

## 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 business documents regarding entities and financing statements for business loans;
- ◆ and the filing and preservation of the official documents of the state.

## Operations

The Secretary of State, is the keeper of the great seal of the state of Minnesota and files and certifies the authenticity of a wide variety of official documents. These include gubernatorial proclamations, appointments and executive orders, the enrolled acts of the Minnesota Legislature, rules, and some municipal documents. The secretary also maintains a computerized version of the original land survey notes from the 1800s and township plat maps.

The **Business Services Division** registers a variety of business organizations including corporations, assumed business names, banks, insurance companies, limited liability companies, limited liability partnerships, and limited partnerships. Other business-related filings include trade and service marks, auctioneer's licenses, legal newspaper registrations, among others. The secretary also accepts service of process on businesses under certain specific circumstances.

**Uniform Commercial Code Division** 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 **Elections Division** is responsible for administration of the Minnesota election law. 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 multi-county offices, and training local election officials. The Secretary of State chairs the state canvassing board, which certifies the results of state elections.

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

## Budget

During the FY 2004-05 budgeting biennium, the Secretary of State projects (as of 9/3/04) collecting approximately \$24.4 million in fees and charges. The office has a revolving fund of approximately \$900,000 each fiscal year. The remainder of fees generated is deposited into the state General Fund. The legislature has appropriated \$11.9 million from this fund back to the Secretary of State to cover the office's biennial operating budget. There are 74 staff persons in the office, as of August 2004.

In 2003, the legislature appropriated \$6.5 million in federal funds from the Help America Vote Act (HAVA) account to the Secretary of State to carry out activities necessary 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 between now and 12-31-05. Federal funding for the implementation of those standards and requirements is also provided.

## At A Glance

- ◆ Total business filings in databases: 1,900,000
- ◆ Registered voters in databases: 2,876,891
- ◆ Web inquiries and transactions: 36,091,546 (2003)
- ◆ Official documents filed: 4,916
- ◆ Open appointments administered: 2,132 members of 226 state agencies
- ◆ General elections support:
  - ⇒ 1,800 township elections every year
  - ⇒ 856 city elections on a two-year cycle
  - ⇒ 343 school district elections on a two-year cycle
  - ⇒ 87 state and county elections on a two-year cycle
  - ⇒ 200 other elections on a two-year cycle

**Contact**

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*Dollars in Thousands*

	Current		Forecast Base		Biennium 2006-07
	FY2004	FY2005	FY2006	FY2007	
<b><u>Direct Appropriations by Fund</u></b>					
<b>General</b>					
Current Appropriation	5,912	6,169	6,169	6,169	12,338
<b>Forecast Base</b>	<b>5,912</b>	<b>6,169</b>	<b>5,904</b>	<b>6,076</b>	<b>11,980</b>
Change		0	(265)	(93)	(358)
% Biennial Change from 2004-05					-0.8%
 <b><u>Expenditures by Fund</u></b>					
<b>Direct Appropriations</b>					
General	4,959	7,234	5,904	6,076	11,980
<b>Statutory Appropriations</b>					
General	2	2	1	1	2
Special Revenue	4,299	4,168	936	941	1,877
Miscellaneous Agency	0	2	1	1	2
<b>Total</b>	<b>9,260</b>	<b>11,406</b>	<b>6,842</b>	<b>7,019</b>	<b>13,861</b>
 <b><u>Expenditures by Category</u></b>					
Total Compensation	5,115	5,281	4,598	4,798	9,396
Other Operating Expenses	4,145	6,125	2,244	2,221	4,465
<b>Total</b>	<b>9,260</b>	<b>11,406</b>	<b>6,842</b>	<b>7,019</b>	<b>13,861</b>
 <b><u>Expenditures by Program</u></b>					
Secretary Of State	9,260	11,406	6,842	7,019	13,861
<b>Total</b>	<b>9,260</b>	<b>11,406</b>	<b>6,842</b>	<b>7,019</b>	<b>13,861</b>
 <b><u>Full-Time Equivalent (FTE)</u></b>					
	<b>80.7</b>	<b>78.6</b>	<b>63.4</b>	<b>63.4</b>	

**Program Description**

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.

**Population Served**

The Office of the Secretary of State serves the people of Minnesota including the general public, businesses, lenders, law firms, 87 county auditors, and 87 county recorders.

**Services Provided**

The Secretary of State has several primary activities including administering 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.

**Program at a Glance**

- ◆ Total business filings in database: 1,900,000
- ◆ Registered voters in database: 2,876,891
- ◆ Customer transactions each year: 575,665
- ◆ Web inquiries and transactions: 36,091,546 (2003)
- ◆ General elections support:
  - ⇒ 1,800 township elections every year
  - ⇒ 856 city elections on a two-year cycle
  - ⇒ 87 state and county elections on a two-year cycle
  - ⇒ 200 other elections on a two-year cycle

Other primary activities of the Secretary of State are to register a variety of business organizations including limited liability companies, limited liability partnerships, corporations, and assumed names; and to file financing statements and maintain 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 Secretary of State's office responds to 182,000 telephone calls each year pertaining to business-related questions and to election-related questions such as eligibility, where to vote, and election results. The Secretary of State's office offers for sale to the general public lists of businesses and other information from its databases, and access via the web to its databases for businesses and Uniform Commercial Code filing information.

**Key Measures**

1. Voter Registration

Goal: Increase in number of registered voters

Measurement: Number of citizens registered to vote as entered in VEMS (voter and election management system)

June 1999	June 2000	June 2001	June 2002	June 2003	June 2004
2,740,026	2,747,459	2,859,906	2,861,489	2,911,000	2,916,000

2. Facilitate Commerce

Goal: Consistent, timely transaction processing (of filings received by mail)

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

	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004
Bus filings	3 days	3 days	5 days	3 days	2 days	1 day
UCC filings	2 days	2 days	2 days	2 days	1.5 days	1.5 days

3. Access to Information and Services

Goal: Increase in the availability of information and services via the web

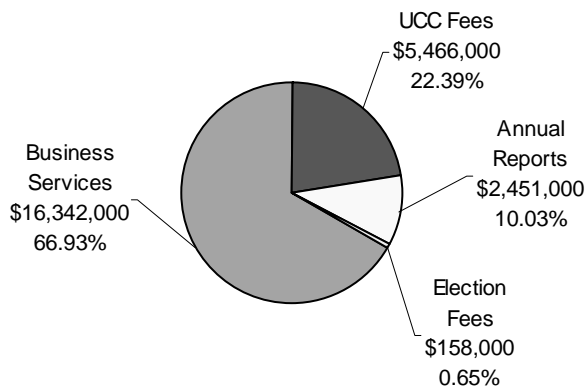
Measurement: Number of Direct Access client accounts, served via online filing

	<b>FY 1999</b>	<b>FY 2000</b>	<b>FY 2001</b>	<b>FY 2002</b>	<b>FY 2003</b>	<b>FY 2004</b>
Number of website hits	N/A info not available	N/A info not available	19,000,533 (est.)	23,606,878	28,000,000	33,000,000
No. of Direct Access Accounts	453 old system via telephone	450 old system via telephone	482 old system via telephone	956	1,200	1,350
No. of Business Services web searches by name	N/A	N/A	N/A	9,830	14,000	19,000
No. of UCC searches by name	N/A	N/A	N/A	75,512	90,000	105,000
No. of database look-ups by filing number	N/A	N/A	N/A	39,175	50,000	60,000
No. of UCC web filings	0	0	0	0	10,000	30,000

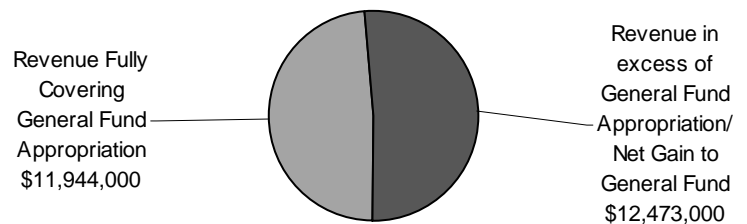
**Program Funding**

This agency is funded primarily through direct General Fund appropriations.

**FY 2004-05 General Fund Fee Revenue Sources**  
Estimated Total Revenue: \$24.4



**2004-05 General Fund Fee Revenue Destination**  
Estimated Total Revenue \$24.4



**Contact**

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SECRETARY OF STATE  
 Program: SECRETARY OF STATE

Program Summary

<i>Dollars in Thousands</i>					
	<b>Current</b>		<b>Forecast Base</b>		<b>Biennium</b>
	<b>FY2004</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>2006-07</b>
<b><u>Direct Appropriations by Fund</u></b>					
<b>General</b>					
Current Appropriation	5,912	6,169	6,169	6,169	12,338
<b>Technical Adjustments</b>					
Biennial Appropriations			(173)	(1)	(174)
One-time Appropriations			(137)	(137)	(274)
Transfers Between Agencies			45	45	90
<b>Forecast Base</b>	<b>5,912</b>	<b>6,169</b>	<b>5,904</b>	<b>6,076</b>	<b>11,980</b>
<b><u>Expenditures by Fund</u></b>					
<b>Direct Appropriations</b>					
General	4,959	7,234	5,904	6,076	11,980
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<b><u>Expenditures by Activity</u></b>					
Administration	1,514	1,623	1,353	1,459	2,812
Operations	2,744	5,189	3,752	3,744	7,496
Elections	5,002	4,594	1,737	1,816	3,553
<b>Total</b>	<b>9,260</b>	<b>11,406</b>	<b>6,842</b>	<b>7,019</b>	<b>13,861</b>
<b>Full-Time Equivalent (FTE)</b>	<b>80.7</b>	<b>78.6</b>	<b>63.4</b>	<b>63.4</b>	