

Agency Purpose

The Office of the Secretary of State serves the people of Minnesota by administering fair and honest elections; promoting citizen participation in government; facilitating commerce; and preserving for history the records entrusted to the office.

Core Functions

The core functions of the office are:

- ◆ the administration of elections;
- ◆ the recording of documents regarding corporations, non-profit associations and other business-related loans;
- ◆ the filing and preservation of the official documents of the state;
- ◆ the filing of Notary Registrations; and
- ◆ administration of Minnesota's address confidentiality program

At A Glance

- ◆ Approximate business filings in databases: 2.3 million
- ◆ Registered voters in databases: 3.1 million
- ◆ Web inquiries and transactions: 560 million
- ◆ General elections support:
 - ⇒ 2,000 township elections every year
 - ⇒ 900 city elections on a two-year cycle
 - ⇒ 300 school district elections on a two-year cycle
 - ⇒ 90 state and county elections on a two-year cycle
 - ⇒ 200 other elections on a two-year cycle

Operations

The Secretary of State is the keeper of the Great Seal of the state of Minnesota used to certify the authenticity of a wide variety of official documents. These include gubernatorial proclamations, appointments, oaths and executive orders, enrolled acts of the Minnesota Legislature, rules and some municipal documents. The Office of the Secretary of State works in close partnership with county auditors, county recorders and municipal and township officials in the administration of business filings and oversight of elections.

The Office of the Secretary of State's **Business Center** registers a variety of for-profit and not-for-profit organizations, including corporations, assumed business names, banks, insurance companies, limited liability companies, limited liability partnerships, and limited partnerships. Other business-related filings include notary filings, trade and service marks, auctioneer's licenses, and legal newspaper registrations, among others. The Office of the Secretary of State also accepts service of process on businesses under certain specific circumstances. It also maintains a statewide computerized network with county recorders so that the public may search Uniform Commercial Code records throughout the state from any filing office. The office is in the process of conducting a major rewrite of its business computer software that will enable businesses around the state to electronically file most documents with the office and complete on-line searches of the business databases.

The **Elections Center** is responsible for administration of Minnesota election laws. In this capacity, the Secretary of State operates the statewide voter registration system and prepares the official roster of voters for every election conducted in Minnesota. Other election activities include certifying voting systems, conducting administrative recounts, accepting filings by candidates for federal and state offices, training local election officials, and creating materials for use in training election judges. The Secretary of State provides information to voters on registration, elections, absentee ballots, polling place locations, candidates and election results via individual contact, outreach and maintaining a website. Recent upgrades to the Office's computer systems have enabled all citizens to locate their polling places and precinct caucus locations on-line. The Office is in the process of working with the United States Postal Service to automatically update a voter's address whenever they move within or outside of the state. Such updates will eliminate the need for voters to re-register to vote every time they move. The office conducts extensive outreach to help register individuals to vote and encourage all citizens to exercise their right to vote. Last year, the office honored our nation's veterans by encouraging everyone to cast their vote in honor of a veteran and write tributes to their veterans for posting on the office's website. The Secretary of State chairs the state canvassing board, which certifies the results of state elections.

The Secretary of State administers the **Open Appointments** process and publishes the *Minnesota Legislative Manual*, a compendium of federal, state, and county government information.

The Secretary of State administers the **Safe at Home** address confidentiality program for survivors of domestic violence, sexual assault, stalking, and others who fear for their safety

Key Program Goals

- Goal 1: Increase in number of registered voters
- Goal 2: Consistent, timely transaction processing (of filings received by mail)
- Goal 3: Increase in the availability of information and services via the web

Key Measures

◆ Voter Registration

Measurement 1: Number of citizens registered to vote as entered in SVRS (statewide voter registration system)

	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008
	2,911,000	2,916,000	2,925,000	3,084,000	3,091,000	3,103,000

◆ Facilitate Commerce – Business Center Filings

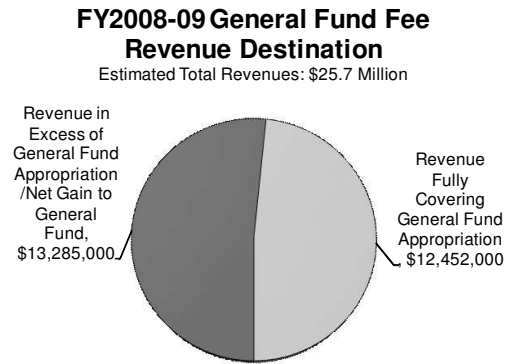
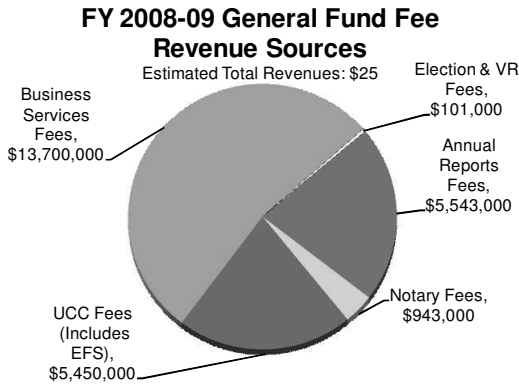
Measurement 2: Average number of business days from receipt of business filing to entry into database.

	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008
Bus filings	3 days	2 days	2 days	1 day	1 day	1 day
UCC filings	2 days	2 days	1 day	1 day	1 day	1 day

◆ Access to Information and Services

Measurement 3: Number of Direct Access client accounts, served via online filing

	FY 2003	FY 2004	FY 2005	FY2006	FY2007	FY2008
No. of Business Services web filings	N/A	N/A	85,000	100,000	125,000	185,000
No. of UCC searches by name	90,000	105,000	120,000	135,000	150,000	165,000
No. of database look- ups by filing number	50,000	60,000	70,000	80,000	90,000	100,000
No. of UCC web filings	10,000	30,000	60,000	70,000	80,000	85,000



Budget

During the FY 2008-09 biennium, the Secretary of State projects collecting approximately \$26 million in fees. These fees are deposited into the state general fund. The legislature returns approximately \$6 million annually from the state general fund to the Secretary of State to cover the office’s operating budget. The remaining fees of approximately \$14 million over the two year biennium remain in the state general fund. In addition to the fees deposited in the general fund, the office has a revolving fund of approximately \$1 million each fiscal year for general operations. For the 2008-09 biennium, the legislature approved a temporary technology surcharge fee to initiate a rewrite of our Business Center software applications, which will enable most business service transactions to be completed on-line.

The Minnesota legislature has received federal funds from the Help America Vote Act (HAVA) for election related expenses. These funds have been transferred to the Office of the Secretary of State to carry out activities required under HAVA (P.L. 107-252). This federal law sets national standards and imposes new requirements for the conduct of federal elections that are to be implemented. As a testament to Minnesota’s national leadership in elections, with voter participation consistently leading the nation, the Office of the Secretary of State is a popular laboratory for piloting election improvements that can be shared with the nation. In the past biennium, Minnesota has received federal and private foundation grants to promote improved collection and analysis of elections results, semi-automated updating of voter registrations in conjunction with the United States Postal Service National Change of Address form, and improved civic education and voter participation. None of these projects could be contemplated without the support from non-state sources, but they will all result in better public service to Minnesotans.

Contact

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Dollars in Thousands

	Current		Forecast Base		Biennium 2010-11
	FY2008	FY2009	FY2010	FY2011	
<u>Direct Appropriations by Fund</u>					
General					
Current Appropriation	6,175	6,302	6,302	6,302	12,604
Forecast Base	6,175	6,302	6,129	6,301	12,430
Change		0	(173)	(1)	(174)
% Biennial Change from 2008-09					-0.4%
 <u>Expenditures by Fund</u>					
Carry Forward					
Miscellaneous Special Revenue	41	0	0	0	0
Direct Appropriations					
General	5,414	6,717	6,132	6,304	12,436
Statutory Appropriations					
Miscellaneous Special Revenue	3,024	8,519	3,190	2,500	5,690
Federal	0	2,000	0	0	0
Gift	54	345	0	0	0
Total	8,533	17,581	9,322	8,804	18,126
 <u>Expenditures by Category</u>					
Total Compensation	5,327	6,350	6,293	6,082	12,375
Other Operating Expenses	3,027	8,505	3,029	2,722	5,751
Local Assistance	179	2,726	0	0	0
Total	8,533	17,581	9,322	8,804	18,126
 <u>Expenditures by Program</u>					
Secretary Of State	8,533	17,581	9,322	8,804	18,126
Total	8,533	17,581	9,322	8,804	18,126
 Full-Time Equivalents (FTE)	 74.3	 73.9	 79.0	 75.0	

Dollars in Thousands

	Actual FY2008	Budgeted FY2009	Current Law		Biennium 2010-11
			FY2010	FY2011	
<u>Non Dedicated Revenue:</u>					
Departmental Earnings:					
General	12,686	13,069	14,035	13,359	27,394
Other Revenues:					
General	2	2	2	2	4
Total Non-Dedicated Receipts	12,688	13,071	14,037	13,361	27,398
<u>Dedicated Receipts:</u>					
Departmental Earnings:					
General	3	3	3	3	6
Miscellaneous Special Revenue	2,520	2,576	1,490	1,500	2,990
Grants:					
Miscellaneous Special Revenue	42	2,100	200	0	200
Federal	0	2,000	0	0	0
Gift	103	296	0	0	0
Other Revenues:					
Miscellaneous Special Revenue	253	165	200	0	200
Total Dedicated Receipts	2,921	7,140	1,893	1,503	3,396
Agency Total Revenue	15,609	20,211	15,930	14,864	30,794