------------------|----------------------|
| <b>Expenditures By Program</b>          |                    |                    |                     |                     |                      |
| Administration                          | 2,282,219          | 2,545,884          | 3,539,219           | 3,302,338           | 3,382,625            |
| Corporations                            | 2,070,630          | 2,145,535          | 2,192,627           | 2,118,776           | 2,224,127            |
| State Archives                          | 625,384            | 539,730            | 750,240             | 652,423             | 501,628              |
| Elections and Civics                    | 1,665,785          | 1,282,184          | 3,377,103           | 3,280,615           | 1,906,470            |
| State Library                           | 535,336            | 554,048            | 554,149             | 630,151             | 723,385              |
| Office of Public Information            | 512,149            | 450,744            | 524,232             | 549,703             | 612,562              |
| <i>Internal Services</i>                | <i>[817,194]</i>   | <i>[914,723]</i>   | <i>[907,177]</i>    | <i>[808,527]</i>    | <i>[807,345]</i>     |
| <b>Total Expenditures</b>               | <b>\$7,691,503</b> | <b>\$7,518,125</b> | <b>\$10,937,570</b> | <b>\$10,534,006</b> | <b>\$9,350,797</b>   |
| <b>Expenditures By Object</b>           |                    |                    |                     |                     |                      |
| Personnel                               | 5,365,883          | 5,606,391          | 6,775,826           | 6,478,747           | 6,686,208            |
| Operating Supplies and Expenses         | 2,106,765          | 1,313,747          | 3,676,173           | 3,513,058           | 2,481,388            |
| Assistance and Grants                   | 134,635            | 149,635            | 143,976             | 143,976             | 143,976              |
| <b>Subtotal: Operating Expenditures</b> | <b>7,607,283</b>   | <b>7,069,773</b>   | <b>10,595,975</b>   | <b>10,135,781</b>   | <b>9,311,572</b>     |
| Capital Purchases and Equipment         | 84,220             | 448,352            | 341,595             | 398,225             | 39,225               |
| <b>Total Expenditures</b>               | <b>\$7,691,503</b> | <b>\$7,518,125</b> | <b>\$10,937,570</b> | <b>\$10,534,006</b> | <b>\$9,350,797</b>   |
| <b>Expenditures By Funds</b>            |                    |                    |                     |                     |                      |
| General Revenue                         | 7,164,977          | 6,690,089          | 10,281,051          | 9,920,874           | 8,911,319            |
| Federal Funds                           | 11,264             | -                  | -                   | 22,859              | -                    |
| Restricted Receipts                     | 478,183            | 397,868            | 556,519             | 440,273             | 439,478              |
| Operating Transfers from Other Funds    | 37,079             | 430,168            | 100,000             | 150,000             | -                    |
| <b>Total Expenditures</b>               | <b>\$7,691,503</b> | <b>\$7,518,125</b> | <b>\$10,937,570</b> | <b>\$10,534,006</b> | <b>\$9,350,797</b>   |
| <b>FTE Authorization</b>                | <b>57.0</b>        | <b>57.0</b>        | <b>59.0</b>         | <b>59.0</b>         | <b>59.0</b>          |

# The Agency

## Office of the Secretary of State

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# Personnel

## Department Of State Agency Summary

|   | Grade | FY 2017     |                    | FY 2018     |                    |
|---|-------|-------------|--------------------|-------------|--------------------|
|   |       | FTE         | Cost               | FTE         | Cost               |
| Unclassified  |       | 58.0        | 3,868,021          | 58.0        | 3,921,046          |
| Nonclassified   |       | 1.0         | 93,440             | 1.0         | 94,979             |
| <b>Subtotal</b>   |       | <b>59.0</b> | <b>\$3,961,461</b> | <b>59.0</b> | <b>\$4,016,025</b> |
| Temporary and Seasonal  |       | -           | 36,000             | -           | 36,000             |
| Turnover  |       | -           | (\$133,031)        | -           | -                  |
| <b>Subtotal</b>   |       | <b>-</b>    | <b>(\$97,031)</b>  | <b>-</b>    | <b>\$36,000</b>    |
| <b>Total Salaries</b>   |       | <b>59.0</b> | <b>\$3,864,430</b> | <b>59.0</b> | <b>\$4,052,025</b> |
| <b>Benefits</b>   |       |             |                    |             |                    |
| Payroll Accrual   |       |             | 21,995             |             | 23,016             |
| Retiree Health  |       |             | 233,555            |             | 245,161            |
| Health Benefits   |       |             | 747,390            |             | 823,920            |
| FICA  |       |             | 292,406            |             | 305,993            |
| Retirement  |       |             | 1,037,851          |             | 1,075,336          |
| <b>Subtotal</b>   |       |             | <b>\$2,333,197</b> |             | <b>\$2,473,426</b> |
| <b>Total Salaries and Benefits</b>                              |       | <b>59.0</b> | <b>\$6,197,627</b> | <b>59.0</b> | <b>\$6,525,451</b> |
| <b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b> |       |             | <b>\$104,434</b>   |             | <b>\$109,991</b>   |
| <b>Statewide Benefit Assessment</b>                             |       |             | <b>\$173,197</b>   |             | <b>\$171,152</b>   |
| <b>Payroll Costs</b>  |       | <b>59.0</b> | <b>\$6,370,824</b> | <b>59.0</b> | <b>\$6,696,603</b> |
| <b>Purchased Services</b>                                       |       |             |                    |             |                    |
| Buildings and Ground Maintenance                                |       |             | 1,925              |             | 1,925              |
| Legal Services  |       |             | 96,000             |             | 70,000             |
| Other Contracts   |       |             | 1,700              |             | 51,300             |
| Information Technology  |       |             | 433,823            |             | 290,713            |
| University and College Services                                 |       |             | 25,000             |             | 25,000             |
| <b>Subtotal</b>   |       |             | <b>\$558,448</b>   |             | <b>\$438,938</b>   |
| <b>Total Personnel</b>  |       | <b>59.0</b> | <b>\$6,929,272</b> | <b>59.0</b> | <b>\$7,135,541</b> |
| <b>Distribution By Source Of Funds</b>                          |       |             |                    |             |                    |
| General Revenue   |       | 52.0        | \$6,178,557        | 52.0        | \$6,386,813        |
| Restricted Receipts   |       | 2.8         | \$300,190          | 2.8         | \$299,395          |
| Other Funds   |       | 4.2         | \$450,525          | 4.2         | \$449,333          |
| <b>Total All Funds</b>  |       | <b>59.0</b> | <b>\$6,929,272</b> | <b>59.0</b> | <b>\$7,135,541</b> |

# The Program

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## Department Of State Administration

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### **Program Mission**

To provide administrative support for the efficient and secure operation of the Office of the Secretary of State.

### **Program Description**

The Administration Program provides support functions for the Office of the Secretary of State. The program has six functions and the responsibilities of each are described below.

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 for the Office of the Secretary of State.

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 for the Office.

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 for passage that moves those policy initiatives forward.

### **Statutory History**

The Office of the Secretary of State was established by the Rhode Island Constitution as one of the five general offices subject to voter election. R.I.G.L. 42-8 established the Department of State under the Secretary of State. The Secretary of State is also responsible for the duties contained in R.I.G.L. 22-3-14 and 36-1-4.

# The Budget

## Department Of State Administration

|   | 2015<br>Audited    | 2016<br>Audited    | 2017<br>Enacted    | 2017<br>Revised    | 2018<br>Recommend  |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>Expenditures By Subprogram</b>       |                    |                    |                    |                    |                    |
| Administration                          | 1,309,833          | 1,293,847          | 1,472,431          | 1,415,962          | 1,439,371          |
| Personnel and Finance                   | 367,898            | 429,836            | 423,315            | 461,225            | 470,228            |
| Information Technology                  | 604,488            | 822,201            | 1,643,473          | 1,425,151          | 1,473,026          |
| <b>Total Expenditures</b>               | <b>\$2,282,219</b> | <b>\$2,545,884</b> | <b>\$3,539,219</b> | <b>\$3,302,338</b> | <b>\$3,382,625</b> |
| <b>Expenditures By Object</b>           |                    |                    |                    |                    |                    |
| Personnel                               | 2,043,066          | 2,298,998          | 2,902,084          | 2,843,604          | 2,838,448          |
| Operating Supplies and Expenses         | 187,126            | 229,427            | 614,697            | 425,615            | 524,058            |
| Assistance and Grants                   | -                  | -                  | 976                | 976                | 976                |
| <b>Subtotal: Operating Expenditures</b> | <b>2,230,192</b>   | <b>2,528,425</b>   | <b>3,517,757</b>   | <b>3,270,195</b>   | <b>3,363,482</b>   |
| Capital Purchases and Equipment         | 52,027             | 17,459             | 21,462             | 32,143             | 19,143             |
| <b>Total Expenditures</b>               | <b>\$2,282,219</b> | <b>\$2,545,884</b> | <b>\$3,539,219</b> | <b>\$3,302,338</b> | <b>\$3,382,625</b> |
| <b>Expenditures By Funds</b>            |                    |                    |                    |                    |                    |
| General Revenue                         | 2,282,219          | 2,545,884          | 3,539,219          | 3,302,338          | 3,382,625          |
| <b>Total Expenditures</b>               | <b>\$2,282,219</b> | <b>\$2,545,884</b> | <b>\$3,539,219</b> | <b>\$3,302,338</b> | <b>\$3,382,625</b> |

# Personnel

## Department Of State Administration

|   | Grade  | FY 2017     |                    | FY 2018     |                    |
|---|--------|-------------|--------------------|-------------|--------------------|
|   |        | FTE         | Cost               | FTE         | Cost               |
| <b>Unclassified</b>   |        |             |                    |             |                    |
| DEPUTY SOS/DIRECTOR OF ADMINISTRATION                           | 08646A | 1.0         | 138,108            | 1.0         | 143,313            |
| DEPUTY SOS/CHIEF OF STAFF                                       | 08646A | 1.0         | 136,489            | 1.0         | 136,489            |
| COMMUNICATIONS DIRECTOR/SENIOR ADVISOR                          | 08646A | 1.0         | 131,715            | 1.0         | 136,489            |
| SECRETARY OF STATE  | 00531F | 1.0         | 117,637            | 1.0         | 117,637            |
| CHIEF INNOVATION OFFICER  | 08640A | 1.0         | 117,412            | 1.0         | 117,412            |
| DIRECTOR OF FINANCE AND PERSONNEL                               | 08638A | 1.0         | 93,575             | 1.0         | 98,340             |
| LEGISLATIVE AFFAIRS   | 08636A | 1.0         | 90,456             | 1.0         | 90,456             |
| SENIOR NETWORK ENGINEER   | 08637A | 1.0         | 87,193             | 1.0         | 91,187             |
| SENIOR APPLICATION DEVELOPER                                    | 08633A | 1.0         | 81,403             | 1.0         | 81,403             |
| ADMINISTRATIVE ASSISTANT  | 05325A | 2.0         | 132,012            | 2.0         | 132,012            |
| SENIOR GRAPHICS DESIGNER (SOS)                                  | 05326A | 1.0         | 64,159             | 1.0         | 64,159             |
| COMMUNITY RELATIONS & ADVANACE                                  | 08627A | 1.0         | 61,371             | 1.0         | 64,668             |
| EDUCATION AND PUBLIC PROGRAMS                                   | 08625A | 1.0         | 54,487             | 1.0         | 56,396             |
| EXECUTIVE ASSISTANT   | 08624A | 1.0         | 54,476             | 1.0         | 57,281             |
| JUNIOR APPLICATION DEVELOPER                                    | 08618A | 2.0         | 82,890             | 2.0         | 83,899             |
| VISITOR CENTER ADMINISTRATOR                                    | 08616A | 1.0         | 40,179             | 1.0         | 41,032             |
| CONTENT & SOCIAL MEDIA SPECIALIST                               | 08613A | 1.0         | 37,270             | 1.0         | 37,947             |
| <b>Subtotal</b>   |        | <b>19.0</b> | <b>\$1,520,832</b> | <b>19.0</b> | <b>\$1,550,120</b> |
| <b>Nonclassified</b>  |        |             |                    |             |                    |
| DATA SYSTEM MANAGER   | 08633A | 1.0         | 93,440             | 1.0         | 94,979             |
| <b>Subtotal</b>   |        | <b>1.0</b>  | <b>\$93,440</b>    | <b>1.0</b>  | <b>\$94,979</b>    |
| Temporary and Seasonal  |        | -           | 24,000             | -           | 24,000             |
| Turnover  |        | -           | (10,224)           | -           | -                  |
| <b>Subtotal</b>   |        | <b>-</b>    | <b>\$13,776</b>    | <b>-</b>    | <b>\$24,000</b>    |
| <b>Total Salaries</b>   |        | <b>20.0</b> | <b>\$1,628,048</b> | <b>20.0</b> | <b>\$1,669,099</b> |
| <b>Benefits</b>   |        |             |                    |             |                    |
| Payroll Accrual   |        |             | 9,208              |             | 9,418              |
| FICA  |        |             | 121,322            |             | 123,700            |
| Retiree Health  |        |             | 100,759            |             | 103,377            |
| Health Benefits   |        |             | 245,691            |             | 259,854            |
| Retirement  |        |             | 424,972            |             | 430,191            |
| <b>Subtotal</b>   |        |             | <b>\$901,952</b>   |             | <b>\$926,540</b>   |
| <b>Total Salaries and Benefits</b>                              |        | <b>20.0</b> | <b>\$2,530,000</b> | <b>20.0</b> | <b>\$2,595,639</b> |
| <b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b> |        |             | <b>\$125,300</b>   |             | <b>\$128,582</b>   |
| <b>Statewide Benefit Assessment</b>                             |        |             | <b>\$72,080</b>    |             | <b>\$69,095</b>    |
| <b>Payroll Costs</b>  |        | <b>20.0</b> | <b>\$2,602,080</b> | <b>20.0</b> | <b>\$2,664,734</b> |



# Personnel

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## Department Of State Administration

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|  | Grade | FY 2017     |                    | FY 2018     |                    |
|--|-------|-------------|--------------------|-------------|--------------------|
|  |       | FTE         | Cost               | FTE         | Cost               |
| <b>Purchased Services</b>              |       |             |                    |             |                    |
| Information Technology                 |       |             | 241,523            |             | 173,713            |
| <b>Subtotal</b>                        |       |             | <b>\$241,523</b>   |             | <b>\$173,713</b>   |
| <b>Total Personnel</b>                 |       | <b>20.0</b> | <b>\$2,843,604</b> | <b>20.0</b> | <b>\$2,838,448</b> |
| <b>Distribution By Source Of Funds</b> |       |             |                    |             |                    |
| General Revenue                        |       | 20.0        | \$2,843,604        | 20.0        | \$2,838,448        |
| <b>Total All Funds</b>                 |       | <b>20.0</b> | <b>\$2,843,604</b> | <b>20.0</b> | <b>\$2,838,448</b> |

# The Program

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## Department Of State Corporations

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### **Program Mission**

To serve as 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, and to provide requested information concerning the data from the program.

### **Program Description**

Corporations maintains filings for active and inactive Rhode Island and foreign business corporations, nonprofit corporations, limited partnerships and limited liability companies. Corporate information is maintained in a computer database.

Online access is provided to the following public databases: Corporate Database, New Entities Listing, Rejected Documents Look-Up, Corporate Card Catalog Look-Up, UCC Search, Trademark/Service Mark Database, Notary Public Look-Up, Verify an Issued Certificate, and Verify an Issued Apostille. Business and UCC filers can file electronically.

Additionally, the Corporations Division encompasses six service sections: Business Filings, Uniform Commercial Code, Trademark & Service Mark, Notary Public, Certification/Authentication and the Rhode Island Business Portal.

### **Statutory History**

The functions of the Division of Business Services are outlined in Chapters 1, 1.2 – 16 of Title 7 Corporations & Partnerships; Chapter 6-2 Registration and Protection of Trademarks; Chapter 6A-9 Secured Transactions; Chapter 42-30 Notaries and Justice of the Peace; and Chapter 11-50 Games of Chance, and Chapter 42-132 Business Fast-Start Office.

# The Budget

## Department Of State Corporations

|   | 2015<br>Audited    | 2016<br>Audited    | 2017<br>Enacted    | 2017<br>Revised    | 2018<br>Recommend  |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>Expenditures By Subprogram</b>       |                    |                    |                    |                    |                    |
| Corporations                            | 1,919,587          | 2,144,082          | 2,006,846          | 2,118,776          | 2,224,127          |
| First Stop Business Inf.                | 151,043            | 1,453              | 185,781            | -                  | -                  |
| <b>Total Expenditures</b>               | <b>\$2,070,630</b> | <b>\$2,145,535</b> | <b>\$2,192,627</b> | <b>\$2,118,776</b> | <b>\$2,224,127</b> |
| <b>Expenditures By Object</b>           |                    |                    |                    |                    |                    |
| Personnel                               | 1,685,746          | 1,745,622          | 1,890,231          | 1,809,350          | 1,912,589          |
| Operating Supplies and Expenses         | 375,333            | 390,539            | 293,200            | 300,230            | 302,342            |
| <b>Subtotal: Operating Expenditures</b> | <b>2,061,079</b>   | <b>2,136,161</b>   | <b>2,183,431</b>   | <b>2,109,580</b>   | <b>2,214,931</b>   |
| Capital Purchases and Equipment         | 9,551              | 9,374              | 9,196              | 9,196              | 9,196              |
| <b>Total Expenditures</b>               | <b>\$2,070,630</b> | <b>\$2,145,535</b> | <b>\$2,192,627</b> | <b>\$2,118,776</b> | <b>\$2,224,127</b> |
| <b>Expenditures By Funds</b>            |                    |                    |                    |                    |                    |
| General Revenue                         | 2,070,630          | 2,145,535          | 2,192,627          | 2,118,776          | 2,224,127          |
| <b>Total Expenditures</b>               | <b>\$2,070,630</b> | <b>\$2,145,535</b> | <b>\$2,192,627</b> | <b>\$2,118,776</b> | <b>\$2,224,127</b> |

# Personnel

## Department Of State Corporations

|   | Grade  | FY 2017     |                    | FY 2018     |                    |
|---|--------|-------------|--------------------|-------------|--------------------|
|   |        | FTE         | Cost               | FTE         | Cost               |
| <b>Unclassified</b>   |        |             |                    |             |                    |
| DIRECTOR CORPORATIONS (SECRETARY OF STATE)                      | 08635A | 1.0         | 100,564            | 1.0         | 100,564            |
| DEPUTY DIRECTOR OF BUSINESS SERVICES                            | 08630A | 1.0         | 76,794             | 1.0         | 82,746             |
| ADMINISTRATIVE ASSISTANT  | 05322A | 1.0         | 54,564             | 1.0         | 54,564             |
| ADMINISTRATIVE ASSISTANT (SECRETARY OF                          | 05319A | 6.0         | 319,873            | 6.0         | 319,873            |
| MANAGER OF BUSINESS SUPPORT SERVICES (SOS)                      | 05323A | 1.0         | 52,239             | 1.0         | 53,854             |
| ADMINISTRATIVE SECRETARY  | 05318A | 1.0         | 51,417             | 1.0         | 51,417             |
| ADMINISTRATIVE ASSISTANT  | 05320A | 1.0         | 50,426             | 1.0         | 50,426             |
| ADMINISTRATIVE ASSISTANT (SECRETARY OF                          | 05316A | 7.0         | 304,797            | 7.0         | 304,797            |
| RESEARCH AIDE   | 08610A | 1.0         | 35,760             | 1.0         | 36,480             |
| <b>Subtotal</b>   |        | <b>20.0</b> | <b>\$1,046,434</b> | <b>20.0</b> | <b>\$1,054,721</b> |
| Temporary and Seasonal  |        | -           | 12,000             | -           | 12,000             |
| Turnover  |        | -           | (20,479)           | -           | -                  |
| <b>Subtotal</b>   |        | <b>-</b>    | <b>(\$8,479)</b>   | <b>-</b>    | <b>\$12,000</b>    |
| <b>Total Salaries</b>   |        | <b>20.0</b> | <b>\$1,037,955</b> | <b>20.0</b> | <b>\$1,066,721</b> |
| <b>Benefits</b>   |        |             |                    |             |                    |
| Payroll Accrual   |        |             | 5,898              |             | 6,049              |
| FICA  |        |             | 79,405             |             | 81,605             |
| Retiree Health  |        |             | 61,250             |             | 63,073             |
| Health Benefits   |        |             | 261,349            |             | 279,029            |
| Retirement  |        |             | 287,392            |             | 291,814            |
| <b>Subtotal</b>   |        |             | <b>\$695,294</b>   |             | <b>\$721,570</b>   |
| <b>Total Salaries and Benefits</b>                              |        | <b>20.0</b> | <b>\$1,733,249</b> | <b>20.0</b> | <b>\$1,788,291</b> |
| <b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b> |        |             | <b>\$86,062</b>    |             | <b>\$88,815</b>    |
| <b>Statewide Benefit Assessment</b>                             |        |             | <b>\$46,101</b>    |             | <b>\$44,298</b>    |
| <b>Payroll Costs</b>  |        | <b>20.0</b> | <b>\$1,779,350</b> | <b>20.0</b> | <b>\$1,832,589</b> |
| <b>Purchased Services</b>                                       |        |             |                    |             |                    |
| Legal Services  |        |             | 30,000             |             | 30,000             |
| Other Contracts   |        |             | -                  |             | 50,000             |
| <b>Subtotal</b>   |        |             | <b>\$30,000</b>    |             | <b>\$80,000</b>    |
| <b>Total Personnel</b>  |        | <b>20.0</b> | <b>\$1,809,350</b> | <b>20.0</b> | <b>\$1,912,589</b> |
| <b>Distribution By Source Of Funds</b>                          |        |             |                    |             |                    |
| General Revenue   |        | 20.0        | \$1,809,350        | 20.0        | \$1,912,589        |
| <b>Total All Funds</b>  |        | <b>20.0</b> | <b>\$1,809,350</b> | <b>20.0</b> | <b>\$1,912,589</b> |

# The Program

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## Department Of State State Archives

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### **Program Mission**

To provide comprehensive archives and records management services for all public records in the State; to provide information on the preservation of historical records; and to provide information from and access to the State government archives.

### **Program Description**

The State Archives is the Division of the Department of State charged with preserving and maintaining the permanent records of state government. The "State Archives and Historical Records Act" created the State Archives as the "official custodian and trustee for the state of all public records of permanent historical, legal or other value". The collection of historical records, dating from 1638 to the present, is available to the public for research. Archives staff provides reference assistance to researchers at the Archives facility, and by mail, phone, and e-mail. Publications, guides and finding aids to the collections are available onsite and through the Internet, as well as an online catalog. The State Archives also features exhibits and displays that are free and open to the public in addition to online virtual exhibits.

The Division operates the Local Government Records Program, which was established in 1992 with federal grant funding from the National Historical Publications and Records Commission. The program was designed to provide advisory and technical services relating to records and archives for local governments in the state. The 1993 Session of the General Assembly passed legislation establishing the Historical Records Trust, a restricted receipt account, which now provides funding for this program and for the Division. The program provides records management advice, assistance and consultation to all departments of municipal government, as well as developing records control schedules that govern the retention and disposition of municipal records. The program actively works with Town and City Clerks to better preserve and administer the historical records in their care. 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

### **Statutory History**

The authority of the State Archives is granted from Rhode Island General Law sections 42-8.1, 38-1 and 38-3. Functions of the State Archives are also outlined in Public Law 1989, Chapter 341, Public Law 1992, Chapter 241, Public Law 1993, Chapters 385 & 417, and Public Law 2007, Chapter 73, Article 36.

# The Budget

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## Department Of State State Archives

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|   | 2015<br>Audited  | 2016<br>Audited  | 2017<br>Enacted  | 2017<br>Revised  | 2018<br>Recommend |
|---|------------------|------------------|------------------|------------------|-------------------|
| <b>Expenditures By Subprogram</b>       |                  |                  |                  |                  |                   |
| Operations                              | 625,384          | 539,730          | 750,240          | 652,423          | 501,628           |
| <b>Total Expenditures</b>               | <b>\$625,384</b> | <b>\$539,730</b> | <b>\$750,240</b> | <b>\$652,423</b> | <b>\$501,628</b>  |
| <b>Expenditures By Object</b>           |                  |                  |                  |                  |                   |
| Personnel                               | 386,861          | 332,450          | 394,737          | 300,190          | 299,395           |
| Operating Supplies and Expenses         | 238,523          | 207,280          | 251,453          | 202,233          | 202,233           |
| <b>Subtotal: Operating Expenditures</b> | <b>625,384</b>   | <b>539,730</b>   | <b>646,190</b>   | <b>502,423</b>   | <b>501,628</b>    |
| Capital Purchases and Equipment         | -                | -                | 104,050          | 150,000          | -                 |
| <b>Total Expenditures</b>               | <b>\$625,384</b> | <b>\$539,730</b> | <b>\$750,240</b> | <b>\$652,423</b> | <b>\$501,628</b>  |
| <b>Expenditures By Funds</b>            |                  |                  |                  |                  |                   |
| General Revenue                         | 155,076          | 161,181          | 133,721          | 87,150           | 87,150            |
| Restricted Receipts                     | 470,308          | 378,549          | 516,519          | 415,273          | 414,478           |
| Operating Transfers from Other Funds    | -                | -                | 100,000          | 150,000          | -                 |
| <b>Total Expenditures</b>               | <b>\$625,384</b> | <b>\$539,730</b> | <b>\$750,240</b> | <b>\$652,423</b> | <b>\$501,628</b>  |

# Personnel

## Department Of State State Archives

|   | Grade  | FY 2017    |                  | FY 2018    |                  |
|---|--------|------------|------------------|------------|------------------|
|   |        | FTE        | Cost             | FTE        | Cost             |
| <b>Unclassified</b>   |        |            |                  |            |                  |
| DIRECTOR OF ARCHIVES AND RECORDS                                | 08630A | 0.4        | 34,774           | 0.4        | 33,419           |
| COLLECTIONS SUPERVISOR CLERK                                    | 05327A | 0.4        | 27,998           | 0.4        | 27,998           |
| PRINCIPAL PLANNING AND PROGRAMMING                              | 05328A | 0.4        | 27,788           | 0.4        | 27,788           |
| ADMINISTRATIVE ASSISTANT  | 05325A | 0.4        | 26,989           | 0.4        | 26,989           |
| SENIOR INFORMATION AND PUBLIC RELATION                          | 05324A | 0.4        | 25,872           | 0.4        | 25,872           |
| ADMINISTRATIVE SECRETARY  | 05317A | 0.4        | 21,132           | 0.4        | 21,132           |
| ADMINISTRATIVE AIDE   | 05315A | 0.4        | 17,083           | 0.4        | 17,083           |
| <b>Subtotal</b>   |        | <b>2.8</b> | <b>\$181,636</b> | <b>2.8</b> | <b>\$180,281</b> |
| <b>Total Salaries</b>   |        | <b>2.8</b> | <b>\$181,636</b> | <b>2.8</b> | <b>\$180,281</b> |
| <b>Benefits</b>   |        |            |                  |            |                  |
| Payroll Accrual   |        |            | 1,044            |            | 1,034            |
| FICA  |        |            | 13,895           |            | 13,791           |
| Retiree Health  |        |            | 10,844           |            | 10,781           |
| Health Benefits   |        |            | 33,646           |            | 35,424           |
| Retirement  |        |            | 50,498           |            | 49,522           |
| <b>Subtotal</b>   |        |            | <b>\$109,927</b> |            | <b>\$110,552</b> |
| <b>Total Salaries and Benefits</b>                              |        | <b>2.8</b> | <b>\$291,563</b> | <b>2.8</b> | <b>\$290,833</b> |
| <b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b> |        |            | <b>\$104,130</b> |            | <b>\$103,869</b> |
| <b>Statewide Benefit Assessment</b>                             |        |            | <b>\$8,628</b>   |            | <b>\$8,563</b>   |
| <b>Payroll Costs</b>  |        | <b>2.8</b> | <b>\$300,191</b> | <b>2.8</b> | <b>\$299,396</b> |
| <b>Total Personnel</b>  |        | <b>2.8</b> | <b>\$300,190</b> | <b>2.8</b> | <b>\$299,395</b> |
| <b>Distribution By Source Of Funds</b>                          |        |            |                  |            |                  |
| Restricted Receipts   |        | 2.8        | \$300,190        | 2.8        | \$299,395        |
| <b>Total All Funds</b>  |        | <b>2.8</b> | <b>\$300,190</b> | <b>2.8</b> | <b>\$299,395</b> |

# The Program

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## Department Of State Elections and Civics

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### **Program Mission**

To provide efficient election services and preparation of all elections-federal, statewide and municipal-as required by statute. To provide an accurate and timely statewide central voter registration system (CVRS) as mandated by HAVA and to make improvements to the CVRS to allow for a more efficient and accurate electoral process. To continue 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.

### **Program Description**

The Elections Division performs the functions of the Secretary of State as enumerated in Title 17 of the Rhode Island General Laws. Accordingly, the Elections Division is responsible for the preparation of federal, state and local elections. The Division carries out the responsibilities detailed below.

Provides necessary forms for candidate declarations, endorsements, nomination signatures, and candidate certification.

Certifies all federal and state candidates for ballot placement, and receives and maintains files for local candidate ballot placement as certified by local boards of canvassers.

Designs ballot layout, and prepares and provides sample and polling place ballots for all federal, state and municipal elections as mandated by law; prepares and sends mail ballots via postal service.

Prepares and distributes the Voter Information Handbook, and provides other voter assistance and education, including through the publication of numerous guides for candidates, election officials, and voters.

Maintains the statewide Central Voter Registration System (CVRS). As mandated under the federal Help America Vote Act, CVRS contains all voter information and related data.

Trains local users of CVRS, a real-time system application that all 39 municipalities access and update on a daily basis.

### **Statutory History**

The Elections and Civics Division operates under Title 17 of the R.I.G.L



# The Budget

## Department Of State Elections and Civics

|   | 2015<br>Audited    | 2016<br>Audited    | 2017<br>Enacted    | 2017<br>Revised    | 2018<br>Recommend  |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>Expenditures By Subprogram</b>       |                    |                    |                    |                    |                    |
| No Sub-Programs                         | -                  | 14,388             | -                  | -                  | -                  |
| Operations                              | 1,665,785          | 1,267,796          | 3,377,103          | 3,280,615          | 1,906,470          |
| <b>Total Expenditures</b>               | <b>\$1,665,785</b> | <b>\$1,282,184</b> | <b>\$3,377,103</b> | <b>\$3,280,615</b> | <b>\$1,906,470</b> |
| <b>Expenditures By Object</b>           |                    |                    |                    |                    |                    |
| Personnel                               | 452,886            | 464,493            | 769,150            | 617,746            | 530,757            |
| Operating Supplies and Expenses         | 1,193,907          | 401,946            | 2,404,717          | 2,459,633          | 1,368,477          |
| <b>Subtotal: Operating Expenditures</b> | <b>1,646,793</b>   | <b>866,439</b>     | <b>3,173,867</b>   | <b>3,077,379</b>   | <b>1,899,234</b>   |
| Capital Purchases and Equipment         | 18,992             | 415,745            | 203,236            | 203,236            | 7,236              |
| <b>Total Expenditures</b>               | <b>\$1,665,785</b> | <b>\$1,282,184</b> | <b>\$3,377,103</b> | <b>\$3,280,615</b> | <b>\$1,906,470</b> |
| <b>Expenditures By Funds</b>            |                    |                    |                    |                    |                    |
| General Revenue                         | 1,617,442          | 837,628            | 3,377,103          | 3,257,756          | 1,906,470          |
| Federal Funds                           | 11,264             | -                  | -                  | 22,859             | -                  |
| Restricted Receipts                     | -                  | 14,388             | -                  | -                  | -                  |
| Operating Transfers from Other Funds    | 37,079             | 430,168            | -                  | -                  | -                  |
| <b>Total Expenditures</b>               | <b>\$1,665,785</b> | <b>\$1,282,184</b> | <b>\$3,377,103</b> | <b>\$3,280,615</b> | <b>\$1,906,470</b> |

# Personnel

## Department Of State Elections and Civics

|   | Grade  | FY 2017    |                  | FY 2018    |                  |
|---|--------|------------|------------------|------------|------------------|
|   |        | FTE        | Cost             | FTE        | Cost             |
| <b>Unclassified</b>   |        |            |                  |            |                  |
| DIRECTOR OF ELECTIONS & CIVICS                                  | 08637A | 1.0        | 92,849           | 1.0        | 97,675           |
| DEPUTY DIRECTOR OF ELECTIONS                                    | 08632A | 2.0        | 152,733          | 2.0        | 158,305          |
| <b>Subtotal</b>   |        | <b>3.0</b> | <b>\$245,582</b> | <b>3.0</b> | <b>\$255,980</b> |
| <b>Total Salaries</b>   |        | <b>3.0</b> | <b>\$245,582</b> | <b>3.0</b> | <b>\$255,980</b> |
| <b>Benefits</b>   |        |            |                  |            |                  |
| Payroll Accrual   |        |            | 1,412            |            | 1,468            |
| FICA  |        |            | 18,788           |            | 19,582           |
| Retiree Health  |        |            | 14,661           |            | 15,308           |
| Health Benefits   |        |            | 32,722           |            | 33,952           |
| Retirement  |        |            | 64,686           |            | 66,556           |
| <b>Subtotal</b>   |        |            | <b>\$132,269</b> |            | <b>\$136,866</b> |
| <b>Total Salaries and Benefits</b>                              |        | <b>3.0</b> | <b>\$377,851</b> | <b>3.0</b> | <b>\$392,846</b> |
| <b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b> |        |            | <b>\$125,950</b> |            | <b>\$130,949</b> |
| <b>Statewide Benefit Assessment</b>                             |        |            | <b>\$11,035</b>  |            | <b>\$10,751</b>  |
| <b>Payroll Costs</b>  |        | <b>3.0</b> | <b>\$388,886</b> | <b>3.0</b> | <b>\$403,597</b> |
| <b>Purchased Services</b>                                       |        |            |                  |            |                  |
| Information Technology  |        |            | 192,300          |            | 117,000          |
| Legal Services  |        |            | 36,000           |            | 10,000           |
| Other Contracts   |        |            | 560              |            | 160              |
| <b>Subtotal</b>   |        |            | <b>\$228,860</b> |            | <b>\$127,160</b> |
| <b>Total Personnel</b>  |        | <b>3.0</b> | <b>\$617,746</b> | <b>3.0</b> | <b>\$530,757</b> |
| <b>Distribution By Source Of Funds</b>                          |        |            |                  |            |                  |
| General Revenue   |        | 3.0        | \$617,746        | 3.0        | \$530,757        |
| <b>Total All Funds</b>  |        | <b>3.0</b> | <b>\$617,746</b> | <b>3.0</b> | <b>\$530,757</b> |

# The Program

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Department Of State  
State Library

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## **Program Mission**

The program provides cost-effective delivery of goods and services to other state programs.

## **Program Description**

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

## **Statutory History**

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

# The Budget

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## Department Of State State Library

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|   | 2015<br>Audited  | 2016<br>Audited  | 2017<br>Enacted  | 2017<br>Revised  | 2018<br>Recommend |
|---|------------------|------------------|------------------|------------------|-------------------|
| <b>Expenditures By Subprogram</b>       |                  |                  |                  |                  |                   |
| Operations                              | 535,336          | 554,048          | 554,149          | 630,151          | 723,385           |
| <b>Total Expenditures</b>               | <b>\$535,336</b> | <b>\$554,048</b> | <b>\$554,149</b> | <b>\$630,151</b> | <b>\$723,385</b>  |
| <b>Expenditures By Object</b>           |                  |                  |                  |                  |                   |
| Personnel                               | 358,679          | 368,360          | 369,064          | 449,280          | 559,420           |
| Operating Supplies and Expenses         | 39,972           | 34,003           | 40,034           | 35,821           | 18,915            |
| Assistance and Grants                   | 134,635          | 149,635          | 143,000          | 143,000          | 143,000           |
| <b>Subtotal: Operating Expenditures</b> | <b>533,286</b>   | <b>551,998</b>   | <b>552,098</b>   | <b>628,101</b>   | <b>721,335</b>    |
| Capital Purchases and Equipment         | 2,050            | 2,050            | 2,051            | 2,050            | 2,050             |
| <b>Total Expenditures</b>               | <b>\$535,336</b> | <b>\$554,048</b> | <b>\$554,149</b> | <b>\$630,151</b> | <b>\$723,385</b>  |
| <b>Expenditures By Funds</b>            |                  |                  |                  |                  |                   |
| General Revenue                         | 535,336          | 554,048          | 554,149          | 630,151          | 723,385           |
| <b>Total Expenditures</b>               | <b>\$535,336</b> | <b>\$554,048</b> | <b>\$554,149</b> | <b>\$630,151</b> | <b>\$723,385</b>  |

# Personnel

## Department Of State State Library

|   | Grade  | FY 2017    |                   | FY 2018    |                  |
|---|--------|------------|-------------------|------------|------------------|
|   |        | FTE        | Cost              | FTE        | Cost             |
| <b>Unclassified</b>   |        |            |                   |            |                  |
| DIRECTOR OF STATE ARCHIVES, LIBRARY & ADMINISTRATIVE ASSISTANT  | 08636A | 1.0        | 79,753            | 1.0        | 82,669           |
| STATE LIBRARIAN   | 05325A | 2.0        | 132,012           | 2.0        | 132,012          |
| ADMINISTRATIVE ASSISTANT  | 08630A | 1.0        | 64,176            | 1.0        | 66,525           |
| ADMINISTRATIVE ASSISTANT  | 05319A | 1.0        | 40,958            | 1.0        | 42,191           |
| <b>Subtotal</b>   |        | <b>5.0</b> | <b>\$316,899</b>  | <b>5.0</b> | <b>\$323,397</b> |
| Turnover  |        | -          | (56,461)          | -          | -                |
| <b>Subtotal</b>   |        | -          | <b>(\$56,461)</b> | -          | -                |
| <b>Total Salaries</b>   |        | <b>5.0</b> | <b>\$260,438</b>  | <b>5.0</b> | <b>\$323,397</b> |
| <b>Benefits</b>   |        |            |                   |            |                  |
| Payroll Accrual   |        |            | 1,497             |            | 1,855            |
| FICA  |        |            | 19,923            |            | 24,740           |
| Retiree Health  |        |            | 15,548            |            | 19,339           |
| Health Benefits   |        |            | 66,860            |            | 87,220           |
| Retirement  |        |            | 71,386            |            | 87,361           |
| <b>Subtotal</b>   |        |            | <b>\$175,214</b>  |            | <b>\$220,515</b> |
| <b>Total Salaries and Benefits</b>                              |        | <b>5.0</b> | <b>\$435,652</b>  | <b>5.0</b> | <b>\$543,912</b> |
| <b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b> |        |            | <b>\$87,130</b>   |            | <b>\$108,782</b> |
| <b>Statewide Benefit Assessment</b>                             |        |            | <b>\$11,703</b>   |            | <b>\$13,583</b>  |
| <b>Payroll Costs</b>  |        | <b>5.0</b> | <b>\$447,355</b>  | <b>5.0</b> | <b>\$557,495</b> |
| <b>Purchased Services</b>                                       |        |            |                   |            |                  |
| Buildings and Ground Maintenance                                |        |            | 1,925             |            | 1,925            |
| <b>Subtotal</b>   |        |            | <b>\$1,925</b>    |            | <b>\$1,925</b>   |
| <b>Total Personnel</b>  |        | <b>5.0</b> | <b>\$449,280</b>  | <b>5.0</b> | <b>\$559,420</b> |
| <b>Distribution By Source Of Funds</b>                          |        |            |                   |            |                  |
| General Revenue   |        | 5.0        | \$449,280         | 5.0        | \$559,420        |
| <b>Total All Funds</b>  |        | <b>5.0</b> | <b>\$449,280</b>  | <b>5.0</b> | <b>\$559,420</b> |

# The Program

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## Department Of State Record Center

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### **Program Mission**

The program provides cost-effective delivery of goods and services to other state programs.

### **Program Description**

There are services needed by state operated programs and activities which are provided on a centralized basis. The costs of these operations are borne by the user agencies through a charge system that allocates the cost of delivery of the services. The operations of these programs are shown for display purposes only, since the costs are reflected in the budget of the user agency both on an actual and budget basis.

The Internal Service Program operated by the Secretary of State is the Public Records Administration program, which is charged with overseeing 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.

### **Statutory History**

The Director of Administration is authorized by R.I.G.L. 35-5 to establish a system of rotating funds in any state department or agency. The authority of the Public Records Administration program is granted by R.I.G.L. 38-1 and R.I.G.L. 38-3. The authority of administrative records function is granted by R.I.G.L. 42-35.

# The Budget

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## Department Of State Record Center

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|   | <b>2015<br/>Audited</b> | <b>2016<br/>Audited</b> | <b>2017<br/>Enacted</b> | <b>2017<br/>Revised</b> | <b>2018<br/>Recommend</b> |
|---|-------------------------|-------------------------|-------------------------|-------------------------|---------------------------|
| <b>Expenditures By Subprogram</b>       |                         |                         |                         |                         |                           |
| Operations                              | 817,194                 | 914,723                 | 907,177                 | 808,527                 | 807,345                   |
| Internal Services                       | <i>[817,194]</i>        | <i>[914,723]</i>        | <i>[907,177]</i>        | <i>[808,527]</i>        | <i>[807,345]</i>          |
| <b>Total Expenditures</b>               | <b>\$817,194</b>        | <b>\$914,723</b>        | <b>\$907,177</b>        | <b>\$808,527</b>        | <b>\$807,345</b>          |
| <b>Expenditures By Object</b>           |                         |                         |                         |                         |                           |
| Personnel                               | 432,244                 | 484,632                 | 522,206                 | 450,525                 | 449,333                   |
| Operating Supplies and Expenses         | 383,429                 | 426,398                 | 384,971                 | 354,309                 | 354,319                   |
| <b>Subtotal: Operating Expenditures</b> | <b>815,673</b>          | <b>911,030</b>          | <b>907,177</b>          | <b>804,834</b>          | <b>803,652</b>            |
| Capital Purchases and Equipment         | 1,521                   | 3,693                   | -                       | 3,693                   | 3,693                     |
| <b>Total Expenditures</b>               | <b>\$817,194</b>        | <b>\$914,723</b>        | <b>\$907,177</b>        | <b>\$808,527</b>        | <b>\$807,345</b>          |
| <b>Expenditures By Funds</b>            |                         |                         |                         |                         |                           |
| Other Funds                             | 817,194                 | 914,723                 | 907,177                 | 808,527                 | 807,345                   |
| <b>Total Expenditures</b>               | <b>\$817,194</b>        | <b>\$914,723</b>        | <b>\$907,177</b>        | <b>\$808,527</b>        | <b>\$807,345</b>          |

# Personnel

## Department Of State Record Center

|   | Grade  | FY 2017    |                  | FY 2018    |                  |
|---|--------|------------|------------------|------------|------------------|
|   |        | FTE        | Cost             | FTE        | Cost             |
| <b>Unclassified</b>   |        |            |                  |            |                  |
| DIRECTOR OF ARCHIVES AND RECORDS                                | 08630A | 0.6        | 52,161           | 0.6        | 50,128           |
| COLLECTIONS SUPERVISOR CLERK                                    | 05327A | 0.6        | 41,996           | 0.6        | 41,996           |
| PRINCIPAL PLANNING AND PROGRAMMING                              | 05328A | 0.6        | 41,682           | 0.6        | 41,682           |
| ADMINISTRATIVE ASSISTANT  | 05325A | 0.6        | 40,484           | 0.6        | 40,484           |
| SENIOR INFORMATION AND PUBLIC RELATION                          | 05324A | 0.6        | 38,808           | 0.6        | 38,808           |
| ADMINISTRATIVE SECRETARY  | 05317A | 0.6        | 31,697           | 0.6        | 31,697           |
| ADMINISTRATIVE AIDE   | 05315A | 0.6        | 25,625           | 0.6        | 25,625           |
| <b>Subtotal</b>   |        | <b>4.2</b> | <b>\$272,453</b> | <b>4.2</b> | <b>\$270,420</b> |
| <b>Total Salaries</b>   |        | <b>4.2</b> | <b>\$272,453</b> | <b>4.2</b> | <b>\$270,420</b> |
| <b>Benefits</b>   |        |            |                  |            |                  |
| Payroll Accrual   |        |            | 1,566            |            | 1,551            |
| FICA  |        |            | 20,842           |            | 20,687           |
| Retiree Health  |        |            | 16,265           |            | 16,171           |
| Health Benefits   |        |            | 50,470           |            | 53,136           |
| Retirement  |        |            | 75,748           |            | 74,283           |
| <b>Subtotal</b>   |        |            | <b>\$164,891</b> |            | <b>\$165,828</b> |
| <b>Total Salaries and Benefits</b>                              |        | <b>4.2</b> | <b>\$437,344</b> | <b>4.2</b> | <b>\$436,248</b> |
| <b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b> |        |            | <b>\$104,130</b> |            | <b>\$103,869</b> |
| <b>Statewide Benefit Assessment</b>                             |        |            | <b>\$12,941</b>  |            | <b>\$12,845</b>  |
| <b>Payroll Costs</b>  |        | <b>4.2</b> | <b>\$450,285</b> | <b>4.2</b> | <b>\$449,093</b> |
| <b>Purchased Services</b>                                       |        |            |                  |            |                  |
| Other Contracts   |        |            | 240              |            | 240              |
| <b>Subtotal</b>   |        |            | <b>\$240</b>     |            | <b>\$240</b>     |
| <b>Total Personnel</b>  |        | <b>4.2</b> | <b>\$450,525</b> | <b>4.2</b> | <b>\$449,333</b> |
| <b>Distribution By Source Of Funds</b>                          |        |            |                  |            |                  |
| Other Funds   |        | 4.2        | \$450,525        | 4.2        | \$449,333        |
| <b>Total All Funds</b>  |        | <b>4.2</b> | <b>\$450,525</b> | <b>4.2</b> | <b>\$449,333</b> |



# The Program

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## Department Of State Office of Public Information

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### **Program Mission**

To effectively disseminate vital government information to the public and to make the most of expanding technologies to enhance public access and awareness of the activities of state government.

### **Program Description**

The Office of Public Information is designed to serve as a resource for the citizens of Rhode Island regarding the activities of state government. It 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, which are available to the public free of charge. The material can also be accessed through the Internet, where the Secretary of State has an "On-Line Office" on the World Wide Web at <http://www.state.ri.us>. The Office of Public Information carries out the functions detailed below.

Compiles information and maintains a database on all legislation introduced in the General Assembly, including title, sponsor information, description, committee assignment, committee and floor actions.

Compiles information and maintains a database on all legislative hearings, including time and place of the meeting and lists of bills being considered.

Publishes the daily Legislative Meetings Report and the weekly Legislative Report which provides this information to the public.

Maintains a list of lobbyists and overseeing the enforcement of the state's lobbying law. Under the Administrative Procedures Act, the office is responsible for compiling the rules and regulations promulgated by each state agency.

Operates and maintains a clearinghouse for information related to all public meetings in the State of Rhode Island relative to the Open Meetings Law.

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, paragraph 4 of the Rhode State Constitution, and R.I.G.L. 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.

# The Budget

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## Department Of State Office of Public Information

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|   | 2015<br>Audited  | 2016<br>Audited  | 2017<br>Enacted  | 2017<br>Revised  | 2018<br>Recommend |
|---|------------------|------------------|------------------|------------------|-------------------|
| <b>Expenditures By Subprogram</b>       |                  |                  |                  |                  |                   |
| Operations                              | 512,149          | 450,744          | 524,232          | 549,703          | 612,562           |
| <b>Total Expenditures</b>               | <b>\$512,149</b> | <b>\$450,744</b> | <b>\$524,232</b> | <b>\$549,703</b> | <b>\$612,562</b>  |
| <b>Expenditures By Object</b>           |                  |                  |                  |                  |                   |
| Personnel                               | 438,645          | 396,468          | 450,560          | 458,577          | 545,599           |
| Operating Supplies and Expenses         | 71,904           | 50,552           | 72,072           | 89,526           | 65,363            |
| <b>Subtotal: Operating Expenditures</b> | <b>510,549</b>   | <b>447,020</b>   | <b>522,632</b>   | <b>548,103</b>   | <b>610,962</b>    |
| Capital Purchases and Equipment         | 1,600            | 3,724            | 1,600            | 1,600            | 1,600             |
| <b>Total Expenditures</b>               | <b>\$512,149</b> | <b>\$450,744</b> | <b>\$524,232</b> | <b>\$549,703</b> | <b>\$612,562</b>  |
| <b>Expenditures By Funds</b>            |                  |                  |                  |                  |                   |
| General Revenue                         | 504,274          | 445,813          | 484,232          | 524,703          | 587,562           |
| Restricted Receipts                     | 7,875            | 4,931            | 40,000           | 25,000           | 25,000            |
| <b>Total Expenditures</b>               | <b>\$512,149</b> | <b>\$450,744</b> | <b>\$524,232</b> | <b>\$549,703</b> | <b>\$612,562</b>  |

# Personnel

## Department Of State Office of Public Information

|   | Grade  | FY 2017    |                   | FY 2018    |                  |
|---|--------|------------|-------------------|------------|------------------|
|   |        | FTE        | Cost              | FTE        | Cost             |
| <b>Unclassified</b>   |        |            |                   |            |                  |
| DIRECTOR OF PROGRAMMING   | 08632A | 1.0        | 94,192            | 1.0        | 94,192           |
| DIRECTOR PUBLIC INFORMATION (SEC OF STATE)                      | 08630A | 1.0        | 76,281            | 1.0        | 76,281           |
| ADMINISTRATIVE ASSISTANT  | 05325A | 1.0        | 58,672            | 1.0        | 58,672           |
| COPY EDITOR   | 08626A | 1.0        | 55,040            | 1.0        | 56,982           |
| <b>Subtotal</b>   |        | <b>4.0</b> | <b>\$284,185</b>  | <b>4.0</b> | <b>\$286,127</b> |
| Turnover  |        | -          | (45,867)          | -          | -                |
| <b>Subtotal</b>   |        | -          | <b>(\$45,867)</b> | -          | -                |
| <b>Total Salaries</b>   |        | <b>4.0</b> | <b>\$238,318</b>  | <b>4.0</b> | <b>\$286,127</b> |
| <b>Benefits</b>   |        |            |                   |            |                  |
| Payroll Accrual   |        |            | 1,370             |            | 1,641            |
| FICA  |        |            | 18,231            |            | 21,888           |
| Retiree Health  |        |            | 14,228            |            | 17,112           |
| Health Benefits   |        |            | 56,652            |            | 75,305           |
| Retirement  |        |            | 63,169            |            | 75,609           |
| <b>Subtotal</b>   |        |            | <b>\$153,650</b>  |            | <b>\$191,555</b> |
| <b>Total Salaries and Benefits</b>                              |        | <b>4.0</b> | <b>\$391,968</b>  | <b>4.0</b> | <b>\$477,682</b> |
| <b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b> |        |            | <b>\$97,992</b>   |            | <b>\$119,421</b> |
| <b>Statewide Benefit Assessment</b>                             |        |            | <b>\$10,709</b>   |            | <b>\$12,017</b>  |
| <b>Payroll Costs</b>  |        | <b>4.0</b> | <b>\$402,677</b>  | <b>4.0</b> | <b>\$489,699</b> |
| <b>Purchased Services</b>                                       |        |            |                   |            |                  |
| University and College Services                                 |        |            | 25,000            |            | 25,000           |
| Legal Services  |        |            | 30,000            |            | 30,000           |
| Other Contracts   |        |            | 900               |            | 900              |
| <b>Subtotal</b>   |        |            | <b>\$55,900</b>   |            | <b>\$55,900</b>  |
| <b>Total Personnel</b>  |        | <b>4.0</b> | <b>\$458,577</b>  | <b>4.0</b> | <b>\$545,599</b> |
| <b>Distribution By Source Of Funds</b>                          |        |            |                   |            |                  |
| General Revenue   |        | 4.0        | \$458,577         | 4.0        | \$545,599        |
| <b>Total All Funds</b>  |        | <b>4.0</b> | <b>\$458,577</b>  | <b>4.0</b> | <b>\$545,599</b> |