

General Government Function Summary

Expenditures by Agency	2017 Actuals	2018 Actuals	2019 Enacted Budget	2019 Revised Budget	2020 Recommended
Secretary Of State	10,850,354	10,230,886	13,247,701	13,236,965	11,670,886
Total Expenditures	10,850,354	10,230,886	13,247,701	13,236,965	11,670,886
Expenditures by Object					
Salary and Benefits	6,282,618	6,340,061	6,921,931	6,629,650	6,510,480
Contract Professional Services	368,838	666,572	1,210,252	1,417,112	1,472,245
Operating Supplies and Expenses	3,734,417	2,905,662	4,823,568	4,893,305	3,386,411
Assistance And Grants	140,768	142,797	243,000	243,000	143,000
Subtotal: Operating	10,526,641	10,055,092	13,198,751	13,183,067	11,512,136
Capital Purchases And Equipment	323,713	160,794	48,950	38,898	143,750
Operating Transfers	0	15,000	0	15,000	15,000
Subtotal: Other	323,713	175,794	48,950	53,898	158,750
Total Expenditures	10,850,354	10,230,886	13,247,701	13,236,965	11,670,886
Expenditures by Source of Funds					
General Revenue	9,478,004	8,832,367	9,875,734	9,800,081	9,233,255
Federal Funds	0	22,295	1,983,770	1,983,770	1,016,230
Restricted Receipts	421,688	427,255	440,658	469,712	451,672
Operating Transfers From Other Funds	42,454	103,610	0	0	0
Other Funds	908,208	845,359	947,539	983,402	969,729
Total Expenditures	10,850,354	10,230,886	13,247,701	13,236,965	11,670,886
FTE Authorization	59.0	59.0	59.0	59.0	59.0

Agency Summary

SECRETARY OF STATE

Agency Mission

The objective of the Office of the Secretary of State is to effectively administer all activities of the Office prescribed by the Rhode Island Constitution and state law. To engage and empower all Rhode Islanders by making government more accessible and transparent, encouraging civic pride, enhancing commerce, and ensuring that elections are fair, fast, and accurate.

Agency Description

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

Statutory History

Article IV of the Rhode Island State Constitution and R.I.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

	2017 Actuals	2018 Actuals	2019 Enacted Budget	2019 Revised Budget	2020 Recommended
Expenditures by Program					
Administration	3,175,089	3,273,783	3,326,174	3,374,790	3,675,528
Corporations	2,120,565	2,209,426	2,318,968	2,302,532	2,191,898
State Archives	547,181	632,878	507,235	534,872	539,342
Elections and Civics	3,101,885	2,066,946	4,876,817	4,860,625	3,133,331
State Library	579,060	626,140	623,911	711,620	683,490
Record Center	908,208	845,359	947,539	983,402	969,729
Office of Public Information	418,366	576,354	647,057	469,124	477,568
Total Expenditures	10,850,354	10,230,886	13,247,701	13,236,965	11,670,886
<i>Internal Services</i>	<i>[908,208]</i>	<i>[845,359]</i>	<i>[947,539]</i>	<i>[983,402]</i>	<i>[969,729]</i>
Expenditures by Object					
Salary And Benefits	6,282,618	6,340,061	6,921,931	6,629,650	6,510,480
Contract Professional Services	368,838	666,572	1,210,252	1,417,112	1,472,245
Operating Supplies And Expenses	3,734,417	2,905,662	4,823,568	4,893,305	3,386,411
Assistance And Grants	140,768	142,797	243,000	243,000	143,000
Subtotal: Operating	10,526,641	10,055,092	13,198,751	13,183,067	11,512,136
Capital Purchases And Equipment	323,713	160,794	48,950	38,898	143,750
Operating Transfers	0	15,000	0	15,000	15,000
Subtotal: Other	323,713	175,794	48,950	53,898	158,750
Total Expenditures	10,850,354	10,230,886	13,247,701	13,236,965	11,670,886
Expenditures by Source of Funds					
General Revenue	9,478,004	8,832,367	9,875,734	9,800,081	9,233,255
Federal Funds	0	22,295	1,983,770	1,983,770	1,016,230
Restricted Receipts	421,688	427,255	440,658	469,712	451,672
Operating Transfers From Other Funds	42,454	103,610	0	0	0
Other Funds	908,208	845,359	947,539	983,402	969,729
Total Expenditures	10,850,354	10,230,886	13,247,701	13,236,965	11,670,886
FTE Authorization	59.0	59.0	59.0	59.0	59.0

Personnel Agency Summary

SECRETARY OF STATE

	FY 2019		FY 2020	
	FTE	Cost	FTE	Cost
Unclassified	59.0	4,137,481	59.0	4,360,877
Subtotal	59.0	4,137,481	59.0	4,360,877
Seasonal/Special Salaries/Wages		36,000		36,000
Turnover		(79,714)		(675,412)
Total Salaries		4,073,356		3,721,465
Benefits				
FICA		310,714		335,026
Health Benefits		682,809		758,269
Payroll Accrual		23,550		25,483
Retiree Health		245,969		289,995
Retirement		1,112,250		1,205,306
Subtotal		2,375,292		2,614,079
Total Salaries and Benefits	59.0	6,448,648	59.0	6,335,544
Cost Per FTE Position		109,299		107,382
Statewide Benefit Assessment		181,002		174,936
Payroll Costs	59.0	6,629,650	59.0	6,510,480
Purchased Services				
Clerical and Temporary Services		17,000		0
Information Technology		1,156,416		1,229,830
Legal Services		100,000		110,000
Other Contracts		128,696		117,415
University and College Services		15,000		15,000
Subtotal		1,417,112		1,472,245
Total Personnel	59.0	8,046,762	59.0	7,982,725
Distribution by Source of Funds				
General Revenue		6,380,337		6,147,430
Federal Funds		825,000		1,016,230
Restricted Receipts		336,570		327,628
Other Funds		504,855		491,437
Total All Funds		8,046,762		7,982,725

Program Summary

Agency: SECRETARY OF STATE

Administration

Mission

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

Description

The Administration Program supports the Department of State in six areas. Personnel maintains personnel records and provides administrative support for payroll and personnel matters. Fiscal Management monitors accounts payable and accounts receivable for the department and prepares the budget. E-government and Information Technology develops and implements model e-government solutions to collect and distribute information to the public and provides support for the department's computer systems 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	2017 Actuals	2018 Actuals	2019 Enacted Budget	2019 Revised Budget	2020 Recommended
Administration	1,454,010	1,478,227	1,466,068	1,621,148	1,651,934
Information Technology	1,263,635	1,329,903	1,372,643	1,370,254	1,650,363
Personnel and Finance	457,444	465,653	487,463	383,388	373,231
Total Expenditures	3,175,089	3,273,783	3,326,174	3,374,790	3,675,528
Expenditures by Object					
Salary and Benefits	2,609,637	2,486,175	2,783,243	2,492,530	2,618,247
Contract Professional Services	157,386	347,515	35,495	233,907	143,739
Operating Supplies and Expenses	334,875	427,835	467,686	638,603	788,792
Subtotal: Operating	3,101,898	3,261,525	3,286,424	3,365,040	3,550,778
Capital Purchases And Equipment	73,191	12,258	39,750	9,750	124,750
Subtotal: Other	73,191	12,258	39,750	9,750	124,750
Total Expenditures	3,175,089	3,273,783	3,326,174	3,374,790	3,675,528
Expenditures by Source of Funds					
General Revenue	3,175,089	3,273,783	3,326,174	3,374,790	3,675,528
Total Expenditures	3,175,089	3,273,783	3,326,174	3,374,790	3,675,528

Personnel

Agency: SECRETARY OF STATE

Administration

		FY 2019		FY 2020	
		FTE	Cost	FTE	Cost
Unclassified					
ADMINISTRATIVE ASSISTANT	05325A	2.0	135,841	2.0	140,971
APPLICATION DEVELOPER (SOS)	08627A	1.0	52,727	1.0	52,727
ASSISTANT TO THE SECRETARY (SOS)	08627A	1.0	66,786	1.0	69,307
COMMUNICATIONS COORDINATOR (SOS)	08621A	1.0	48,775	1.0	50,617
COMMUNICATIONS DIRECTOR/SR ADVISOR (SOS)	08646A	1.0	140,959	1.0	146,281
COMMUNITY RELATIONS/ADVANCE (SOS)	08627A	1.0	66,786	1.0	69,307
Data Analyst	08634A	1.0	76,944	1.0	81,222
Database Developer	08638A	0.0	0	1.0	93,000
DEPUTY SECRETARY OF STATE/CHIEF OF STAFF (SOS)	08646A	1.0	140,959	1.0	146,281
DEPUTY SECRETARY OF STATE/DIR OF ADMINISTRATION (SOS)	08646A	1.0	140,959	1.0	146,281
DIRECTOR OF FINANCE & PERSONNEL (SOS)	08638A	1.0	101,561	1.0	105,395
DIRECTOR OF STATE AND FEDERAL LEGISLATURE AFFAIRS AND POLICY	08639A	1.0	101,561	1.0	105,395
INFORMATION SECURITY ARCHITECT (SOS)	08640A	1.0	102,520	1.0	111,454
IT DIRECTOR (SEC OF STATE)	08642A	1.0	123,156	1.0	132,127
JR NETWORK & SYS ADMIN (SOS)	08622A	1.0	47,691	1.0	50,893
NET APPLICATION DEVELOPER (SOS)	08629A	1.0	63,643	1.0	69,734
SECRETARY OF STATE	00531F	1.0	120,188	1.0	122,740
SENIOR GRAPHICS DESIGNER (SECRETARY OF STATE)	05326A	1.0	66,030	1.0	68,524
SOCIAL MEDIA SPECIALIST (SOS)	08613A	1.0	38,208	1.0	40,417
Subtotal Unclassified		19.0	1,635,294	20.0	1,802,673
Subtotal		19.0	1,635,294	20.0	1,802,673
Seasonal/Special Salaries/Wages			18,000		18,000
Turnover			(52,659)		(274,993)
Total Salaries			1,580,224		1,545,680
Benefits					
FICA			119,169		137,127
Health Benefits			189,524		238,828
Payroll Accrual			9,114		10,530
Retiree Health			97,956		119,877
Retirement			426,687		494,286
Subtotal			842,450		1,000,648

Personnel

Agency: SECRETARY OF STATE

Administration

	FY 2019		FY 2020	
	FTE	Cost	FTE	Cost
Total Salaries and Benefits	19.0	2,422,674	20.0	2,546,328
Cost Per FTE Position		127,509		127,316
Statewide Benefit Assessment		69,856		71,919
Payroll Costs	19.0	2,492,530	20.0	2,618,247
Purchased Services				
Information Technology		221,592		112,224
Other Contracts		12,315		31,515
Subtotal		233,907		143,739
Total Personnel	19.0	2,726,437	20.0	2,761,986
Distribution by Source of Funds				
General Revenue		2,726,437		2,761,986
Total All Funds		2,726,437		2,761,986

Program Summary

Agency: SECRETARY OF STATE

Corporations

Mission

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

Description

The Corporations program encompasses six sections: Business Filings, Uniform Commercial Code, Trademark & 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

Expenditures by Sub Program	2017 Actuals	2018 Actuals	2019 Enacted Budget	2019 Revised Budget	2020 Recommended
Corporations	2,120,566	2,207,134	2,318,968	2,302,532	2,191,898
First Stop Business Inf.	(1)	2,292	0	0	0
Total Expenditures	2,120,565	2,209,426	2,318,968	2,302,532	2,191,898
Expenditures by Object					
Salary and Benefits	1,795,374	1,808,636	1,913,552	1,880,458	1,787,820
Contract Professional Services	550	37,196	60,940	67,388	80,000
Operating Supplies and Expenses	319,133	339,510	342,476	340,686	310,078
Subtotal: Operating	2,115,057	2,185,342	2,316,968	2,288,532	2,177,898
Capital Purchases And Equipment	5,508	24,084	2,000	14,000	14,000
Subtotal: Other	5,508	24,084	2,000	14,000	14,000
Total Expenditures	2,120,565	2,209,426	2,318,968	2,302,532	2,191,898
Expenditures by Source of Funds					
General Revenue	2,120,565	2,209,426	2,318,968	2,302,532	2,191,898
Total Expenditures	2,120,565	2,209,426	2,318,968	2,302,532	2,191,898

Personnel

Agency: SECRETARY OF STATE

Corporations

		FY 2019		FY 2020	
		FTE	Cost	FTE	Cost
Unclassified					
ADMINISTRATIVE ASSISTANT	05316A	6.0	267,092	6.0	278,388
ADMINISTRATIVE ASSISTANT	05318A	1.0	52,848	1.0	54,844
ADMINISTRATIVE ASSISTANT	05319A	3.0	166,198	3.0	172,474
ADMINISTRATIVE ASSISTANT	05320A	1.0	51,848	1.0	53,805
ADMINISTRATIVE ASSISTANT	05322A	1.0	56,121	1.0	58,240
ADMINISTRATIVE ASSISTANT (SECRETARY OF STATE)	05316A	2.0	86,398	2.0	89,660
ADMINISTRATIVE ASSISTANT (SECRETARY OF STATE)	05319A	3.0	162,637	3.0	168,778
DEPUTY DIRECTOR - BUSINESS SERVICES (SOS)	08630A	2.0	149,249	2.0	152,475
DIRECTOR CORPORATIONS (SECRETARY OF STATE)	08636A	1.0	107,431	1.0	111,487
Subtotal Unclassified		20.0	1,099,822	20.0	1,140,151
Subtotal		20.0	1,099,822	20.0	1,140,151
Seasonal/Special Salaries/Wages			6,000		6,000
Turnover			0		(161,024)
Total Salaries			1,105,822		985,127
Benefits					
FICA			85,413		88,500
Health Benefits			257,461		263,495
Payroll Accrual			6,432		6,682
Retiree Health			65,770		75,818
Retirement			310,675		322,924
Subtotal			725,751		757,419
Total Salaries and Benefits		20.0	1,831,573	20.0	1,742,546
Cost Per FTE Position			91,579		87,127
Statewide Benefit Assessment			48,885		45,274
Payroll Costs		20.0	1,880,458	20.0	1,787,820
Purchased Services					
Legal Services			30,000		30,000
Other Contracts			37,388		50,000
Subtotal			67,388		80,000
Total Personnel		20.0	1,947,846	20.0	1,867,820

Personnel

Agency: SECRETARY OF STATE

Corporations

	FY 2019		FY 2020	
	FTE	Cost	FTE	Cost
<hr/> Distribution by Source of Funds				
General Revenue		1,947,846		1,867,820
Total All Funds		1,947,846		1,867,820

Program Summary

Agency: SECRETARY OF STATE

State Archives

Mission

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

Description

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

Statutory History

R.I.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	2017 Actuals	2018 Actuals	2019 Enacted Budget	2019 Revised Budget	2020 Recommended
Operations	547,181	632,878	507,235	534,872	539,342
Total Expenditures	547,181	632,878	507,235	534,872	539,342
Expenditures by Object					
Salary and Benefits	390,025	321,328	333,272	336,570	327,628
Contract Professional Services	0	7,885	0	0	0
Operating Supplies and Expenses	114,702	193,637	173,963	191,684	211,714
Subtotal: Operating	504,727	522,850	507,235	528,254	539,342
Capital Purchases And Equipment	42,454	110,028	0	6,618	0
Subtotal: Other	42,454	110,028	0	6,618	0
Total Expenditures	547,181	632,878	507,235	534,872	539,342
Expenditures by Source of Funds					
General Revenue	95,719	115,429	91,577	90,160	112,670
Restricted Receipts	409,008	413,839	415,658	444,712	426,672
Operating Transfers from Other Funds	42,454	103,610	0	0	0
Total Expenditures	547,181	632,878	507,235	534,872	539,342

Personnel

Agency: SECRETARY OF STATE

State Archives

	FY 2019		FY 2020		
	FTE	Cost	FTE	Cost	
Unclassified					
ADMINISTRATIVE AIDE	05315A	1.0	38,918	0.0	0
ADMINISTRATIVE SECRETARY	05317A	1.0	54,267	1.0	56,284
DIGITAL ARCHIVIST	05325A	1.0	60,375	1.0	62,654
DIRECTOR OF STATE ARCHIVES- LIBRARY & PUBLIC INFORMATION	08636A	1.0	88,498	1.0	91,840
PRINCIPAL PLANNING AND PROGRAM SPECIALIST	05328A	1.0	71,515	1.0	74,216
SENIOR INFORMATION AND PUBLIC RELATION SPECIALIST	05324A	1.0	66,547	1.0	69,060
SENIOR MONITORING AND EVALUATION SPECIALIST	05325A	1.0	69,431	1.0	72,052
STATE ARCHIVIST & PUBLIC RECORDS ADMINISTRATOR	08630A	1.0	69,779	1.0	75,570
Subtotal Unclassified		8.0	519,330	7.0	501,676
Subtotal		8.0	519,330	7.0	501,676
Transfer Out			(311,598)		(301,004)
Total Salaries			207,732		200,672
Benefits					
FICA			15,893		15,352
Health Benefits			33,040		33,648
Payroll Accrual			1,201		1,162
Retiree Health			12,423		13,345
Retirement			56,725		55,020
Subtotal			119,282		118,527
Total Salaries and Benefits		8.0	327,014	7.0	319,199
Cost Per FTE Position			40,877		45,600
Statewide Benefit Assessment			9,556		8,429
Payroll Costs		8.0	336,570	7.0	327,628
Total Personnel		8.0	336,570	7.0	327,628
Distribution by Source of Funds					
Restricted Receipts			336,570		327,628
Total All Funds			336,570		327,628

Program Summary

Agency: SECRETARY OF STATE

Elections and Civics

Mission

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

Description

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

Statutory History

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

Budget

Agency: SECRETARY OF STATE

Elections and Civics

Expenditures by Sub Program	2017 Actuals	2018 Actuals	2019 Enacted Budget	2019 Revised Budget	2020 Recommended
Operations	3,101,885	2,066,946	4,876,817	4,860,625	3,133,331
Total Expenditures	3,101,885	2,066,946	4,876,817	4,860,625	3,133,331
Expenditures by Object					
Salary and Benefits	387,692	407,345	433,292	551,000	415,389
Contract Professional Services	184,941	245,654	1,057,917	1,069,917	1,202,606
Operating Supplies and Expenses	2,332,886	1,413,152	3,280,608	3,134,708	1,510,336
Assistance And Grants	0	0	100,000	100,000	0
Subtotal: Operating	2,905,519	2,066,151	4,871,817	4,855,625	3,128,331
Capital Purchases And Equipment	196,366	795	5,000	5,000	5,000
Subtotal: Other	196,366	795	5,000	5,000	5,000
Total Expenditures	3,101,885	2,066,946	4,876,817	4,860,625	3,133,331
Expenditures by Source of Funds					
General Revenue	3,101,885	2,044,651	2,893,047	2,876,855	2,117,101
Federal Funds	0	22,295	1,983,770	1,983,770	1,016,230
Total Expenditures	3,101,885	2,066,946	4,876,817	4,860,625	3,133,331

Personnel

Agency: SECRETARY OF STATE

Elections and Civics

		FY 2019		FY 2020	
		FTE	Cost	FTE	Cost
Unclassified					
DEPUTY DIRECTOR OF ELECTIONS (SOS)	08633A	2.0	172,341	2.0	178,848
DIRECTOR OF ELECTIONS & CIVICS (SOS)	08637A	1.0	101,472	1.0	105,303
Manager of Elections	05324A	1.0	60,760	1.0	63,055
Subtotal Unclassified		4.0	334,573	4.0	347,206
Subtotal		4.0	334,573	4.0	347,206
Seasonal/Special Salaries/Wages			12,000		12,000
Turnover			0		(156,228)
Total Salaries			346,573		202,978
Benefits					
FICA			26,512		27,479
Health Benefits			49,326		50,488
Payroll Accrual			1,988		2,066
Retiree Health			20,007		23,090
Retirement			91,273		95,100
Subtotal			189,106		198,223
Total Salaries and Benefits		4.0	535,679	4.0	401,201
Cost Per FTE Position			133,920		100,300
Statewide Benefit Assessment			15,321		14,188
Payroll Costs		4.0	551,000	4.0	415,389
Purchased Services					
Clerical and Temporary Services			17,000		0
Information Technology			934,824		1,117,606
Legal Services			40,000		50,000
Other Contracts			78,093		35,000
Subtotal			1,069,917		1,202,606
Total Personnel		4.0	1,620,917	4.0	1,617,995
Distribution by Source of Funds					
General Revenue			795,917		601,765
Federal Funds			825,000		1,016,230
Total All Funds			1,620,917		1,617,995

Program Summary

Agency: SECRETARY OF STATE

State Library

Mission

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

Description

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

Statutory History

The State Library was established by a resolution of the General Assembly in 1852. Statutory authority is granted in R.I.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	2017 Actuals	2018 Actuals	2019 Enacted Budget	2019 Revised Budget	2020 Recommended
Operations	579,060	626,140	623,911	711,620	683,490
Total Expenditures	579,060	626,140	623,911	711,620	683,490
Expenditures by Object					
Salary and Benefits	386,421	448,116	455,646	541,120	511,447
Operating Supplies and Expenses	50,845	26,332	25,265	27,500	29,043
Assistance And Grants	140,768	142,797	143,000	143,000	143,000
Subtotal: Operating	578,034	617,245	623,911	711,620	683,490
Capital Purchases And Equipment	1,026	8,895	0	0	0
Subtotal: Other	1,026	8,895	0	0	0
Total Expenditures	579,060	626,140	623,911	711,620	683,490
Expenditures by Source of Funds					
General Revenue	579,060	626,140	623,911	711,620	683,490
Total Expenditures	579,060	626,140	623,911	711,620	683,490

Personnel

Agency: SECRETARY OF STATE

State Library

	FY 2019		FY 2020		
	FTE	Cost	FTE	Cost	
Unclassified					
ADMINISTRATIVE ASSISTANT	05316A	1.0	43,199	1.0	44,830
ADMINISTRATIVE ASSISTANT	05325A	2.0	135,841	2.0	140,971
ASSOCIATE DIRECTOR OF EDUC. & PUB PROGRAMS (SOS)	08630A	1.0	68,704	1.0	71,298
STATE LIBRARIAN (SOS)	08630A	1.0	71,213	1.0	73,902
Subtotal Unclassified		5.0	318,957	5.0	331,001
Subtotal		5.0	318,957	5.0	331,001
Turnover			0		(50,035)
Total Salaries			318,957		280,966
Benefits					
FICA			24,401		25,321
Health Benefits			75,393		77,142
Payroll Accrual			1,844		1,918
Retiree Health			19,074		22,010
Retirement			87,351		91,014
Subtotal			208,063		217,405
Total Salaries and Benefits		5.0	527,020	5.0	498,371
Cost Per FTE Position			105,404		99,674
Statewide Benefit Assessment			14,100		13,076
Payroll Costs		5.0	541,120	5.0	511,447
Total Personnel		5.0	541,120	5.0	511,447
Distribution by Source of Funds					
General Revenue			541,120		511,447
Total All Funds			541,120		511,447

Program Summary

Agency: SECRETARY OF STATE

Record Center

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	2017 Actuals	2018 Actuals	2019 Enacted Budget	2019 Revised Budget	2020 Recommended
Operations	908,208	845,359	947,539	983,402	969,729
Total Expenditures	908,208	845,359	947,539	983,402	969,729
<i>Internal Services</i>	<i>[908,208]</i>	<i>[845,359]</i>	<i>[947,539]</i>	<i>[983,402]</i>	<i>[969,729]</i>
Expenditures by Object					
Salary and Benefits	421,805	384,064	499,904	504,855	491,437
Operating Supplies and Expenses	485,641	456,561	445,435	475,017	478,292
Subtotal: Operating	907,446	840,625	945,339	979,872	969,729
Capital Purchases And Equipment	762	4,734	2,200	3,530	0
Subtotal: Other	762	4,734	2,200	3,530	0
Total Expenditures	908,208	845,359	947,539	983,402	969,729
Expenditures by Source of Funds					
Other Funds	908,208	845,359	947,539	983,402	969,729
Total Expenditures	908,208	845,359	947,539	983,402	969,729

Personnel

Agency: SECRETARY OF STATE

Record Center

	FY 2019		FY 2020	
	FTE	Cost	FTE	Cost
Transfer In		311,598		301,004
Total Salaries		311,598		301,004
Benefits				
FICA		23,838		23,027
Health Benefits		49,563		50,473
Payroll Accrual		1,801		1,745
Retiree Health		18,633		20,016
Retirement		85,088		82,531
Subtotal		178,923		177,792
Total Salaries and Benefits	0.0	490,521	0.0	478,796
Cost Per FTE Position		0		
Statewide Benefit Assessment		14,334		12,641
Payroll Costs	0.0	504,855	0.0	491,437
Total Personnel	0.0	504,855	0.0	491,437
Distribution by Source of Funds				
Other Funds		504,855		491,437
Total All Funds		504,855		491,437

Program Summary

Agency: SECRETARY OF STATE

Office of Public Information

Mission

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

Description

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

Statutory History

Article IV, 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	2017 Actuals	2018 Actuals	2019 Enacted Budget	2019 Revised Budget	2020 Recommended
Operations	418,366	576,354	647,057	469,124	477,568
Total Expenditures	418,366	576,354	647,057	469,124	477,568
Expenditures by Object					
Salary and Benefits	291,664	484,397	503,022	323,117	358,512
Contract Professional Services	25,961	28,322	55,900	45,900	45,900
Operating Supplies and Expenses	96,335	48,635	88,135	85,107	58,156
Subtotal: Operating	413,960	561,354	647,057	454,124	462,568
Capital Purchases And Equipment	4,406	0	0	0	0
Operating Transfers	0	15,000	0	15,000	15,000
Subtotal: Other	4,406	15,000	0	15,000	15,000
Total Expenditures	418,366	576,354	647,057	469,124	477,568
Expenditures by Source of Funds					
General Revenue	405,686	562,938	622,057	444,124	452,568
Restricted Receipts	12,680	13,416	25,000	25,000	25,000
Total Expenditures	418,366	576,354	647,057	469,124	477,568

Personnel

Agency: SECRETARY OF STATE

Office of Public Information

	FY 2019		FY 2020		
	FTE	Cost	FTE	Cost	
Unclassified					
ADMINISTRATIVE ASSISTANT	05325A	1.0	53,449	1.0	55,467
DIRECTOR OF PROGRAMMING	08632A	1.0	97,277	1.0	100,949
DIRECTOR PUBLIC INFORMATION (SEC OF STATE)	08630A	1.0	78,779	1.0	81,754
Subtotal Unclassified		3.0	229,505	3.0	238,170
Subtotal		3.0	229,505	3.0	238,170
Turnover			(27,055)		(33,132)
Total Salaries			202,450		205,038
Benefits					
FICA			15,488		18,220
Health Benefits			28,502		44,195
Payroll Accrual			1,170		1,380
Retiree Health			12,106		15,839
Retirement			54,451		64,431
Subtotal			111,717		144,065
Total Salaries and Benefits		3.0	314,167	3.0	349,103
Cost Per FTE Position			104,722		116,368
Statewide Benefit Assessment			8,950		9,409
Payroll Costs		3.0	323,117	3.0	358,512
Purchased Services					
Legal Services			30,000		30,000
Other Contracts			900		900
University and College Services			15,000		15,000
Subtotal			45,900		45,900
Total Personnel		3.0	369,017	3.0	404,412
Distribution by Source of Funds					
General Revenue			369,017		404,412
Total All Funds			369,017		404,412

