

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	2018 Act.	2019 Act.	2020 Act.	2021 Act.	2022 Act.	2023 Est.	2024 Est.
International meetings and contacts by the Office of the Secretary of State	2,530	2,719	3,850	0	0	0	0
Documents certified for international use	39,469	47,324	51,110	52,417	54,250	56,149	58,000
Citizens and business leaders volunteering as members of Maryland Sister States committees	253	283	300	0	0	0	0
International events and delegations hosted	104	126	150	0	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	2018 Act.	2019 Act.	2020 Act.	2021 Act.	2022 Act.	2023 Est.	2024 Est.
Charitable organizations registered	13,948	14,472	15,211	16,257	17,335	18,400	19,400
Number of delinquent charities	1,268	1,179	1,814	1,412	3,409	2,800	2,200
Enforcement activities regarding delinquent charities	6,072	5,367	5,317	685	162	4,000	5,000
Delinquencies resolved	1,641	1,982	1,520	4,009	3,864	4,500	4,000
Charity enforcement investigations and actions	33	12	23	21	47	55	60
Notary Public commissions processed	22,393	22,035	21,946	28,975	17,890	15,000	16,000
Notary Public enforcement investigations and actions	54	21	26	50	38	100	60
Number of on-line notary applications	19,746	19,328	18,480	27,943	17,923	15,000	16,000
Remote Notary Public Notification forms processed	N/A	N/A	1,086	1,573	1,197	1,500	1,500
¹ Number of processed extraditions, pardons, and commutations	209	239	263	442	442	450	450
Waivers granted	3,100	2,400	2,500	2,650	1,400	1,500	1,500
¹ MCC applications from charities reviewed and processed	887	1,154	1,135	1,170	1,083	1,200	1,200
¹ MCC criteria met/approved	806	977	994	1,021	927	1,000	1,000
¹ MCC dollars raised	\$2,675,947	\$2,342,569	\$2,159,476	\$2,041,889	\$2,000,000	\$2,000,000	\$2,000,000
Police Commissions issued	484	606	552	503	459	500	500

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	2018 Act.	2019 Act.	2020 Act.	2021 Act.	2022 Act.	2023 Est.	2024 Est.
Responses to requests for information about charity registration status	13,358	15,030	22,532	21,279	23,675	24,500	24,500
Processed annual fundraising solicitor/council registration applications	1,427	1,423	1,316	487	523	600	600

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	2018 Act.	2019 Act.	2020 Act.	2021 Act.	2022 Act.	2023 Est.	2024 Est.
Applicant assistants registered	336	171	223	72	90	95	100
Number of statewide program participants	1,200	1,067	1,164	1,380	1,476	1,500	1,700
Number of participants re-enrolling	210	137	186	114	77	100	150
Pieces of mail forwarded	16,604	15,090	23,257	33,660	25,808	28,500	31,000
Number of trainings completed	33	37	44	40	35	40	45
Number of shielded deeds	N/A	N/A	N/A	32	21	25	30
Number of new participants under expanded eligibility	N/A	N/A	N/A	N/A	13	20	25

OTHER PERFORMANCE MEASURES

Performance Measures	2018 Act.	2019 Act.	2020 Act.	2021 Act.	2022 Act.	2023 Est.	2024 Est.
Number of COMAR Supplement pages changed	12,172	12,076	7,960	6,650	8,412	8,000	8,000
Number of print subscribers to individual COMAR titles	N/A	1,322	1,270	1,076	897	850	850
Number of electronic subscribers to individual COMAR titles	N/A	1,371	1,279	1,298	1,328	1,400	1,400
Number of print subscribers to a full set of COMAR	N/A	47	45	30	24	24	24
Number of electronic subscribers to a full set of COMAR	N/A	10	10	10	8	8	8
Number of print subscribers to the MD Register	N/A	79	78	67	64	60	60
Number of electronic subscribers to the MD Register	N/A	101	85	108	115	125	125

NOTES

¹ 2022 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	2022 Actual	2023 Appropriation	2024 Allowance
Number of Authorized Positions	24.00	24.00	25.00
Number of Contractual Positions	10.50	8.50	9.50
01 Salaries, Wages and Fringe Benefits	2,781,717	2,876,343	3,181,014
02 Technical and Special Fees	565,855	602,534	664,506
03 Communications	73,637	50,574	64,322
04 Travel	13,131	39,621	24,490
07 Motor Vehicle Operation and Maintenance	4,114	6,740	3,640
08 Contractual Services	1,172,130	397,179	426,691
09 Supplies and Materials	32,548	44,641	36,478
10 Equipment - Replacement	780	5,445	3,976
11 Equipment - Additional	7,357	1,000	1,000
13 Fixed Charges	26,902	23,203	27,186
Total Operating Expenses	1,330,599	568,403	587,783
Total Expenditure	4,678,171	4,047,280	4,433,303
Net General Fund Expenditure	2,893,089	2,611,820	3,044,790
Special Fund Expenditure	1,423,354	1,397,460	1,376,309
American Rescue Plan Act of 21 Expenditure	361,728	0	0
Reimbursable Fund Expenditure	0	38,000	12,204
Total Expenditure	4,678,171	4,047,280	4,433,303
Special Fund Expenditure			
D16301 Sales of Publications, Binders and Data	596,224	601,726	323,960
D16302 Charitable Enforcement & Protection Fund	711,680	700,391	903,904
D16303 Notary Public Fund	115,450	95,343	148,445
Total	1,423,354	1,397,460	1,376,309
American Rescue Plan Act of 21 Expenditure			
21.027 American Rescue Plan Act of 2021	361,728	0	0
Reimbursable Fund Expenditure			
D21A01 Office of Justice, Youth and Victim Services	0	38,000	12,204

3 Year Position Summary

Classification Title	FY 2022 Positions	FY 2022 Expenditures	FY 2023 Positions	FY 2023 Appropriation	FY 2024 Positions	FY 2024 Allowance
D16 - Secretary of State						
D16A0601 - Office of the Secretary of State						
Admin Aide III Exec Dept	4.00	144,476	4.00	197,903	3.00	156,899
Admin Officer I	1.00	48,250	1.00	50,875	1.00	53,651
Admin Officer II	2.00	213,027	3.00	191,804	5.00	302,329
Admin Officer III	2.00	122,674	2.00	130,011	2.00	136,540
Admin Spec III	1.00	0	0.00	0	0.00	0
Administrator II	1.00	76,689	1.00	81,702	1.00	85,379
Administrator III	1.00	89,826	2.00	164,744	0.00	0
Administrator IV	1.00	68,851	1.00	74,027	1.00	77,359
Administrator V	0.00	60,527	0.00	0	1.00	96,202
Asst Attorney General VIII	1.00	116,314	1.00	123,911	1.00	129,487
Exec Aide IV	1.00	102,953	1.00	109,665	1.00	114,600
Exec Aide V	4.00	425,120	4.00	449,637	5.00	588,705
Secy Of State	1.00	105,500	1.00	112,500	1.00	116,000
Spec Asst II Exec Dept	1.00	61,916	1.00	65,947	1.00	68,915
Spec Asst III Exec Dept	3.00	156,768	2.00	154,583	2.00	163,079
Total D16A0601	24.00	1,792,891	24.00	1,907,309	25.00	2,089,145