



**Gina M. Raimondo,
Governor**

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

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

Agency

Department 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 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.

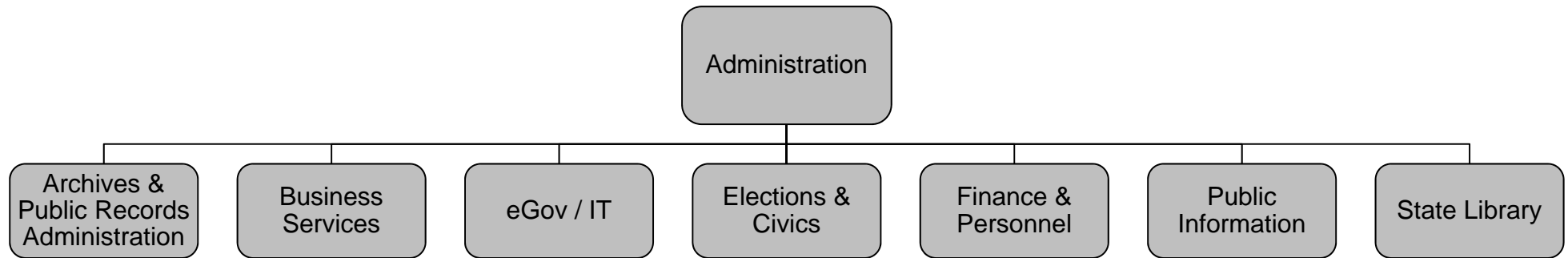
Budget

Department Of State

	FY 2015 Audited	FY 2016 Audited	FY 2017 Enacted	FY 2017 Revised	FY 2018 Recommend
Expenditures By Program					
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>
Total Expenditures	\$7,691,503	\$7,518,125	\$10,937,570	\$10,534,006	\$9,350,797
Expenditures By Object					
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
Subtotal: Operating Expenditures	7,607,283	7,069,773	10,595,975	10,135,781	9,311,572
Capital Purchases and Equipment	84,220	448,352	341,595	398,225	39,225
Total Expenditures	\$7,691,503	\$7,518,125	\$10,937,570	\$10,534,006	\$9,350,797
Expenditures By Funds					
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	-
Total Expenditures	\$7,691,503	\$7,518,125	\$10,937,570	\$10,534,006	\$9,350,797
FTE Authorization	57.0	57.0	59.0	59.0	59.0

The Agency

Office of the Secretary of State



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
Subtotal		59.0	\$3,961,461	59.0	\$4,016,025
Temporary and Seasonal		-	36,000	-	36,000
Turnover		-	(\$133,031)	-	-
Subtotal		-	(\$97,031)	-	\$36,000
Total Salaries		59.0	\$3,864,430	59.0	\$4,052,025
Benefits					
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
Subtotal			\$2,333,197		\$2,473,426
Total Salaries and Benefits		59.0	\$6,197,627	59.0	\$6,525,451
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$104,434		\$109,991
Statewide Benefit Assessment			\$173,197		\$171,152
Payroll Costs		59.0	\$6,370,824	59.0	\$6,696,603
Purchased Services					
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
Subtotal			\$558,448		\$438,938
Total Personnel		59.0	\$6,929,272	59.0	\$7,135,541
Distribution By Source Of Funds					
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
Total All Funds		59.0	\$6,929,272	59.0	\$7,135,541

The Program

Department Of State Administration

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 Audited	2016 Audited	2017 Enacted	2017 Revised	2018 Recommend
Expenditures By Subprogram					
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
Total Expenditures	\$2,282,219	\$2,545,884	\$3,539,219	\$3,302,338	\$3,382,625
Expenditures By Object					
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
Subtotal: Operating Expenditures	2,230,192	2,528,425	3,517,757	3,270,195	3,363,482
Capital Purchases and Equipment	52,027	17,459	21,462	32,143	19,143
Total Expenditures	\$2,282,219	\$2,545,884	\$3,539,219	\$3,302,338	\$3,382,625
Expenditures By Funds					
General Revenue	2,282,219	2,545,884	3,539,219	3,302,338	3,382,625
Total Expenditures	\$2,282,219	\$2,545,884	\$3,539,219	\$3,302,338	\$3,382,625

Personnel

Department Of State Administration

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
Unclassified					
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
Subtotal		19.0	\$1,520,832	19.0	\$1,550,120
Nonclassified					
DATA SYSTEM MANAGER	08633A	1.0	93,440	1.0	94,979
Subtotal		1.0	\$93,440	1.0	\$94,979
Temporary and Seasonal		-	24,000	-	24,000
Turnover		-	(10,224)	-	-
Subtotal		-	\$13,776	-	\$24,000
Total Salaries		20.0	\$1,628,048	20.0	\$1,669,099
Benefits					
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
Subtotal			\$901,952		\$926,540
Total Salaries and Benefits		20.0	\$2,530,000	20.0	\$2,595,639
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$125,300		\$128,582
Statewide Benefit Assessment			\$72,080		\$69,095
Payroll Costs		20.0	\$2,602,080	20.0	\$2,664,734

Personnel

Department Of State Administration

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

The Program

Department Of State Corporations

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 Audited	2016 Audited	2017 Enacted	2017 Revised	2018 Recommend
Expenditures By Subprogram					
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	-	-
Total Expenditures	\$2,070,630	\$2,145,535	\$2,192,627	\$2,118,776	\$2,224,127
Expenditures By Object					
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
Subtotal: Operating Expenditures	2,061,079	2,136,161	2,183,431	2,109,580	2,214,931
Capital Purchases and Equipment	9,551	9,374	9,196	9,196	9,196
Total Expenditures	\$2,070,630	\$2,145,535	\$2,192,627	\$2,118,776	\$2,224,127
Expenditures By Funds					
General Revenue	2,070,630	2,145,535	2,192,627	2,118,776	2,224,127
Total Expenditures	\$2,070,630	\$2,145,535	\$2,192,627	\$2,118,776	\$2,224,127

Personnel

Department Of State Corporations

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
Unclassified					
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 MANAGER OF BUSINESS SUPPORT SERVICES (SOS)	05319A	6.0	319,873	6.0	319,873
ADMINISTRATIVE SECRETARY	05323A	1.0	52,239	1.0	53,854
ADMINISTRATIVE ASSISTANT	05318A	1.0	51,417	1.0	51,417
ADMINISTRATIVE ASSISTANT (SECRETARY OF RESEARCH AIDE	05320A	1.0	50,426	1.0	50,426
	05316A	7.0	304,797	7.0	304,797
	08610A	1.0	35,760	1.0	36,480
Subtotal		20.0	\$1,046,434	20.0	\$1,054,721
Temporary and Seasonal		-	12,000	-	12,000
Turnover		-	(20,479)	-	-
Subtotal		-	(\$8,479)	-	\$12,000
Total Salaries		20.0	\$1,037,955	20.0	\$1,066,721
Benefits					
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
Subtotal			\$695,294		\$721,570
Total Salaries and Benefits		20.0	\$1,733,249	20.0	\$1,788,291
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$86,062		\$88,815
Statewide Benefit Assessment			\$46,101		\$44,298
Payroll Costs		20.0	\$1,779,350	20.0	\$1,832,589
Purchased Services					
Legal Services			30,000		30,000
Other Contracts			-		50,000
Subtotal			\$30,000		\$80,000
Total Personnel		20.0	\$1,809,350	20.0	\$1,912,589
Distribution By Source Of Funds					
General Revenue		20.0	\$1,809,350	20.0	\$1,912,589
Total All Funds		20.0	\$1,809,350	20.0	\$1,912,589

The Program

Department Of State State Archives

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

Department Of State State Archives

	2015 Audited	2016 Audited	2017 Enacted	2017 Revised	2018 Recommend
Expenditures By Subprogram					
Operations	625,384	539,730	750,240	652,423	501,628
Total Expenditures	\$625,384	\$539,730	\$750,240	\$652,423	\$501,628
Expenditures By Object					
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
Subtotal: Operating Expenditures	625,384	539,730	646,190	502,423	501,628
Capital Purchases and Equipment	-	-	104,050	150,000	-
Total Expenditures	\$625,384	\$539,730	\$750,240	\$652,423	\$501,628
Expenditures By Funds					
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	-
Total Expenditures	\$625,384	\$539,730	\$750,240	\$652,423	\$501,628

Personnel

Department Of State State Archives

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
Unclassified					
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
Subtotal		2.8	\$181,636	2.8	\$180,281
Total Salaries		2.8	\$181,636	2.8	\$180,281
Benefits					
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
Subtotal			\$109,927		\$110,552
Total Salaries and Benefits		2.8	\$291,563	2.8	\$290,833
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$104,130		\$103,869
Statewide Benefit Assessment			\$8,628		\$8,563
Payroll Costs		2.8	\$300,191	2.8	\$299,396
Total Personnel		2.8	\$300,190	2.8	\$299,395
Distribution By Source Of Funds					
Restricted Receipts		2.8	\$300,190	2.8	\$299,395
Total All Funds		2.8	\$300,190	2.8	\$299,395

The Program

Department Of State Elections and Civics

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 Audited	2016 Audited	2017 Enacted	2017 Revised	2018 Recommend
Expenditures By Subprogram					
No Sub-Programs	-	14,388	-	-	-
Operations	1,665,785	1,267,796	3,377,103	3,280,615	1,906,470
Total Expenditures	\$1,665,785	\$1,282,184	\$3,377,103	\$3,280,615	\$1,906,470
Expenditures By Object					
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
Subtotal: Operating Expenditures	1,646,793	866,439	3,173,867	3,077,379	1,899,234
Capital Purchases and Equipment	18,992	415,745	203,236	203,236	7,236
Total Expenditures	\$1,665,785	\$1,282,184	\$3,377,103	\$3,280,615	\$1,906,470
Expenditures By Funds					
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	-	-	-
Total Expenditures	\$1,665,785	\$1,282,184	\$3,377,103	\$3,280,615	\$1,906,470

Personnel

Department Of State Elections and Civics

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
Unclassified					
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
Subtotal		3.0	\$245,582	3.0	\$255,980
Total Salaries		3.0	\$245,582	3.0	\$255,980
Benefits					
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
Subtotal			\$132,269		\$136,866
Total Salaries and Benefits		3.0	\$377,851	3.0	\$392,846
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$125,950		\$130,949
Statewide Benefit Assessment			\$11,035		\$10,751
Payroll Costs		3.0	\$388,886	3.0	\$403,597
Purchased Services					
Information Technology			192,300		117,000
Legal Services			36,000		10,000
Other Contracts			560		160
Subtotal			\$228,860		\$127,160
Total Personnel		3.0	\$617,746	3.0	\$530,757
Distribution By Source Of Funds					
General Revenue		3.0	\$617,746	3.0	\$530,757
Total All Funds		3.0	\$617,746	3.0	\$530,757

The Program

Department Of State
State Library

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

Department Of State State Library

	2015 Audited	2016 Audited	2017 Enacted	2017 Revised	2018 Recommend
Expenditures By Subprogram					
Operations	535,336	554,048	554,149	630,151	723,385
Total Expenditures	\$535,336	\$554,048	\$554,149	\$630,151	\$723,385
Expenditures By Object					
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
Subtotal: Operating Expenditures	533,286	551,998	552,098	628,101	721,335
Capital Purchases and Equipment	2,050	2,050	2,051	2,050	2,050
Total Expenditures	\$535,336	\$554,048	\$554,149	\$630,151	\$723,385
Expenditures By Funds					
General Revenue	535,336	554,048	554,149	630,151	723,385
Total Expenditures	\$535,336	\$554,048	\$554,149	\$630,151	\$723,385

Personnel

Department Of State State Library

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
Unclassified					
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
Subtotal		5.0	\$316,899	5.0	\$323,397
Turnover		-	(56,461)	-	-
Subtotal		-	(\$56,461)	-	-
Total Salaries		5.0	\$260,438	5.0	\$323,397
Benefits					
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
Subtotal			\$175,214		\$220,515
Total Salaries and Benefits		5.0	\$435,652	5.0	\$543,912
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$87,130		\$108,782
Statewide Benefit Assessment			\$11,703		\$13,583
Payroll Costs		5.0	\$447,355	5.0	\$557,495
Purchased Services					
Buildings and Ground Maintenance			1,925		1,925
Subtotal			\$1,925		\$1,925
Total Personnel		5.0	\$449,280	5.0	\$559,420
Distribution By Source Of Funds					
General Revenue		5.0	\$449,280	5.0	\$559,420
Total All Funds		5.0	\$449,280	5.0	\$559,420

The Program

Department Of State Record Center

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

Department Of State Record Center

	2015 Audited	2016 Audited	2017 Enacted	2017 Revised	2018 Recommend
Expenditures By Subprogram					
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>
Total Expenditures	\$817,194	\$914,723	\$907,177	\$808,527	\$807,345
Expenditures By Object					
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
Subtotal: Operating Expenditures	815,673	911,030	907,177	804,834	803,652
Capital Purchases and Equipment	1,521	3,693	-	3,693	3,693
Total Expenditures	\$817,194	\$914,723	\$907,177	\$808,527	\$807,345
Expenditures By Funds					
Other Funds	817,194	914,723	907,177	808,527	807,345
Total Expenditures	\$817,194	\$914,723	\$907,177	\$808,527	\$807,345

Personnel

Department Of State Record Center

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
Unclassified					
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
Subtotal		4.2	\$272,453	4.2	\$270,420
Total Salaries		4.2	\$272,453	4.2	\$270,420
Benefits					
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
Subtotal			\$164,891		\$165,828
Total Salaries and Benefits		4.2	\$437,344	4.2	\$436,248
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$104,130		\$103,869
Statewide Benefit Assessment			\$12,941		\$12,845
Payroll Costs		4.2	\$450,285	4.2	\$449,093
Purchased Services					
Other Contracts			240		240
Subtotal			\$240		\$240
Total Personnel		4.2	\$450,525	4.2	\$449,333
Distribution By Source Of Funds					
Other Funds		4.2	\$450,525	4.2	\$449,333
Total All Funds		4.2	\$450,525	4.2	\$449,333

The Program

Department Of State Office of Public Information

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

Department Of State Office of Public Information

	2015 Audited	2016 Audited	2017 Enacted	2017 Revised	2018 Recommend
Expenditures By Subprogram					
Operations	512,149	450,744	524,232	549,703	612,562
Total Expenditures	\$512,149	\$450,744	\$524,232	\$549,703	\$612,562
Expenditures By Object					
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
Subtotal: Operating Expenditures	510,549	447,020	522,632	548,103	610,962
Capital Purchases and Equipment	1,600	3,724	1,600	1,600	1,600
Total Expenditures	\$512,149	\$450,744	\$524,232	\$549,703	\$612,562
Expenditures By Funds					
General Revenue	504,274	445,813	484,232	524,703	587,562
Restricted Receipts	7,875	4,931	40,000	25,000	25,000
Total Expenditures	\$512,149	\$450,744	\$524,232	\$549,703	\$612,562

Personnel

Department Of State Office of Public Information

	Grade	FY 2017		FY 2018	
		FTE	Cost	FTE	Cost
Unclassified					
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
Subtotal		4.0	\$284,185	4.0	\$286,127
Turnover		-	(45,867)	-	-
Subtotal		-	(\$45,867)	-	-
Total Salaries		4.0	\$238,318	4.0	\$286,127
Benefits					
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
Subtotal			\$153,650		\$191,555
Total Salaries and Benefits		4.0	\$391,968	4.0	\$477,682
Cost Per FTE Position (Excluding Temporary and Seasonal)			\$97,992		\$119,421
Statewide Benefit Assessment			\$10,709		\$12,017
Payroll Costs		4.0	\$402,677	4.0	\$489,699
Purchased Services					
University and College Services			25,000		25,000
Legal Services			30,000		30,000
Other Contracts			900		900
Subtotal			\$55,900		\$55,900
Total Personnel		4.0	\$458,577	4.0	\$545,599
Distribution By Source Of Funds					
General Revenue		4.0	\$458,577	4.0	\$545,599
Total All Funds		4.0	\$458,577	4.0	\$545,599