

Agency Activity Inventory by Agency

Appropriation Period: 2003-05 Activity Version: 2004 Sup w/ Alloc & Activities

Agency: 085 - Office of the Secretary of State

Address Confidentiality Program

This program protects the confidentiality of crime victims (specifically victims of domestic violence, sexual assault, or stalking) by ensuring alleged perpetrators cannot use state and local government public records to locate their victims. The program provides participants with legal substitute addresses used as residence, work, and/or school addresses, and provides confidentiality in two areas that are normally public records: voter registration and marriage licenses.

Statewide Result Area: Improve the safety of people and property

Category: Prevent crime

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$206,000	\$206,000	\$0	3.0	\$214,000	\$214,000	\$0	3.0

Expected Results:

Number of active participants in the program.

Administrative Activity

Administration provides the agency with management and policy direction not directly attributed to any program or service. Functions include public information, legislative affairs, policy and planning, international relations, human resources, financial services, contracting and purchasing, and facility and records management.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

Category: Provide support services to government agencies

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$3,387,000	\$1,837,000	\$1,550,000	35.1	\$3,341,000	\$2,147,000	\$1,194,000	33.3

Agency Information Technology

This activity provides the agency with central oversight and coordination of technology, including but not limited to the agency information technology plan, server maintenance, hardware/software maintenance and programming, and web service development.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

Category: Provide support services to government agencies

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$1,067,000	\$828,000	\$239,000	14.2	\$1,089,000	\$850,000	\$239,000	14.0

Apostilles Program

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The Office of Secretary of State is responsible for authenticating public documents for international use by verifying the official nature of a document so officials abroad can accept it at face value. Various documents (birth/death, marriage/divorce, police records, corporate good standings, etc.) submitted to this office are used internationally for adoptions, dual citizenship, business transactions, and education purposes.

Statewide Result Area: Improve the economic vitality of businesses and individuals

Category: Maintain a healthy business climate

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$105,000	\$23,000	\$82,000	1.7	\$108,000	\$23,000	\$85,000	1.7

Expected Results:

General Fund State revenue generated per FTE.

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Assistance to Local Libraries

This activity is to coordinate, in conjunction with the Library Council of Washington (LCW), statewide projects and initiatives using Library Services and Technology Act (LSTA) funds. It administers the LSTA grant, in compliance with LSTA's parent institution, the Institute of Museum and Library Services. This includes monitoring the Maintenance of Effort (MOE) requirements to retain federal funds. The MOE is achieved through selected activities of the State Library Division.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

Category: Provide support services to government agencies

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$3,963,000	\$384,000	\$3,579,000	21.2	\$2,940,000	\$378,000	\$2,562,000	21.2

Expected Results:

Number of staff and trustees receiving training and who applied the training in their work. Number of searches of the statewide consortially-licensed digital resources.

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Certification and Training

This activity develops the curriculum used to train and certify state and local election officials in conducting elections. Staff performs election reviews of individual county procedures in the event of federal or state recounts. Also, the division provides comprehensive resources and reference materials for local election officials, political party organizations, and other interested parties.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

Category: Facilitate citizen involvement in government

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$316,000	\$316,000	\$0	3.6	\$330,000	\$330,000	\$0	3.6

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Expected Results:

Number of training sessions. Number of special and regular reviews. Number of officials certified. Number of voter system tests.

Certification Authorities Registration

The Electronic Authentication Act (RCW 19.34) is a certification authority licensure program administered by the Office of Secretary of State. The Office is an independent third party which ensures that the licensure process remains separate from the digital signature technology itself. Certification Authorities verify the identity of individuals and issue digital signatures. Digital signatures are used to sign contracts, verify identity, and control access to applications over the Internet.

Statewide Result Area: Improve the economic vitality of businesses and individuals

Category: Reduce the cost of doing business

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$52,000	\$28,000	\$24,000	0.5	\$52,000	\$28,000	\$24,000	0.5

Expected Results:

Number of registrations.

Charitable Solicitation Program

The Officer of the Secretary of State registers entities that solicit funds from Washington State citizens. Registration is used to provide information to the public about charities and their paid fundraisers. This information promotes education and awareness for targeted or vulnerable citizens such as the elderly, and exposes the improper use of contributions intended for charitable purposes.

Statewide Result Area: Improve the economic vitality of businesses and individuals

Category: Provide consumer protection

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$258,000	\$229,000	\$29,000	3.1	\$263,000	\$234,000	\$29,000	3.1

Expected Results:

Number of charities which public information was provided via web, phone, and printed material.

Charitable Trusts Program

This activity registers charitable trusts relating to entities holding income-producing assets in the name of charity. Registration of charitable trusts also permits supervision of the administration of these public trusts, helps to prevent deceptive and dishonest practices, and prevents the improper use of public funds intended for charitable purposes. Information provided through registration promotes consumer education and awareness for grant seekers, grant makers, and public beneficiaries.

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Statewide Result Area: Improve the economic vitality of businesses and individuals

Category: Provide consumer protection

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$94,000	\$84,000	\$10,000	1.6	\$95,000	\$85,000	\$10,000	1.6

Expected Results:

Number of charitable trusts which public information was provided via the Web, phone, and printed material.

Corporations and Partnerships Registration

This activity provides registration of entities conducting business in the state of Washington, including domestic and foreign (out-of-state) corporations, limited partnerships, limited liability partnerships, and limited liability companies. The program also registers international student exchange programs and immigration assistants, and accepts service of process on corporations failing to maintain a registered agent or registered office address, and on out-of-state residents involved in accidents on Washington highways. The activity also provides the public with in-state trademark protection and evidence of first-use of the mark. Registration of the mark is a valuable alternative to federal registration when a filer does business only within Washington, and it provides critical evidence of first-use when used as supplemental documentation in a federal trademark application. (General Fund-State, Secretary of State's Revolving Account-Nonappropriated)

Statewide Result Area: Improve the economic vitality of businesses and individuals

Category: Maintain a healthy business climate

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$2,715,000	\$1,462,000	\$1,253,000	36.8	\$2,762,000	\$1,483,000	\$1,279,000	36.7

Expected Results:

General Fund State revenue generated per FTE. Number of active business entities registered.

Digital Archives

This activity's primary mission is to preserve and make accessible the legal and historical electronic records of all executive, legislative, and judicial branches; state agencies; and local governments. It maintains a public research facility for reference and scholarship. The new facility is currently under construction in Cheney, Washington, and the technology is under development. When operational, the Digital Archive will provide secure storage of archival electronic records, provide remote access via the Web, and ensure long term accessibility through data migration as technology changes.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

Category: Provide support services to government agencies

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$1,027,000	\$0	\$1,027,000	3.7	\$1,472,000	\$0	\$1,472,000	6.2

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Expected Results:

Digital records accessioned into the state archive collection.

Digital Historical Collection

This activity provides searchable online access to State Library historical resources that have previously been available only in paper or microfilm. The collections are web-accessible to citizens across the state.

Statewide Result Area: Improve cultural and recreational opportunities throughout the state

Category: Ensure access to cultural and recreational opportunities

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$334,000	\$334,000	\$0	3.1	\$270,000	\$270,000	\$0	3.1

Expected Results:

Percent increase of online historical resources in number of images. Percent increase in the amount of full-text historic information available remotely to all citizens, including students in Washington's schools.

Election Cost Reimbursement to Counties

This activity provides primary and general election cost reimbursements to county election offices in odd-numbered election years and for the presidential primary.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

Category: Facilitate citizen involvement in government

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$8,334,000	\$8,334,000	\$0	0.0	\$0	\$0	\$0	0.0

Expected Results:

Percent of eligible counties reimbursed within the required time frame.

Federal Information

This activity provides citizens with access to print and digital information and publications, both current and historical, from the federal government.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

Category: Facilitate citizen involvement in government

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FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$604,000	\$604,000	\$0	6.7	\$614,000	\$614,000	\$0	6.7

Expected Results:

Number of items added to collection. Percent of increase in use of information.

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Government Information Locator Service (GILS)

This activity provides citizens with online access to government information in Washington through specialized online search tools offering carefully selected sites for state and local government and consumer protection information.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

Category: Facilitate citizen involvement in government

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$353,000	\$353,000	\$0	4.4	\$309,000	\$309,000	\$0	4.4

Expected Results:

Use of state information. Increase in number of citizens receiving state information.

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Help America Vote Act Local Grant Program

This new activity in the 2003-05 Biennium is to establish a local grant program to assist county auditors in meeting the requirement of the Help America Vote Act of 2002 (HAVA). The Office of the Secretary of State is responsible for administering the grant program and meeting federal audit requirements.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

Category: Facilitate citizen involvement in government

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$32,563,000	\$0	\$32,563,000	0.0	\$0	\$0	\$0	0.0

Expected Results:

Number of counties replacing punch card voting technology.

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Historical Collection

This activity provides citizens with information on the history of Washington Territory and the state of Washington.

Statewide Result Area: Improve cultural and recreational opportunities throughout the state

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Category: Ensure access to cultural and recreational opportunities

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$1,404,000	\$1,404,000	\$0	16.6	\$1,438,000	\$1,438,000	\$0	16.6

Expected Results:

Percent of increase in use of information about Northwest history.

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Imaging Services and Security Microfilm

This activity provides imaging services on a cost-recovery basis to state and local agencies to ensure permanent retention of essential records and documents of legal or historical significance. Services include imaging (filming, scanning, and digital conversion); creating an inventory; quality review and inspection; brown-toning for preservation; and off-site security storage of archival microfilm and images. The unit also provides assessment and consultation on local government holdings and microfilm/imaging projects, and provides information on microfilm and imaging standards. (Imaging Account-Non-appropriated, Archives and Records Management Account-State, Local Government Archive Account-State)

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

Category: Provide support services to government agencies

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$1,927,000	\$0	\$1,927,000	14.8	\$2,001,000	\$0	\$2,001,000	16.8

Expected Results:

Essential records microfilmed or imaged.

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Library Services to State Institutions

This activity provides on-site library services to over 11,000 residents of two Department of Social and Health Services (DSHS) psychiatric hospitals and ten Department of Corrections (DOC) adult correctional institutions. Both DSHS and DOC libraries support the education, treatment, and rehabilitation of patients and offenders. Branch libraries assist DOC in complying with American Correctional Association standards for accreditation. Fiscal Year 2003 reflects four months of expenses only. The remaining eight months were funded through interagency agreements with DOC and DSHS.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

Category: Provide support services to government agencies

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$1,719,000	\$1,648,000	\$71,000	20.5	\$1,783,000	\$1,663,000	\$120,000	20.5

Expected Results:

Number of items added to branch collections. Number of residents with access to branch libraries. Per capita circulation.

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Oral History Program

This activity records, transcribes, and publishes the recollections of legislators, state officials, and citizens who have been involved with the state's political history. The publications document the formation of public policy in Washington State and demonstrate the roots of democratic government in the lives of citizens of the state for teachers and students of public affairs, current and future legislators, legislative staff, and others interested in the history of politics in the state. The program's mission is to gather and disseminate this history, which otherwise would be lost and inaccessible to researchers.

Statewide Result Area: Improve cultural and recreational opportunities throughout the state

Category: Ensure access to cultural and recreational opportunities

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$160,000	\$160,000	\$0	2.9	\$159,000	\$159,000	\$0	2.9

Expected Results:

Number of oral histories published.

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Productivity Board

The Brainstorm and Teamwork Incentive programs ensure that all state employees have access to a neutral process where their idea can be heard, either as a team or individual. The programs partner with all state agencies in a proven process that encourages employees to become more efficient and helps save the state taxpayers' dollars. (Department of Personnel Services Account)

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

Category: Provide support services to government agencies

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$296,000	\$0	\$296,000	4.0	\$299,000	\$0	\$299,000	4.0

Expected Results:

Dollars saved, recovered, generated per program dollar spent.

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Public Affairs Broadcasting

The Secretary of State's Office contracts with a non-profit organization to produce gavel-to-gavel television coverage of state government deliberations or other events of statewide significance.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

Category: Facilitate citizen involvement in government

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$1,943,000	\$1,943,000	\$0	0.0	\$1,989,000	\$1,989,000	\$0	0.0

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Records Management

Records Management is an integral part of managing the life cycle of state and local government records in an efficient and cost-effective manner, while preserving essential legal and historical archival records. Substantial space savings are achieved by timely destruction of records according to retention schedules approved by state and local records committees. Maintaining a central state records center achieves significant storage cost savings, and the document retrieval system provides efficient access to agency records. (Archives and Records Management Account-State, Local Government Archive Account-State)

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

Category: Provide support services to government agencies

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$1,547,000	\$0	\$1,547,000	12.3	\$1,529,000	\$0	\$1,529,000	11.7

Expected Results:

Public records stored and managed in the records center. Local and state agencies with current retention schedules.

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State Archives

The primary mission of the State Archives is to preserve and make accessible the legal and historical documents of all executive, legislative, and judicial branch agencies, and all local governments. State Archives manages the life-cycle of all records and maintains public research facilities for reference and scholarship. The main facility in Olympia and five branches (Bellevue, Bellingham, Ellensburg, Cheney, and Olympia) ensure citizen access to local records while maintaining the security necessary for authentic records. Services include an online research catalog to collections, training and outreach, records preservation, conservation efforts, and a grant program. The five archive branches also perform record management services for all local governments. (Archives & Records Management Account-State, Local Government Archive Account-State)

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

Category: Provide support services to government agencies

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$3,590,000	\$0	\$3,590,000	24.0	\$4,136,000	\$0	\$4,136,000	23.5

Expected Results:

Public records preserved and made available to the public in the archives.

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State Depository Collection

This activity provides citizens with access to print and digital information and publications, both current and historical, from Washington State agencies.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

Category: Facilitate citizen involvement in government

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FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$1,017,000	\$1,017,000	\$0	13.4	\$1,041,000	\$1,041,000	\$0	13.4

Expected Results:

Use of state information. Increase in number of citizens receiving state information.

Voter Registration and Initiative Services

This activity facilitates the filing and processing of proposed initiatives and referenda, filing of completed petitions, and verification of voter signatures on filed petitions. All qualified initiatives and referenda are certified to the county auditors. All motor voter and mail-in registration information is processed for delivery to county auditors to ensure the maintenance of complete and accurate voter registration lists.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

Category: Facilitate citizen involvement in government

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$1,129,000	\$1,129,000	\$0	15.3	\$1,165,000	\$1,165,000	\$0	15.3

Expected Results:

Number of counties with on-line voter registration information. (This reduces time required to check initiatives and allows for more accurate ballot verification.)

Voter Registration Database

Under a new activity in the 2003-05 Biennium to meet the requirements of the Help America Vote Act of 2002 (HAVA), the Office of the Secretary of State must build and maintain a coordinated, centralized, uniform state voter registration database with connectivity to the 39 county election offices, Department of Licensing, and Department of Corrections. This database will provide a new tool to assure that elections are less open to fraudulent voter registration and improve service to the state's voters. It will provide real time connectivity between county offices and the state to ensure that a voter is only registered at one location at a time. Further, it will provide a tool to confirm the legitimacy of each new voter registration by cross checking the data with licensing information, social security number information and a list of those with no right to vote (i.e., convicted felons).

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

Category: Facilitate citizen involvement in government

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$3,698,000	\$0	\$3,698,000	2.5	\$0	\$0	\$0	5.0

Expected Results:

Number of counties connected to the statewide voter registration database.

Voters Pamphlet, Voter Outreach, and Legal Advertising

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As required by the State Constitution, this activity supplies voters with access to information about elections, candidates, and ballot measures via the voter's pamphlet, an online voter's guide, 24-hour telephone hotline, and legal advertisements. The division provides voting and election information to children, students, and young adults, as well as online access to election results reported in real time by county election offices. Foreign language translation for all voter outreach and voter education services is provided through the Office of the Secretary of State's website.

Statewide Result Area: Improve the ability of State Government to achieve its results efficiently and effectively

Category: Facilitate citizen involvement in government

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$1,044,000	\$1,044,000	\$0	5.4	\$1,862,000	\$1,862,000	\$0	5.4

Expected Results:

Number of pamphlets distributed. Unit cost to produce, distribute, and mail a pamphlet. Percent of eligible voting age population who are registered to vote.

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Washington Talking Book and Braille Library

The State Library contracts with Seattle Public Library to provide statewide services to the blind, visually impaired, physically or learning disabled, and those who cannot read regular print.

Statewide Result Area: Improve cultural and recreational opportunities throughout the state

Category: Ensure access to cultural and recreational opportunities

FY 2004				FY 2005			
Total	GFS	Other	FTEs	Total	GFS	Other	FTEs
\$1,350,000	\$1,022,000	\$328,000	0.0	\$1,350,000	\$1,022,000	\$328,000	0.0

Expected Results:

Number of talking books and other materials in alternative formats circulated. Number of citizens using the circulating collection.

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