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| **The Department of State** |
| The Department of State’s mission is to facilitate public access to government and enhance the quality of life for Floridians and their communities by; helping ensure the integrity of the business community; providing oversight to assure fair and accurate elections; preserving and promoting Florida’s rich historical and cultural heritage, including serving as the official custodian of the State Seal; supporting local libraries; and gathering and providing public access to state records and information. The legislature appropriated $79.9 million and 558 positions (including OPS) for fiscal year 2009-10. |
| **Administration/Executive Direction and Support Services: $7.19 million 96 FTE** |
|  | *Continue* | **Human Resources** **& General Services**- administers and coordinates: Position classification system; pay plan and payroll, recruitment and applicant selection; original appointments; promotions, demotions, terminations, reinstatements and transfers; staff development and training. Monitors and assures departmental compliance with federal and state law, rule, policy and procedure. General Services administers and coordinates: purchasing; property and surplus property; mail maintenance and repair; office services and telecommunications. This division also coordinates procurement practices; formulates bid specifications and manages the bid process; develops and reviews sole source procurement requests for justification and sufficiency; and manages the department’s leasing program, including office space and equipment. |
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|  | *Continue* | **Planning, Budget and Financial Services** - Manage and coordinate the preparation of the Department's Legislative Budget Request for operations and fixed capital outlay; the Department's Long Range Program Plan and operating budgets for Departmental units based on the Appropriations Act and Approved Budget provided by the Executive Office of the Governor. The Division administers and coordinates; the maintenance of ledgers; payment of vendor invoices and employee travel reimbursements; warrant distribution; establishment and assignment of appropriate accounting codes; cash and budget control; cash receipt and control; accounting adjustments and reconciliation; analysis and distribution of financial reports; financial control over contracts and grants and preparation of financial statements and reports. |
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|  | *Continue* | **Operations, Technical Support and Information Systems** - manage and coordinate: computer services; network services; desktop support; email and blackberry services and COOP equipment. It also manages and coordinates: procurement of computer equipment and monitors and assures departmental compliance with federal and state law, rule, policy and procedure. Information Systems administers and coordinates: information systems development for the Divisions of Corporations, Elections and Administrative Services; the Department of State’s intranet website and Public Records Requests. The division also participates in the procurement process for information technology services and directs and coordinates the training of applications. |
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| **Corporations: $8.3 million 106 FTE 10 OPS** |
|   | *Continue* | **Bureau of Commercial Recording** is responsible for filing commercial recordings related to: Business Entities, Trademarks/Service Marks, Judgment Liens, Federal Lien Registrations, Fictitious Names, Notary Commissions and Cable Franchises. The Bureau annually files in excess of a million documents in regards to commercial recording. *See OPPAGA Report Tab 2B*OPPAGA examined options for consolidating the business and tax registration functions currently residing within multiple state agencies and establishing an online business one-stop portal. |
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|  | *Continue* | **Bureau of Commercial Information Services** – is responsible for document intake, management and imaging, and for supplying information and certifications relative to commercial filings. Its functions include: mail operations; validations (revenue collections); document distribution; document imaging; certification of commercial recordings; authentication of elected/appointed officials and notaries public (Apostilles for Hague Countries); substitute service of process; electronic filing and public support. The Bureau manages over four million documents and communications annually.*See White Paper Tab 2A*Currently, DOS and the Executive Office of the Governor (EOG) share responsibilities for administering the notary program. The EOG appoints, investigates complaints, and suspends notary publics. The DOS issues notary public commissions and certifications of notary public's status, records the results of actions taken by the EOG against a notary public, and approves and records the required bond.  |
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| **Elections: $12.8 million 55 FTE 28 OPS** |
|  | *Continue* | **Bureau of Voter Registration** - The Bureau of Voter Registration Services (BVRS) was established in 2005 to meet the requirements of the federal Help America Vote Act of 2002 (HAVA). HAVA mandates that each state establishes and maintains a single, official, centralized, interactive computerized statewide voter registration system with statewide voter registration access. The Bureau processes voter registration applications and changes to registrations, reviews personal identifying numbers of voter registration applicants not verified by external agency databases and identifies potentially ineligible voters and provides information to counties for removal process. |
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|  | *Continue* | **Bureau of Voting Systems Certification** - Establishes and implements Florida’s voting systems certification standards as well as provides technical assistance to the county Supervisors of Elections on voting systems. The bureau performs the following functions: Voting System Standards, Voting Systems Certification Standards; Voting System Compliance; County Voting Systems Acquisition; Performance of Voting Systems; Election Conduct Reports; County Election Security Procedures; Election and Registration Process; County Logic and Accuracy Tests; Voting System Security and Precinct-Level Election Results. |
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|  | *Continue* | **Bureau of Election Records** – The bureau assists in the preparation and distribution of various election booklets, pamphlets, and forms; conducts candidate qualifying; conducts workshops and training; and issues certificates of elections. The bureau handles all contribution and expenditure reports for candidates that qualify with the state, along with reports filed by political committees, committees of continuous existence, electioneering communications organizations, persons making independent expenditures of $100 or more, and state party executive committees. It also processes requests for public financing and conducts the audits of reports filed by gubernatorial and cabinet candidates that receive public financing. In addition, the bureau provides certified copies of candidate, committee, and party files to the Florida Elections Commission (FEC) for use at Commission hearings. |
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| **Division of Cultural Affairs: $6.06 million 39 FTE 9 OPS** |
|  | *Continue* | **Grants and Artist Resources** Provides grants and other services to individual artists, arts and cultural organizations, and local communities. This program recently restructured to transition the current appropriation categories for cultural grants into five (5) Special Categories of appropriations as follows: Cultural and Museum Grants (general program support); Culture Builds Florida (specific projects); Cultural Endowment; State Touring and Individual Fellowships (combined into one category) and Cultural Facilities. |
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|  | *Continue* | **Directors Office** Administers exhibition and recognition programs for the state including: Capitol Complex Exhibit; Art in State Buildings; Florida Artists Hall of Fame; Florida Arts Recognition Program; Department of State Art Collection. |
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|  | *Continue* | **Museum of Florida History** Collects, preserves, exhibits and interprets evidence of past and present cultures in Florida Included are 4 main programs: Exhibits related to Florida’s history (museum located in Tallahassee) and statewide Traveling Exhibits program; Public education programs for all ages; Historical collections preservation and management; Statewide History Fair and teacher training workshops. The Museum also manages the Knott House historic site. |
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| **Division of Historical Resources: $7.05 million 50 FTE 53 OPS** |
|  | *Continue* | **Bureau of Historic Preservation** Conducts historic preservation and folklife programs aimed at identifying, evaluating, preserving and interpreting the historic and folklife resources of the state. The main programs of the Bureau are:*Florida Folklife Program*: Documents and presents the diversity of cultural traditions in folklife, folklore, and folk arts of the state.*Florida Master Site File*: An inventory of over 180,000 sites representing the known physical remains of Florida prehistoric and historic cultural heritage.*Florida Main Street*: has revitalized and preserved traditional historic retail corridors in over 90 communities.*State Historical Markers*: recognizes significant historic resources, persons and events at sites of historical and visual interest to visitors. |
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|  | *Continue* | **Bureau of Archeological Research** Carry out archeological surveys and excavations throughout the state, mostly on state-owned lands. They maintain records on historical resources that have been recorded, and assist consultants and planners in protecting sites. BAR also issues permits for investigating sites on state lands, underwater included. Manages the 60+ acre living history park, Mission San Luis. The site interprets and reenacts life on the seventeenth century Spanish mission through archaeology, period building reconstruction and costumed interpreters. |
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| **Library and Information Services: $38.4 million 93 FTE 18 OPS** |
|  | *Continue* | **Office of the State Librarian** Responsible for planning, organizing, developing, directing, coordinating, and evaluating the statewide programs of state library and archives services, public library services development, Florida Laws and Code and public records management, and supports the Secretary of State's duties as custodian of the state's laws and records. |
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|  | *Continue* | **Office of Information Resource Management** Plans, develops, implements, monitors, and evaluates all activities and services relating to the identification, collection, storage, preservation, cataloging, overall collections management of the published and unpublished documentary history of Florida, whether in paper, microform, electronic, or other format and all records management services. |
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|  | *Continue* | **Office of Information Access Services** Comprised of the State Library; Legislative Library; State Archives; and Florida Administrative Code, Weekly, and Laws, plans, develops, implements, monitors, and evaluates all services which make the physical and virtual resources of the Division available to elected officials, employees of state and local government, and the general public. It is responsible for all activities related to the direct provision of services. |
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|  | *Continue* | **Office of Development** Provides each of Florida’s 67 counties a professional library consultant to provide information and advice on library development issues, including administration, legal and governance issues, programs, long-range planning, resource sharing, and data gathering. Development administers state and federal grants to Florida’s libraries to support and improve their services. Development staff also provides libraries with assistance with grant application development, project design, and program implementation. |
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