

State of Rhode Island and Providence Plantations

# Fiscal Year 2019 Budget



Volume I – General Government and Quasi-Public Agencies

Gina M. Raimondo, Governor

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## **Agency Summary**

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### **SECRETARY OF STATE**

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#### **Agency Mission**

#### **Agency Description**

The Secretary of State was established under the Rhode Island Constitution as one of the five general offices subject to voter election. As the custodian of state records, the Department plays a vital role in providing the public with basic information about the workings of state government. The Department consists of six programs and one internal service program.

#### **Statutory History**

Article IV of the Rhode Island State Constitution and R.I.G.L. 42-8 establishes 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 29 establishes the State Library and the Legislative Reference Bureau.

# Budget

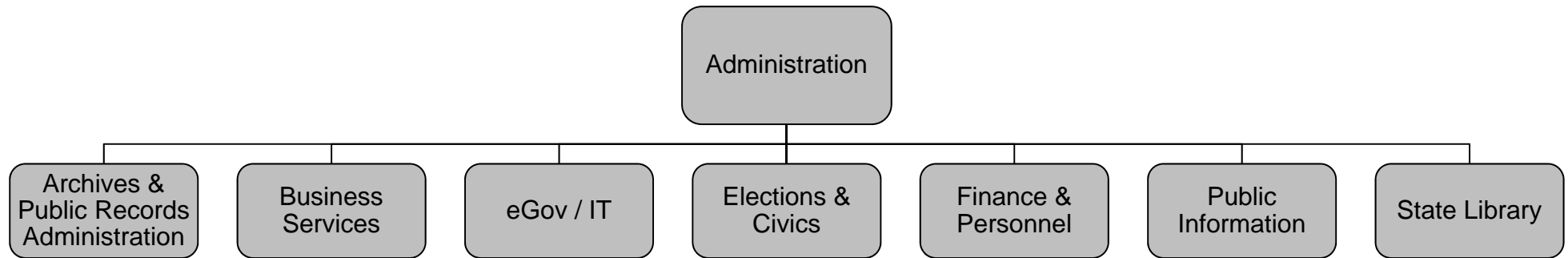
## SECRETARY OF STATE

	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
<b>Expenditures by Program</b>					
Administration	2,545,884	3,175,089	3,382,625	3,472,059	3,377,583
Corporations	2,145,535	2,120,565	2,224,127	2,219,266	2,287,410
State Archives	539,730	547,181	501,628	615,789	507,235
Elections and Civics	1,282,184	3,101,885	1,906,470	2,009,021	2,881,418
State Library	554,048	579,060	723,385	594,463	613,236
Record Center	914,723	908,208	807,345	940,491	947,539
Office of Public Information	450,744	418,367	612,562	614,774	634,880
<b>Total Expenditures</b>	<b>8,432,848</b>	<b>10,850,356</b>	<b>10,158,142</b>	<b>10,465,863</b>	<b>11,249,301</b>
<b>Expenditures by Object</b>					
Salary And Benefits	5,841,524	6,282,634	6,696,603	6,595,848	6,907,301
Contract Professional Services	249,499	368,837	438,938	688,547	385,252
Operating Supplies And Expenses	1,740,145	3,734,401	2,835,707	2,908,072	3,764,798
Assistance And Grants	149,635	140,768	143,976	143,000	143,000
<b>Subtotal: Operating</b>	<b>7,980,803</b>	<b>10,526,640</b>	<b>10,115,224</b>	<b>10,335,467</b>	<b>11,200,351</b>
Capital Purchases And Equipment	452,045	323,715	42,918	130,396	48,950
<b>Subtotal: Other</b>	<b>452,045</b>	<b>323,715</b>	<b>42,918</b>	<b>130,396</b>	<b>48,950</b>
<b>Total Expenditures</b>	<b>8,432,848</b>	<b>10,850,356</b>	<b>10,158,142</b>	<b>10,465,863</b>	<b>11,249,301</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	6,690,089	9,478,005	8,911,319	8,958,301	9,861,104
Federal Funds	0	0	0	22,859	0
Restricted Receipts	397,868	421,688	439,478	436,666	440,658
Operating Transfers From Other Funds	430,168	42,454	0	107,546	0
Other Funds	914,723	908,208	807,345	940,491	947,539
<b>Total Expenditures</b>	<b>8,432,848</b>	<b>10,850,356</b>	<b>10,158,142</b>	<b>10,465,863</b>	<b>11,249,301</b>

\*Other funds includes internal service funds.

# The Agency

Office of the Secretary of State



## Program Summary

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**Agency: SECRETARY OF STATE**

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### Administration

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#### Mission

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

#### Description

The Administration Program supports the Department of State in six areas. Personnel maintains personnel records and provides administrative support for payroll and personnel matters. Fiscal Management monitors accounts payable and accounts receivable for the department and prepares the budget. E-government and Information Technology develops and implements model e-government solutions to collect and distribute information to the public and provides support for the department's computer systems 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 that moves those policy initiatives forward.

#### Statutory History

The Office of the Secretary of State was established by the Rhode Island Constitution in Article IX as one of the five general offices subject to voter election. R.I.G.L 42-8 further prescribes the duties of the Secretary and Department.

# Budget

Agency: SECRETARY OF STATE

## Administration

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Administration	1,293,847	1,454,025	1,439,371	1,363,710	1,441,370
Information Technology	822,201	1,263,628	1,473,026	1,638,231	1,459,735
Personnel and Finance	429,836	457,437	470,228	470,118	476,478
<b>Total Expenditures</b>	<b>2,545,884</b>	<b>3,175,089</b>	<b>3,382,625</b>	<b>3,472,059</b>	<b>3,377,583</b>
<b>Expenditures by Object</b>					
Salary and benefits	2,297,458	2,609,645	2,664,735	2,648,357	2,834,652
Contract Professional Services	1,540	157,385	173,713	368,428	35,495
Operating supplies and Expenses	229,427	334,872	524,058	436,624	467,686
Assistance And Grants	0	0	976	0	0
<b>Subtotal: Operating</b>	<b>2,528,425</b>	<b>3,101,902</b>	<b>3,363,482</b>	<b>3,453,409</b>	<b>3,337,833</b>
Capital Purchases And Equipment	17,459	73,188	19,143	18,650	39,750
<b>Subtotal: Other</b>	<b>17,459</b>	<b>73,188</b>	<b>19,143</b>	<b>18,650</b>	<b>39,750</b>
<b>Total Expenditures</b>	<b>2,545,884</b>	<b>3,175,089</b>	<b>3,382,625</b>	<b>3,472,059</b>	<b>3,377,583</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	2,545,884	3,175,089	3,382,625	3,472,059	3,377,583
<b>Total Expenditures</b>	<b>2,545,884</b>	<b>3,175,089</b>	<b>3,382,625</b>	<b>3,472,059</b>	<b>3,377,583</b>

## Program Summary

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**Agency: SECRETARY OF STATE**

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### Corporations

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#### Mission

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

#### Description

The Corporations program encompasses six sections: Business Filings, Uniform Commercial Code, Trademark & Service Mark, Notary Public, Certification/Authentication, and the Rhode Island Business Portal. The Business Filings section examines, processes, and maintains legal documents affecting various types of corporations, companies, and partnerships. The section ensures compliance with laws governing these entities and provides public access to all associated documents. The UCC section is the central filing office for certain finance and lien documents. It also ensures compliance with applicable laws and provides public access to associated documents. The Trademark & Service Mark section manages notaries in the state through maintenance of oaths of office and official signatures of commissioned notaries. The Certification/Authentication section prepares certified copies, letters of good standing, legal existence, and certificates of fact related to business filing. It also issues apostilles. The Rhode Island Business Portal helps business owners navigate federal, state, and local licensing requirements.

#### Statutory History

Applicable statutes for the Corporations program are outlined in Chapters 1, 1.2 – 16 of Title 7 Corporation s& 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.

# Budget

Agency: SECRETARY OF STATE

## Corporations

<b>Expenditures by Sub Program</b>	<b>2016 Actuals</b>	<b>2017 Actuals</b>	<b>2018 Enacted Budget</b>	<b>2018 Revised Budget</b>	<b>2019 Recommended</b>
Corporations	2,144,082	2,120,565	2,224,127	2,219,266	2,287,410
First Stop Business Inf.	1,453	0	0	0	0
<b>Total Expenditures</b>	<b>2,145,535</b>	<b>2,120,565</b>	<b>2,224,127</b>	<b>2,219,266</b>	<b>2,287,410</b>
<b>Expenditures by Object</b>					
Salary and benefits	1,745,065	1,795,376	1,832,589	1,828,390	1,881,994
Contract Professional Services	557	550	80,000	53,800	60,940
Operating supplies and Expenses	390,539	319,127	302,342	335,076	342,476
<b>Subtotal: Operating</b>	<b>2,136,161</b>	<b>2,115,053</b>	<b>2,214,931</b>	<b>2,217,266</b>	<b>2,285,410</b>
Capital Purchases And Equipment	9,374	5,512	9,196	2,000	2,000
<b>Subtotal: Other</b>	<b>9,374</b>	<b>5,512</b>	<b>9,196</b>	<b>2,000</b>	<b>2,000</b>
<b>Total Expenditures</b>	<b>2,145,535</b>	<b>2,120,565</b>	<b>2,224,127</b>	<b>2,219,266</b>	<b>2,287,410</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	2,145,535	2,120,565	2,224,127	2,219,266	2,287,410
<b>Total Expenditures</b>	<b>2,145,535</b>	<b>2,120,565</b>	<b>2,224,127</b>	<b>2,219,266</b>	<b>2,287,410</b>



## Program Summary

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**Agency: SECRETARY OF STATE**

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### State Archives

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#### Mission

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

#### Description

The State Archives preserves and maintains the permanent records of state government. It also operates a public reading room for the research, inspection, and duplication of public records; publishes guides and finding aids to collections; and, features exhibits and displays that are free and open to the public. The State Archives manages the Local Government Records Program, which was established in 1992 with federal grant funding from the National Historical Publications and Records Commission. The program provides records management advice, assistance, and consultation to all departments of municipal government. It also develops record control schedules that govern retention and disposition of municipal records. Workshops and talks are provided to municipal personnel about records management functions and archival records administration and preservation. In conjunction with the Public Records Administration, the program also publishes guidelines and regulations about records and records issues. The 1993 General Assembly passed legislation establishing the Historical Records Trust, a restricted receipt account, which now provides funding for this program.

#### Statutory History

R.I.G.L. 42-8.1 et seq. establishes the State Archives and defines its duties and functions. R.I.G.L. 42-35 of the Rhode Island General Laws prescribe the Secretary of State's duties under the Administrative Procedures Act. R.I.G.L. 38-1, 38-2, and 38-3 detail the custody and protection of public records, access to public records, and Public Records Administration.

## Budget

Agency: SECRETARY OF STATE

### State Archives

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Operations	539,730	547,181	501,628	615,789	507,235
<b>Total Expenditures</b>	<b>539,730</b>	<b>547,181</b>	<b>501,628</b>	<b>615,789</b>	<b>507,235</b>
<b>Expenditures by Object</b>					
Salary and benefits	330,306	390,025	299,395	323,382	333,272
Contract Professional Services	2,144	0	0	0	0
Operating supplies and Expenses	207,280	114,701	202,233	184,861	173,963
<b>Subtotal: Operating</b>	<b>539,730</b>	<b>504,726</b>	<b>501,628</b>	<b>508,243</b>	<b>507,235</b>
Capital Purchases And Equipment	0	42,454	0	107,546	0
<b>Subtotal: Other</b>	<b>0</b>	<b>42,454</b>	<b>0</b>	<b>107,546</b>	<b>0</b>
<b>Total Expenditures</b>	<b>539,730</b>	<b>547,181</b>	<b>501,628</b>	<b>615,789</b>	<b>507,235</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	161,181	95,719	87,150	96,577	91,577
Restricted Receipts	378,549	409,008	414,478	411,666	415,658
Operating Transfers from Other Funds	0	42,454	0	107,546	0
<b>Total Expenditures</b>	<b>539,730</b>	<b>547,181</b>	<b>501,628</b>	<b>615,789</b>	<b>507,235</b>

## Program Summary

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**Agency: SECRETARY OF STATE**

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### Elections and Civics

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#### **Mission**

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

#### **Description**

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

#### **Statutory History**

The Elections program operates under R.I.G.L Title 17.

## Budget

Agency: SECRETARY OF STATE

### Elections and Civics

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
No Sub-Programs	14,388	0	0	0	0
Operations	1,267,796	3,101,885	1,906,470	2,009,021	2,881,418
<b>Total Expenditures</b>	<b>1,282,184</b>	<b>3,101,885</b>	<b>1,906,470</b>	<b>2,009,021</b>	<b>2,881,418</b>
<b>Expenditures by Object</b>					
Salary and benefits	244,662	387,690	403,597	403,260	421,663
Contract Professional Services	219,831	184,941	127,160	210,179	232,917
Operating supplies and Expenses	401,946	2,332,886	1,368,477	1,395,582	2,221,838
<b>Subtotal: Operating</b>	<b>866,439</b>	<b>2,905,518</b>	<b>1,899,234</b>	<b>2,009,021</b>	<b>2,876,418</b>
Capital Purchases And Equipment	415,745	196,368	7,236	0	5,000
<b>Subtotal: Other</b>	<b>415,745</b>	<b>196,368</b>	<b>7,236</b>	<b>0</b>	<b>5,000</b>
<b>Total Expenditures</b>	<b>1,282,184</b>	<b>3,101,885</b>	<b>1,906,470</b>	<b>2,009,021</b>	<b>2,881,418</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	837,628	3,101,885	1,906,470	1,986,162	2,881,418
Federal Funds	0	0	0	22,859	0
Restricted Receipts	14,388	0	0	0	0
Operating Transfers from Other Funds	430,168	0	0	0	0
<b>Total Expenditures</b>	<b>1,282,184</b>	<b>3,101,885</b>	<b>1,906,470</b>	<b>2,009,021</b>	<b>2,881,418</b>

## Program Summary

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**Agency: SECRETARY OF STATE**

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### State Library

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#### **Mission**

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

#### **Description**

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

#### **Statutory History**

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

## Budget

Agency: SECRETARY OF STATE

### State Library

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Operations	554,048	579,060	723,385	594,463	613,236
<b>Total Expenditures</b>	<b>554,048</b>	<b>579,060</b>	<b>723,385</b>	<b>594,463</b>	<b>613,236</b>
<b>Expenditures by Object</b>					
Salary and benefits	366,435	386,422	557,495	428,238	444,971
Contract Professional Services	1,925	0	1,925	0	0
Operating supplies and Expenses	34,003	50,845	18,915	23,225	25,265
Assistance And Grants	149,635	140,768	143,000	143,000	143,000
<b>Subtotal: Operating</b>	<b>551,998</b>	<b>578,035</b>	<b>721,335</b>	<b>594,463</b>	<b>613,236</b>
Capital Purchases And Equipment	2,050	1,025	2,050	0	0
<b>Subtotal: Other</b>	<b>2,050</b>	<b>1,025</b>	<b>2,050</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>	<b>554,048</b>	<b>579,060</b>	<b>723,385</b>	<b>594,463</b>	<b>613,236</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	554,048	579,060	723,385	594,463	613,236
<b>Total Expenditures</b>	<b>554,048</b>	<b>579,060</b>	<b>723,385</b>	<b>594,463</b>	<b>613,236</b>

## Program Summary

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**Agency: SECRETARY OF STATE**

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### Record Center

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#### Mission

The Record Center program strives to provide agencies with cost-efficient secure central record storage facilities and provide clear guidance on record retention and disposal policies.

#### Description

The Record Center program is a Public Records Administration internal service program that oversees records management functions within state government. The program provides central storage for non-permanent inactive government records and serves all state agencies. Inactive records are those records that agencies no longer require immediate access to, but that are not yet eligible for disposal because of administrative, fiscal, or legal requirements. Public Records Administration personnel provide records management advice, assistance, and consultation to all state agencies. They also work with agencies to develop records retention and disposition schedules, enabling timely disposal or retention as permanent records of the state. Comprehensive records management services encompass all records, regardless of format or media. Workshops are provided to state agency personnel on records management topics. In addition, the program promulgates regulations and publishes guidelines about records and records management functions. The program also oversees Administrative Records functions. The Records Center program is an internal service program. The costs of its operations are borne by the user agencies through a charge system that allocates the cost of service delivery. Program costs are shown for display purposes only, because the costs are reflected in the budget of the user agency both on an actual and budget basis.

#### Statutory History

R.I.G.L. 35-5 authorizes the Director of Administration to establish a system of rotating funds in any state department or agency. R.I.G.L. 38-1 and R.I.G.L. 38-3 establish the responsibilities and duties of the Public Records Administration program. R.I.G.L. 42-35 defines the policies for administrative records.

# Budget

Agency: SECRETARY OF STATE

## Record Center

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Operations	914,723	908,208	807,345	940,491	947,539
<b>Total Expenditures</b>	<b>914,723</b>	<b>908,208</b>	<b>807,345</b>	<b>940,491</b>	<b>947,539</b>
<b>Expenditures by Object</b>					
Salary and benefits	480,115	421,809	449,093	485,072	499,904
Contract Professional Services	4,517	0	240	240	0
Operating supplies and Expenses	426,398	485,639	354,319	452,979	445,435
<b>Subtotal: Operating</b>	<b>911,030</b>	<b>907,448</b>	<b>803,652</b>	<b>938,291</b>	<b>945,339</b>
Capital Purchases And Equipment	3,693	760	3,693	2,200	2,200
<b>Subtotal: Other</b>	<b>3,693</b>	<b>760</b>	<b>3,693</b>	<b>2,200</b>	<b>2,200</b>
<b>Total Expenditures</b>	<b>914,723</b>	<b>908,208</b>	<b>807,345</b>	<b>940,491</b>	<b>947,539</b>
<b>Expenditures by Source of Funds</b>					
Other Funds	914,723	908,208	807,345	940,491	947,539
<b>Total Expenditures</b>	<b>914,723</b>	<b>908,208</b>	<b>807,345</b>	<b>940,491</b>	<b>947,539</b>



## **Program Summary**

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**Agency: SECRETARY OF STATE**

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### **Office of Public Information**

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#### **Mission**

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

#### **Description**

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

#### **Statutory History**

Article IV, 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.

## Budget

Agency: SECRETARY OF STATE

### Office of Public Information

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Operations	450,744	418,367	612,562	614,774	634,880
<b>Total Expenditures</b>	<b>450,744</b>	<b>418,367</b>	<b>612,562</b>	<b>614,774</b>	<b>634,880</b>
<b>Expenditures by Object</b>					
Salary and benefits	377,483	291,667	489,699	479,149	490,845
Contract Professional Services	18,985	25,961	55,900	55,900	55,900
Operating supplies and Expenses	50,552	96,331	65,363	79,725	88,135
<b>Subtotal: Operating</b>	<b>447,020</b>	<b>413,959</b>	<b>610,962</b>	<b>614,774</b>	<b>634,880</b>
Capital Purchases And Equipment	3,724	4,408	1,600	0	0
<b>Subtotal: Other</b>	<b>3,724</b>	<b>4,408</b>	<b>1,600</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>	<b>450,744</b>	<b>418,367</b>	<b>612,562</b>	<b>614,774</b>	<b>634,880</b>
<b>Expenditures by Source of Funds</b>					
General Revenue	445,813	405,686	587,562	589,774	609,880
Restricted Receipts	4,931	12,680	25,000	25,000	25,000
<b>Total Expenditures</b>	<b>450,744</b>	<b>418,367</b>	<b>612,562</b>	<b>614,774</b>	<b>634,880</b>