

Agency 009 - SECRETARY OF STATE

STATUTORY AUTHORITY:

The office of the Secretary of State as a Constitutional Office provides for numerous and varied services both to the public and private sector as mandated by the Constitution and Statutes of the State of Nebraska. The Secretary of State serves as Chief Elections Officer, Chief Records Officer, Chief Protocol Officer, Business Services Officer and Keeper of the Great Seal. Also, the Secretary of State serves by constitutional or statutory direction as a Secretary of the Pardons Board, Chairman of the NE Real Estate Commission, Chairman of the State Records Board, a permanent member of the Accountability and Disclosure Commission, Chairman of the Collection Agency Review Board, and Secretary of the State Canvassing Board.

VISION:

The vision of the Secretary of State's office is to meet its statutory duties and responsibilities with prompt and accurate public service, professional and courteous response to citizen inquiries and needs, and constant improvement and upgrading of staff, technologies and services to provide Nebraska citizens with efficient and effective assistance relating to all of its program responsibilities.

MISSION AND PRINCIPLES:

The mission of the constitutional office of the Secretary of State is to effectively operate all agency programs in order to manage the State Election process, provide efficient business services to our customers while expanding and enhancing technology, secure and protect state agency public records, and promote international contacts that promote goodwill and encourage educational, cultural and commercial ties between Nebraska and foreign countries. The complete agency mission statement is presented in the supporting documentation section.

GOALS:

Our goal is to provide fair and reliable legal direction and advice to all political subdivisions involved in local, county or statewide elections seeking assistance in the performance of their election duties; to ensure a modern, fair, reliable, accurate and transparent election system administered by the office; to help ensure public access to government documents and information affecting elections, business services, records management, and licensing duties of the office; to cooperate fully and fairly with all branches and agencies of state government needing guidance or assistance from the office; and to constantly update and upgrade the programs, statutory authority, technologies and staffing as needed to ensure efficient and effective administration of duties of the office.

Agency 009 - SECRETARY OF STATE

Financial Data

	FY10 Actual	FY11 Approp	FY12 Request	FY12 Recomm	FY13 Request	FY13 Recomm
Operations Funding						
General Fund	438,613	448,368	448,368	442,212	448,368	444,708
Cash Fund	5,115,381	6,480,787	6,442,414	6,450,494	6,442,414	6,481,134
Federal Fund	65,134	98,300	98,300	98,300	98,300	98,300
Revolving Fund	916,836	995,138	995,138	989,844	995,138	992,765
Other Fund	0	0	0	0	0	0
Total Operations Funding	6,535,964	8,022,593	7,984,220	7,980,850	7,984,220	8,016,907
Aid Funding						
General Fund	0	0	0	0	0	0
Cash Fund	0	60,000	60,000	60,000	60,000	60,000
Federal Fund	34,699	0	0	0	0	0
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
Total Aid Funding	34,699	60,000	60,000	60,000	60,000	60,000
Total Funding						
General Fund	438,613	448,368	448,368	442,212	448,368	444,708
Cash Fund	5,115,381	6,540,787	6,502,414	6,510,494	6,502,414	6,541,134
Federal Fund	99,834	98,300	98,300	98,300	98,300	98,300
Revolving Fund	916,836	995,138	995,138	989,844	995,138	992,765
Other Fund	0	0	0	0	0	0
Total Agency	6,570,663	8,082,593	8,044,220	8,040,850	8,044,220	8,076,907

Agency 009 - SECRETARY OF STATE
Program 009 - SALARY-SEC OF STATE

PROGRAM DESCRIPTION:

This program function is to compensate the Secretary of State for duties performed in the form of salary and benefits. This activity is provided for in statute.

PROGRAM OBJECTIVES:

The Secretary of State serves in several capacities including Chief Elections Officer, Chief Records Officer, Chief Protocol Officer, and Keeper of the Great Seal; these duties all relate directly to his direct office responsibilities. In addition, the Secretary of State serves by constitutional or statutory direction as a member of the Pardons Board, Chairman of the Nebraska Real Estate Commission, Chairman of the State Records Board, a permanent member of the Accountability and Disclosure Commission, Chairman of the Collection Agency Review Board, and Secretary of the State Canvassing Board.

PERFORMANCE MEASURES:

To fulfill the duties and responsibilities of the Secretary of State as defined in the Constitution and Statutes of the State of Nebraska.

Agency 009 - SECRETARY OF STATE
Program 009 - SALARY-SEC OF STATE

Financial Data

	FY10 Actual	FY11 Approp	FY12 Request	FY12 Recomm	FY13 Request	FY13 Recomm
Operations Funding						
General Fund	111,005	112,282	112,282	112,282	112,282	112,282
Cash Fund	0	0	0	0	0	0
Federal Fund	0	0	0	0	0	0
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
Total Operations Funding	111,005	112,282	112,282	112,282	112,282	112,282
Aid Funding						
General Fund	0	0	0	0	0	0
Cash Fund	0	0	0	0	0	0
Federal Fund	0	0	0	0	0	0
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
Total Aid Funding	0	0	0	0	0	0
Total Funding						
General Fund	111,005	112,282	112,282	112,282	112,282	112,282
Cash Fund	0	0	0	0	0	0
Federal Fund	0	0	0	0	0	0
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
Total Program	111,005	112,282	112,282	112,282	112,282	112,282

Agency 009 - SECRETARY OF STATE
Program 022 - DEPT ADMINISTRATION

PROGRAM DESCRIPTION:

The Department Administration program provides the overall coordination of agency operations.

PROGRAM OBJECTIVES:

This program administers and processes the office budget and allocation of program funds; provides the management functions to insure legality, efficiency and coordination of office duties; directs the hiring and firing of personnel, the updating of office procedure manuals and organization charts, the assignment of duties to staff members, and the human resources capabilities to insure consistency and fairness in employment policies and employee benefits; administers its protocol duties to provide goodwill outreach to foreign countries to promote international exchanges with Nebraska for educational, cultural and commercial purposes. Also included in the Administrative program are Licensing Services.

PERFORMANCE MEASURES:

Performance measures include the numbers processed of Notary applications, regular certifications, Apostille Certifications, duplications and listings, Notary information requests, Private Detective Agency licenses, Private Detective licenses, Plainclothes Investigator licenses, Truth Examiners licenses, and for Rules and Regulations, the number photocopied or the number of subscribers. Full details on these statistics are included in the supporting information section of the budget.

Agency 009 - SECRETARY OF STATE
Program 022 - DEPT ADMINISTRATION

Financial Data

	FY10 Actual	FY11 Approp	FY12 Request	FY12 Recomm	FY13 Request	FY13 Recomm
Operations Funding						
General Fund	179,556	190,692	190,692	188,815	190,692	190,885
Cash Fund	121,803	161,045	161,045	161,031	161,045	162,780
Federal Fund	0	0	0	0	0	0
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
Total Operations Funding	301,360	351,737	351,737	349,846	351,737	353,665
Aid Funding						
General Fund	0	0	0	0	0	0
Cash Fund	0	0	0	0	0	0
Federal Fund	0	0	0	0	0	0
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
Total Aid Funding	0	0	0	0	0	0
Total Funding						
General Fund	179,556	190,692	190,692	188,815	190,692	190,885
Cash Fund	121,803	161,045	161,045	161,031	161,045	162,780
Federal Fund	0	0	0	0	0	0
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
Total Program	301,360	351,737	351,737	349,846	351,737	353,665

Agency 009 - SECRETARY OF STATE
Program 045 - ELECTION ADMINISTRATION

PROGRAM DESCRIPTION:

The Election Division of Secretary of State's Office is responsible with the assistance of local election officials, for the conduct of elections within the state. The division is also responsible for maintenance and inventory of state owned database and vote tabulation equipment.

PROGRAM OBJECTIVES:

The Election Division of Secretary of State's Office is responsible with the assistance of local election officials, for the conduct of elections within the state. This includes overall responsibility for the registration of voters, candidate filings, ballot design, and compilation of results as well as ensuring compliance with variance federal mandates such as the Voting Rights Act, Americans with Disabilities Act (as it applies to polling places), the National Voter Registration Act and the 2003 Help America Vote Act (HAVA).

Additional responsibilities of the division include the processing of initiative and referenda petitions, and providing information and materials to the public on the various aspects of the election process.

PERFORMANCE MEASURES:

Statistics maintained by the Elections division include, the number of elections filing, training sessions, officials attending training, voter registrations forms processed and petitions processed. The actual and estimated numbers of these activities are included in the supporting information section of this budget request.

**Agency 009 - SECRETARY OF STATE
Program 045 - ELECTION ADMINISTRATION**

Financial Data

	FY10 Actual	FY11 Approp	FY12 Request	FY12 Recomm	FY13 Request	FY13 Recomm
Operations Funding						
General Fund	0	0	0	0	0	0
Cash Fund	1,417,240	2,034,540	2,021,749	2,019,898	2,021,749	2,026,323
Federal Fund	65,134	98,300	98,300	98,300	98,300	98,300
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
Total Operations Funding	1,482,374	2,132,840	2,120,049	2,118,198	2,120,049	2,124,623
Aid Funding						
General Fund	0	0	0	0	0	0
Cash Fund	0	60,000	60,000	60,000	60,000	60,000
Federal Fund	34,699	0	0	0	0	0
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
Total Aid Funding	34,699	60,000	60,000	60,000	60,000	60,000
Total Funding						
General Fund	0	0	0	0	0	0
Cash Fund	1,417,240	2,094,540	2,081,749	2,079,898	2,081,749	2,086,323
Federal Fund	99,834	98,300	98,300	98,300	98,300	98,300
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
Total Program	1,517,073	2,192,840	2,180,049	2,178,198	2,180,049	2,184,623

Agency 009 - SECRETARY OF STATE
Program 051 - ENF OF STDS-CORPORATIONS

PROGRAM DESCRIPTION:

This program administers, processes and acts as the repository for articles of incorporation, occupation tax reports, certificates of authority for limited partnerships, limited liability companies, limited liability partnerships, trade names, trade marks, and service marks.

PROGRAM OBJECTIVES:

The program's responsibility is to verify, record, and file all Articles of Incorporation, Certificates of Authority, Trade Names, Trade Marks, Service marks, Limited Liability Partnerships, Limited Liability Companies, Local Cooperative Associations and Limited Cooperative Associations of both domestic and foreign entities doing business in the State of Nebraska. These functions include the processing of any amendments or dissolution of any entity, along with revival certificates.

PERFORMANCE MEASURES:

Statistics are maintained to track applications for - Limited Partnerships, Foreign Authority, Articles (nonprofit and domestic), Trade Names, Trade Marks and Service Marks and Professional Corp. Registrations. Statics are also maintained for Change of Agents, Corporate Revival, Proof of Publication, LLC, LLC Revival, LLC's on Record, and Domestic, Foreign and Non Profit Corporations on Record. Detailed statistics are recorded in the Supporting Information section of this request.

**Agency 009 - SECRETARY OF STATE
Program 051 - ENF OF STDS-CORPORATIONS**

Financial Data

	FY10 Actual	FY11 Approp	FY12 Request	FY12 Recomm	FY13 Request	FY13 Recomm
Operations Funding						
General Fund	0	0	0	0	0	0
Cash Fund	548,582	671,679	658,888	658,047	658,888	664,384
Federal Fund	0	0	0	0	0	0
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
Total Operations Funding	548,582	671,679	658,888	658,047	658,888	664,384
Aid Funding						
General Fund	0	0	0	0	0	0
Cash Fund	0	0	0	0	0	0
Federal Fund	0	0	0	0	0	0
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
Total Aid Funding	0	0	0	0	0	0
Total Funding						
General Fund	0	0	0	0	0	0
Cash Fund	548,582	671,679	658,888	658,047	658,888	664,384
Federal Fund	0	0	0	0	0	0
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
Total Program	548,582	671,679	658,888	658,047	658,888	664,384

Agency 009 - SECRETARY OF STATE
Program 053 - ENF OF STDS-COLLEC AGENCIES

PROGRAM DESCRIPTION:

The purpose of this program is to administer the Nebraska Collection Agency Act.

PROGRAM OBJECTIVES:

The Secretary of State is designated as the administrator of the Nebraska Collection Agency Act. These duties include the licensing of collection agencies and solicitors employed by such collection agencies. The license fees paid by the agencies and solicitors support the program through cash fund revenues. The goals of this program are to provide for oversight of competent, trained, and licensed collectors and to protect the citizens from unscrupulous persons. The objectives are to maintain the high standard of professionalism among the collectors, with the ability to censure those collectors who operate outside the requisites of the Act. Statistics are maintained on the number of written complaints received, Collection Agency licenses, and Branch Office Licenses.

PERFORMANCE MEASURES:

Statistics related to the Collections program are recorded in the supporting information section of this request..

Agency 009 - SECRETARY OF STATE
Program 053 - ENF OF STDS-COLLEC AGENCIES

Financial Data

	FY10 Actual	FY11 Approp	FY12 Request	FY12 Recomm	FY13 Request	FY13 Recomm
Operations Funding						
General Fund	0	0	0	0	0	0
Cash Fund	65,012	83,123	83,123	82,872	83,123	83,810
Federal Fund	0	0	0	0	0	0
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
Total Operations Funding	65,012	83,123	83,123	82,872	83,123	83,810
Aid Funding						
General Fund	0	0	0	0	0	0
Cash Fund	0	0	0	0	0	0
Federal Fund	0	0	0	0	0	0
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
Total Aid Funding	0	0	0	0	0	0
Total Funding						
General Fund	0	0	0	0	0	0
Cash Fund	65,012	83,123	83,123	82,872	83,123	83,810
Federal Fund	0	0	0	0	0	0
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
Total Program	65,012	83,123	83,123	82,872	83,123	83,810

Agency 009 - SECRETARY OF STATE
Program 086 - ENF OF STDS-RECORDS MGMT

PROGRAM DESCRIPTION:

The Records Management Act of 1961 provides the basis for the operations of this division. The Records Management Division provides "programs for the systematic and centrally-correlated management of state and local records..." to "promote efficiency and economy in the day-to-day recordkeeping activities of state and local governments..." to "facilitate and expedite governmental operations."

PROGRAM OBJECTIVES:

The Records Management Division provides "programs for the systematic and centrally-correlated management of state and local records..." to "promote efficiency and economy in the day-to-day recordkeeping activities of state and local governments..." to "facilitate and expedite governmental operations." The State Records Board administers and contracts with Nebraska Interactive, inc. to provide electronic access to public records.

Management services related to electronic records preservation, scheduled retention and selective disposition are the most urgent emerging issues for this Division.

PERFORMANCE MEASURES:

Statistics are maintained for documents microfilmed, records stored (box/month), records destroyed, state and local government agency records retention schedules created and updated, documents imaged (scanned) and microfilm lab units produced. The detailed statistics are recorded in the supporting information section of this request.

**Agency 009 - SECRETARY OF STATE
Program 086 - ENF OF STDS-RECORDS MGMT**

Financial Data

	FY10 Actual	FY11 Approp	FY12 Request	FY12 Recomm	FY13 Request	FY13 Recomm
Operations Funding						
General Fund	148,052	145,394	145,394	141,115	145,394	141,541
Cash Fund	2,233,824	2,363,079	2,363,079	2,368,015	2,363,079	2,374,953
Federal Fund	0	0	0	0	0	0
Revolving Fund	916,836	995,138	995,138	989,844	995,138	992,765
Other Fund	0	0	0	0	0	0
Total Operations Funding	3,298,712	3,503,611	3,503,611	3,498,974	3,503,611	3,509,259
Aid Funding						
General Fund	0	0	0	0	0	0
Cash Fund	0	0	0	0	0	0
Federal Fund	0	0	0	0	0	0
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
Total Aid Funding	0	0	0	0	0	0
Total Funding						
General Fund	148,052	145,394	145,394	141,115	145,394	141,541
Cash Fund	2,233,824	2,363,079	2,363,079	2,368,015	2,363,079	2,374,953
Federal Fund	0	0	0	0	0	0
Revolving Fund	916,836	995,138	995,138	989,844	995,138	992,765
Other Fund	0	0	0	0	0	0
Total Program	3,298,712	3,503,611	3,503,611	3,498,974	3,503,611	3,509,259

Agency 009 - SECRETARY OF STATE
Program 089 - COMM CODE CENTRAL FILING

PROGRAM DESCRIPTION:

This office receives, records and files Uniform Commercial Code (UCC) financing statements to make a public record of secured financial transactions between a debtor and a secured party. In addition to the initial filings, amendments, releases, confirmation assignments and terminations of financing statements are processed and filed.

PROGRAM OBJECTIVES:

The Secretary of State is responsible for the filing of financing statements and related documentation pursuant to the Uniform Commercial Code (UCC). Financing statements are filed to make a public record of secured financial transactions between a debtor and a secured party. This security interest will be created in a commercial loan or purchase credit situation. By the public filing of this security interest, subsequent creditors or any interested party will be placed on notice to a prior claim on portions of the debtor's collateral. The financing statements are extremely important in establishing priority among creditors in judicial proceedings, including bankruptcy, to determine rights of conflicting creditors.

PERFORMANCE MEASURES:

To efficiently handle the central filing office operation which includes but is not limited to: fundamental decisions on filing accuracy; recording type of debtor/secured party information into the database; filing documents; preparation of documents for microfilming and scanning; responding to written lien search requests; and all other correspondence/communication regarding perfection/filing information.

With the inception of central filing, this program has seen a tremendous increase in filings. Detailed statistics are shown in the Supporting Information section of this request.

**Agency 009 - SECRETARY OF STATE
Program 089 - COMM CODE CENTRAL FILING**

Financial Data

	FY10 Actual	FY11 Approp	FY12 Request	FY12 Recomm	FY13 Request	FY13 Recomm
Operations Funding						
General Fund	0	0	0	0	0	0
Cash Fund	728,919	1,167,321	1,154,530	1,160,631	1,154,530	1,168,884
Federal Fund	0	0	0	0	0	0
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
Total Operations Funding	728,919	1,167,321	1,154,530	1,160,631	1,154,530	1,168,884
Aid Funding						
General Fund	0	0	0	0	0	0
Cash Fund	0	0	0	0	0	0
Federal Fund	0	0	0	0	0	0
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
Total Aid Funding	0	0	0	0	0	0
Total Funding						
General Fund	0	0	0	0	0	0
Cash Fund	728,919	1,167,321	1,154,530	1,160,631	1,154,530	1,168,884
Federal Fund	0	0	0	0	0	0
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
Total Program	728,919	1,167,321	1,154,530	1,160,631	1,154,530	1,168,884