

Office of the Secretary of State

MISSION

To provide the constituents of Maryland with information and services relating to the constitutional, statutory and regulatory responsibilities assigned to the Office of the Secretary of State. To promote Maryland's expanding role in international affairs by representing the Executive Department and the State of Maryland in diplomatic and related duties.

VISION

We will dedicate ourselves to quality customer service, practicing transparency and promoting a business-friendly environment.

KEY GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

Goal 1. Strengthen and enhance Maryland's role and influence in international affairs.

Obj. 1.1 Facilitate the development of short and long term international relationships through a full range of exchange programs via the Governor's Subcabinet on International Affairs and the Maryland Sister State Program.

Performance Measures	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Act.	2020 Est.	2021 Est.
International meetings and contacts by the Office of the Secretary of State	1,924	1,936	2,300	2,530	2,719	2,850	3,000
Documents certified for international use	40,824	45,764	39,701	39,469	47,324	51,110	55,200
Citizens and business leaders volunteering as members of Maryland Sister States committees	200	227	200	253	283	300	330
International events and delegations hosted	65	57	95	104	126	150	175

Office of the Secretary of State

Goal 2. Improve timeliness, effectiveness, and efficiency of processes to provide world class service to our internal and external customers with prompt turn-around of application registrations and other services.

- Obj. 2.1** Ensure compliance with the requirements of the Maryland Solicitations Act by reviewing the financial information submitted by charitable organizations identified as having inconsistencies or potential problems.
- Obj. 2.2** Ensure compliance with the requirements of the Maryland Notary Public Law.
- Obj. 2.3** Ensure timely processing of all extraditions, pardons, and commutations on behalf of the Governor.
- Obj. 2.4** Administer the Maryland Charity Campaign (MCC), also known as the Workplace Giving Campaign.
- Obj. 2.5** Administer Special Police Commissions.

Performance Measures	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Act.	2020 Est.	2021 Est.
Charitable organizations registered	11,110	13,474	13,660	13,948	14,472	14,800	15,100
Number of delinquent charities	2,517	2,385	1,530	1,268	1,179	1,100	1,000
Enforcement activities regarding delinquent charities	N/A	510	6,442	6,072	5,367	5,000	5,000
Delinquencies resolved	296	803	2,168	1,641	1,982	1,700	1,700
Charity enforcement investigations and actions	24	48	45	33	12	20	20
Notary Public commissions processed	21,809	21,030	22,950	22,393	22,035	22,500	22,500
Notary Public enforcement investigations and actions	23	29	68	54	21	30	30
Number of on-line notary applications	N/A	N/A	2,640	19,746	19,328	20,000	20,000
Number of processed extraditions, pardons, and commutations	229	247	172	204	217	200	200
Waivers granted	3,549	3,578	3,590	3,100	2,400	2,500	2,500
MCC applications from charities received and processed	928	949	1,125	887	1,154	1,000	1,000
MCC criteria met/approved	824	899	980	806	977	900	900
MCC dollars raised	\$3,116,567	\$2,958,647	\$3,000,675	\$2,675,947	\$3,000,000	\$3,000,000	\$3,000,000
Police Commissions issued	578	616	655	484	606	600	600

Goal 3. Help Maryland residents make informed decisions when contributing to a charitable organization.

- Obj. 3.1** In conjunction with the Federal Trade Commission and other charity regulators, provide information to Maryland residents about wise charitable giving.

Performance Measures	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Act.	2020 Est.	2021 Est.
Responses to requests for information about charity registration status	9,710	10,376	12,906	13,358	15,030	14,000	14,000
Processed annual fundraising solicitor/council registration applications	3,103	3,106	2,546	1,427	1,423	1,400	1,400

Office of the Secretary of State

Goal 4. Maintain and expand the Address Confidentiality Program (ACP) for victims of domestic violence who have relocated to avoid further abuse. The program helps participants keep their home, work and/or school address secret by providing a substitute mailing address they can use instead. The program also permits State and local agencies to respond to requests for public information without disclosing the victim's actual address.

Obj. 4.1 Expand public outreach to ensure that the ACP is known to individuals in need and the service agencies that support them.

Performance Measures	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Act.	2020 Est.	2021 Est.
Applicant assistants registered	265	208	304	336	171	200	250
Number of statewide program participants	1,350	1,386	958	1,200	1,067	1,200	1,400
Number of participants re-enrolling	25	24	220	210	137	200	250
Pieces of mail forwarded	34,809	16,320	15,804	16,604	15,090	17,000	19,000
Number of trainings completed	N/A	N/A	31	33	37	50	72

OTHER PERFORMANCE MEASURES

Performance Measures	2015 Act.	2016 Act.	2017 Act.	2018 Act.	2019 Act.	2020 Est.	2021 Est.
Number of COMAR Supplement pages changed	8,696	9,130	8,892	12,172	12,076	10,000	10,000
Number of print subscribers to individual COMAR titles	N/A	N/A	N/A	N/A	1,322	1,300	1,300
Number of electronic subscribers to individual COMAR titles	N/A	N/A	N/A	N/A	1,371	1,350	1,350
Number of print subscribers to a full set of COMAR	N/A	N/A	N/A	N/A	47	45	45
Number of electronic subscribers to a full set of COMAR	N/A	N/A	N/A	N/A	10	10	10
Number of print subscribers to the MD Register	N/A	N/A	N/A	N/A	79	75	70
Number of electronic subscribers to the MD Register	N/A	N/A	N/A	N/A	101	95	95

NOTES

¹ FY 2019 data is an estimate.

Secretary of State

D16A06.01 Office of the Secretary of State

Program Description

Under the Maryland Constitution and State statutes, the Office of the Secretary of State is charged with a variety of responsibilities. The Secretary attests to the Governor's signature on all public papers and documents; certifies documents for international transactions; registers trademarks, service marks and insignia; administers the Notary Public laws; processes the extradition of prisoners; commissions Special Police and Railroad Police; registers charitable organizations, professional fundraisers and solicitors; educates the public concerning charitable organizations and solicitations; administers the Address Confidentiality Program; represents the State of Maryland and the Executive Department in intergovernmental and international affairs; and administers the Maryland Sister States Program. The Secretary also chairs the Governor's Subcabinet for International Affairs. In addition, the Office of the Secretary of State includes the Division of State Documents, which publishes all State administrative regulations in the Code of Maryland Regulations and the Maryland Register.

Appropriation Statement

	2019 Actual	2020 Appropriation	2021 Allowance
Number of Authorized Positions	25.00	26.00	26.00
Number of Contractual Positions	7.00	8.50	12.00
01 Salaries, Wages and Fringe Benefits	2,529,143	2,682,943	2,805,794
02 Technical and Special Fees	363,326	481,136	678,962
03 Communications	78,716	78,232	67,582
04 Travel	23,341	63,126	78,530
07 Motor Vehicle Operation and Maintenance	7,197	6,040	10,240
08 Contractual Services	199,849	551,124	921,719
09 Supplies and Materials	34,933	29,050	37,805
10 Equipment - Replacement	(5)	5,500	6,445
11 Equipment - Additional	35,102	5,500	7,086
13 Fixed Charges	24,826	14,383	21,616
Total Operating Expenses	403,959	752,955	1,151,023
Total Expenditure	3,296,428	3,917,034	4,635,779
Net General Fund Expenditure	2,206,301	2,574,854	3,119,282
Special Fund Expenditure	721,300	926,951	1,063,469
Reimbursable Fund Expenditure	368,827	415,229	453,028
Total Expenditure	3,296,428	3,917,034	4,635,779
Special Fund Expenditure			
D16301 Sales of Publications, Binders and Data	222,664	364,932	534,150
D16302 Charitable Enforcement & Protection Fund	498,636	562,019	529,319
Total	721,300	926,951	1,063,469
Reimbursable Fund Expenditure			
D21A01 Office of Justice, Youth and Victim Services	368,827	415,229	453,028
Total	368,827	415,229	453,028

3 Year Position Summary

Classification Title	FY 2019 Positions	FY 2019 Expenditures	FY 2020 Positions	FY 2020 Appropriation	FY 2021 Positions	FY 2021 Allowance
D16 - Secretary of State						
D16A0601 - Office of the Secretary of State						
Admin Aide III Exec Dept	4.00	166,115	4.00	174,456	4.00	174,456
Admin Officer I	1.00	44,230	1.00	46,183	1.00	46,183
Admin Officer II	1.00	118,011	2.00	123,271	2.00	123,271
Admin Officer III	3.00	106,046	2.00	110,728	2.00	117,382
Admin Spec III	1.00	41,564	1.00	43,400	1.00	43,400
Administrator I	1.00	0	0.00	0	0.00	0
Administrator II	2.00	70,272	1.00	73,375	3.00	194,920
Administrator III	0.00	70,860	1.00	72,563	1.00	72,563
Administrator IV	1.00	62,502	1.00	65,262	1.00	65,262
Administrator VII	1.00	88,437	1.00	92,342	1.00	92,342
Asst Attorney General VI	1.00	93,604	1.00	97,736	1.00	97,736
Exec Aide IV	1.00	94,346	1.00	98,511	1.00	98,511
Exec Aide V	3.00	384,306	4.00	401,270	4.00	401,270
Exec Assoc III	0.00	8,235	1.00	76,233	0.00	0
Secy Of State	1.00	105,500	1.00	105,500	1.00	105,500
Spec Asst I Exec Dept	1.00	0	0.00	0	0.00	0
Spec Asst II Exec Dept	2.00	50,095	1.00	52,921	1.00	59,244
Spec Asst III Exec Dept	1.00	152,957	3.00	211,585	2.00	140,167
Total D16A0601	25.00	1,657,080	26.00	1,845,336	26.00	1,832,207