

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	2017 Act.	2018 Act.	2019 Act.	2020 Act.	2021 Act.	2022 Est.	2023 Est.
International meetings and contacts by the Office of the Secretary of State	2,300	2,530	2,719	3,850	0	0	0
Documents certified for international use	39,701	39,469	47,324	51,110	52,417	55,500	58,000
Citizens and business leaders volunteering as members of Maryland Sister States committees	200	253	283	300	0	0	0
International events and delegations hosted	95	104	126	150	0	0	0

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	2017 Act.	2018 Act.	2019 Act.	2020 Act.	2021 Act.	2022 Est.	2023 Est.
Charitable organizations registered	13,739	13,948	14,472	15,211	16,257	16,750	17,250
Number of delinquent charities	1,505	1,268	1,179	1,814	1,412	2,000	1,400
Enforcement activities regarding delinquent charities	6,442	6,072	5,367	5,317	685	4,000	4,000
Delinquencies resolved	2,168	1,641	1,982	1,520	4,009	3,000	2,500
Charity enforcement investigations and actions	48	33	12	23	21	20	20
Notary Public commissions processed	24,532	22,393	22,035	21,946	28,975	2,500	2,500
Notary Public enforcement investigations and actions	68	54	21	26	50	40	40
Number of on-line notary applications	2,640	19,746	19,328	18,480	27,943	25,000	25,000
Remote Notary Public Notification forms processed	N/A	N/A	N/A	1,086	1,573	1,000	1,000
Number of processed extraditions, pardons, and commutations	182	204	217	234	360	240	240
Waivers granted	3,590	3,100	2,400	2,500	2,650	2,500	2,500
¹ MCC applications from charities reviewed and processed	981	887	1,154	1,135	1,170	1,150	1,150
¹ MCC criteria met/approved	888	806	977	994	1,021	1,000	1,000
¹ MCC dollars raised	\$3,000,675	\$2,675,947	\$2,342,569	\$2,159,476	\$2,000,000	\$2,000,000	\$2,000,000
Police Commissions issued	718	484	606	552	503	550	550

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	2017 Act.	2018 Act.	2019 Act.	2020 Act.	2021 Act.	2022 Est.	2023 Est.
Responses to requests for information about charity registration status	12,906	13,358	15,030	22,532	21,279	20,000	20,000
Processed annual fundraising solicitor/council registration applications	2,546	1,427	1,423	1,316	487	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. The program was recently expanded to include people who are threatened and fear for their safety (including judges, law enforcement, prosecutors, etc.)

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	2017 Act.	2018 Act.	2019 Act.	2020 Act.	2021 Act.	2022 Est.	2023 Est.
Applicant assistants registered	304	336	171	223	72	125	150
Number of statewide program participants	958	1,200	1,067	1,164	1,380	1,450	1,575
Number of participants re-enrolling	220	210	137	186	114	175	175
Pieces of mail forwarded	15,804	16,604	15,090	23,257	33,660	37,000	42,000
Number of trainings completed	31	33	37	44	40	60	75
Number of shielded deeds	N/A	N/A	N/A	N/A	32	45	60
Number of new participants under expanded eligibility	N/A	N/A	N/A	N/A	N/A	35	65

OTHER PERFORMANCE MEASURES

Performance Measures	2017 Act.	2018 Act.	2019 Act.	2020 Act.	2021 Act.	2022 Est.	2023 Est.
Number of COMAR Supplement pages changed	8,892	12,172	12,076	7,960	6,650	7,000	7,200
Number of print subscribers to individual COMAR titles	N/A	N/A	1,322	1,270	1,076	1,080	1,080
Number of electronic subscribers to individual COMAR titles	N/A	N/A	1,371	1,279	1,298	1,300	1,300
Number of print subscribers to a full set of COMAR	N/A	N/A	47	45	30	30	30
Number of electronic subscribers to a full set of COMAR	N/A	N/A	10	10	10	10	10
Number of print subscribers to the MD Register	N/A	N/A	79	78	67	65	60
Number of electronic subscribers to the MD Register	N/A	N/A	101	85	108	110	115

NOTES

¹ 2021 data is estimated because it is reported on a calendar year basis.

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	2021 Actual	2022 Appropriation	2023 Allowance
Number of Authorized Positions	24.00	24.00	24.00
Number of Contractual Positions	8.00	16.00	8.50
01 Salaries, Wages and Fringe Benefits	2,748,548	2,740,160	2,703,278
02 Technical and Special Fees	514,477	832,015	559,645
03 Communications	37,134	76,332	50,574
04 Travel	4,422	27,300	39,621
07 Motor Vehicle Operation and Maintenance	871	5,940	6,740
08 Contractual Services	447,409	1,213,387	397,179
09 Supplies and Materials	30,248	55,817	44,641
10 Equipment - Replacement	8,780	1,152	5,445
11 Equipment - Additional	2,881	3,586	1,000
13 Fixed Charges	20,516	19,216	23,203
Total Operating Expenses	552,261	1,402,730	568,403
Total Expenditure	3,815,286	4,974,905	3,831,326
Net General Fund Expenditure	2,272,785	2,816,564	2,480,642
Special Fund Expenditure	1,198,249	1,425,771	1,313,909
American Rescue Plan Act of 21 Expenditure	0	365,647	0
Reimbursable Fund Expenditure	344,252	366,923	36,775
Total Expenditure	3,815,286	4,974,905	3,831,326
Special Fund Expenditure			
D16301 Sales of Publications, Binders and Data	580,900	564,169	565,012
D16302 Charitable Enforcement & Protection Fund	617,349	861,602	659,160
D16303 Notary Public Fund	0	0	89,737
Total	1,198,249	1,425,771	1,313,909
American Rescue Plan Act of 21 Expenditure			
21.027 American Rescue Plan Act of 2021	0	365,647	0
Total	0	365,647	0
Reimbursable Fund Expenditure			
D21A01 Office of Justice, Youth and Victim Services	344,252	366,923	36,775
Total	344,252	366,923	36,775

3 Year Position Summary

Classification Title	FY 2021 Positions	FY 2021 Expenditures	FY 2022 Positions	FY 2022 Appropriation	FY 2023 Positions	FY 2023 Allowance
D16 - Secretary of State						
D16A0601 - Office of the Secretary of State						
Admin Aide III Exec Dept	4.00	182,844	4.00	184,676	4.00	184,676
Admin Officer I	1.00	47,106	1.00	47,578	1.00	47,578
Admin Officer II	2.00	137,749	2.00	126,996	3.00	178,584
Admin Officer III	2.00	109,648	2.00	120,929	2.00	120,929
Admin Spec III	1.00	33,855	1.00	44,711	0.00	0
Administrator II	2.00	74,841	1.00	75,592	1.00	75,592
Administrator III	1.00	74,013	1.00	74,755	2.00	152,420
Administrator IV	1.00	66,566	1.00	67,234	1.00	67,234
Asst Attorney General VI	1.00	0	0.00	0	0.00	0
Asst Attorney General VIII	0.00	113,514	1.00	114,652	1.00	114,652
Exec Aide IV	1.00	100,480	1.00	101,487	1.00	101,487
Exec Aide V	4.00	409,290	4.00	413,393	4.00	419,042
Secy Of State	1.00	105,500	1.00	105,500	1.00	105,500
Spec Asst II Exec Dept	1.00	60,428	1.00	61,034	1.00	61,034
Spec Asst III Exec Dept	2.00	210,469	3.00	212,579	2.00	144,402
Total D16A0601	24.00	1,726,303	24.00	1,751,116	24.00	1,773,130