

Agency 09 - Secretary Of State

Statutory Authority:

The office of the Secretary of State as a Constitutional Office provides for numerous and varied services to both the public and private sectors as mandated by the Constitution and Statutes of the State of Nebraska.

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.

Vision Statement:

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 Statement:

The mission of the Secretary of State's Office is to continue to provide the commitment and service to the Citizens of the State of Nebraska.

Goals:

The goals and objectives of the Secretary of State's Office are to meet the constitutional and statutory mandates as set forth in the Constitution and legislative mandates.

Financial Data:

	Actual FY06	Approp FY07	Request FY08	Recom FY08	Request FY09	Recom FY09
General Fund	672,052	769,029	701,033	693,351	702,883	707,819
Cash Fund	8,945,964	5,992,309	7,278,073	6,972,414	6,092,073	5,987,157
Federal Fund	103,843	100,000	110,300	110,300	98,300	99,800
Revolving Fund	779,870	1,104,408	1,114,476	1,127,276	902,476	929,417
Other Fund	0	0	0	0	0	0
Total Agency	10,501,729	7,965,746	9,203,882	8,903,341	7,795,732	7,724,193

Agency 09 - Secretary Of State Program 009 - Secretary Of State Salary

Program Objectives:

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.

Financial Data:

	Actual FY06	Approp FY07	Request FY08	Recom FY08	Request FY09	Recom FY09
General Fund	82,953	96,406	106,191	107,020	106,191	108,054
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	82,953	96,406	106,191	107,020	106,191	108,054

Performance Measures:

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

Agency 09 - Secretary Of State Program 022 - Administration

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.

Financial Data:

	Actual FY06	Approp FY07	Request FY08	Recom FY08	Request FY09	Recom FY09
General Fund	207,387	247,949	195,117	179,774	193,467	182,533
Cash Fund	123,795	137,205	143,565	141,551	143,565	144,280
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	331,182	385,154	338,682	321,325	337,032	326,813

Performance Measures:

	FY05-06 Actual	FY06-07 Estimate	FY07-08 Estimate	FY08-09 Estimate
Number of Notary applications	8,242	8,500	8,700	8,900
Regular Certifications	2,383	2,500	2,600	2,700
Apostille Certifications	2,719	2,800	2,900	3,000
Duplications and Listings	10	10	10	10
Notary information requests (law, bonding)	3,500	4,000	4,500	5,000
Private detective agencies licenses	97	105	110	115
Private detective licenses	100	110	115	120
Truth examiners licenses	52	55	60	65
Plainclothes investigators	223	230	235	240
Rules & Regulations photocopied	376,824	385,000	395,000	400,000
Rules & Reg. full set subscribers	52	60	65	70
Rules & Reg. partial set subscribers	31	40	50	60
Rules & Reg. certifications/reproductions	375	400	425	450

Agency 09 - Secretary Of State Program 045 - Election Administration

Program Objectives:

The Election Division of the Secretary of State's Office is responsible, with the assistance of local election officials, for the conduct of election 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 various 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).

Financial Data:

	Actual FY06	Approp FY07	Request FY08	Recom FY08	Request FY09	Recom FY09
General Fund	208,473	219,208	222,618	224,021	226,118	229,154
Cash Fund	5,786,866	1,822,252	2,771,735	2,777,226	1,751,735	1,762,842
Federal Fund	103,843	100,000	110,300	110,300	98,300	99,800
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
Total	6,099,182	2,141,460	3,104,653	3,111,547	2,076,153	2,091,796

Performance Measures:

	FY05-06 Actual	FY06-07 Estimate	FY07-08 Estimate	FY08-09 Estimate
Election filings	500	100	500	100
Training sessions	30	15	30	30
Officials Attending	400	350	400	400
Voter Registration Forms	150,000	150,000	150,000	150,000
Petitions Processed	17	1	10	1

Agency 09 - Secretary Of State Program 051 - Corporations

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 of both domestic and foreign entities doing business in the State of Nebraska. These functions include the processing of any amendments or dissolutions of any entity, along with revival certificates.

Financial Data:

	Actual FY06	Approp FY07	Request FY08	Recom FY08	Request FY09	Recom FY09
General Fund	0	0	0	0	0	0
Cash Fund	470,182	555,934	880,732	558,625	714,732	567,475
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	470,182	555,934	880,732	558,625	714,732	567,475

Performance Measures:

	FY05-06 Actual	FY 06-07 Estimate	FY07-08 Estimate	FY 08-09 Estimate
Applications for:				
Limited Partnerships	71	85	95	105
Foreign Authority	1,239	1,325	1,400	1,500
Articles, Nonprofit & Domestic	3,500	3,600	3,700	3,800
Trade Names, Trade Marks, Service Marks	2,250	2,500	2,750	3,000
Professional Registrations	3,040	3,500	3,750	4,000
Change of Agents	6,473	7,000	7,500	7,750
Corporate Revival	1,720	1,900	2,000	2,100
Proof of Publication	8,300	8,500	8,700	8,900
LLC	5,081	5,500	6,000	6,500
Corporations on record:				
Domestic	42,265	44,000	45,750	47,000
Foreign	9,833	10,000	11,000	12,000
Non-profit	13,250	13,750	14,250	14,750

Agency 09 - Secretary Of State Program 053 - Collections

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 is to provide for oversight of competent, trained, and licensed collectors to protect the citizens from unscrupulous persons. The objectives include 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.

Financial Data:

	Actual FY06	Approp FY07	Request FY08	Recom FY08	Request FY09	Recom FY09
General Fund	0	0	0	0	0	0
Cash Fund	58,416	71,634	74,306	72,567	74,306	74,509
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	58,416	71,634	74,306	72,567	74,306	74,509

Performance Measures:

	FY 05-06 Actual	FY 06-07 Estimate	FY 07-08 Estimate	FY 08-09 Estimate
Number of written complaints received	98	120	140	150
Collection agency licenses	332	340	350	360
Branch office licenses	347	360	370	380

Agency 09 - Secretary Of State Program 086 - Records Management

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 for Nebraska@ Online to provide electronic access to public records.

Financial Data:

	Actual FY06	Approp FY07	Request FY08	Recorm FY08	Request FY09	Recorm FY09
General Fund	173,239	205,466	177,107	182,536	177,107	188,078
Cash Fund	1,783,143	2,331,235	2,337,871	2,339,069	2,337,871	2,339,842
Federal Fund	0	0	0	0	0	0
Revolving Fund	779,870	1,104,408	1,114,476	1,127,276	902,476	929,417
Other Fund	0	0	0	0	0	0
Total	2,736,252	3,641,109	3,629,454	3,648,881	3,417,454	3,457,337

Performance Measures:

	FY2005	FY2006	FY2007	FY2008	FY2009
Documents Scanned	4,908,279	4,993,805	5,393,300	5,824,800	6,290,756
Microfilm Lab Units Produced	4,194	3,734	3,450	3,400	3,250
Documents Microfilmed	1,648,025	1,192,530	1,200,000	1,200,000	1,200,000
Records Storage (box-month)	729,780	785,436	848,270	916,132	989,423
Records Destroyed (Cu. Ft.)	12,304	12,511	12,500	12,500	12,500

Agency 09 - Secretary Of State Program 089 - Uniform Commercial Code

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.

Financial Data:

	Actual FY06	Approp FY07	Request FY08	Recom FY08	Request FY09	Recom FY09
General Fund	0	0	0	0	0	0
Cash Fund	723,562	1,074,049	1,069,864	1,083,376	1,069,864	1,098,209
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	723,562	1,074,049	1,069,864	1,083,376	1,069,864	1,098,209

Performance Measures:

To efficiently handle the central filing office operation which includes, but is not limited to:

1. Fundamental decisions on filing accuracy,
2. Recording type of debtor/secured party information into the database,
3. Filing documents,
4. Preparation of documents for microfilming and scanning,
5. Responding to written lien search requests, and
6. All other correspondence /liaison communication regarding perfection/filing information.