




MATTHEW DUNLAP
SECRETARY OF STATE

STATE OF MAINE
OFFICE
OF THE
SECRETARY OF STATE

MEMORANDUM

TO: Bill Diamond, Senate Chair
Emily Ann Cain, House Chair
Joint Standing Committee on Appropriations and Financial Affairs

FROM: Matthew Dunlap, Secretary of State 

DATE: September 1, 2009

SUBJECT: The Initiative to Streamline State Government – Priority Programs

In response to your request, listed below you will find Department of the Secretary of State programs, with brief descriptions of major program activity, grouped by category. The majority of General Fund programs within the Department are authorized by the Maine Constitution or mandated by statute.

High Priority/Mission Critical (required by the Maine Constitution and/or statute)

Division of Elections and Rulemaking

- Conduct all state and federal elections
- Certify citizen initiative and people's veto petitions
- Provide annual training and advice to municipal election officials
- Advise candidates on filing requirements
- Provide voter information to the public
- Manage the Central Voter Registration System and the Accessible Voting Solution
- Oversee the implementation of federal election laws (HAVA, NVRA, UOCAVA, etc.)
- Oversee the filing and posting of state agency rules

Archives and Records Center

- Preserves, protects and maintains state government records
- Advises state, county and municipal government agencies on laws and rules regarding record disposition schedules
- Provides public access to government documents

Division of Corporations, UCC and Commissions

- Filing of all domestic and foreign business and non-profit entity documents
- Filing of trade and service marks
- Receive and maintain liens under the Uniform Commercial Code
- Notary Public appointments and continuing education
- Administers the application process for Dedimus Justice appointments made by the Governor
- Maintain appointments and information on state boards and commissions

- Process requests for authentications, Apostilles and other certifications on the acts of public officials
- Filing agency for miscellaneous documents, i.e., Gubernatorial Proclamations, Executive Orders, etc.

Address Confidentiality Program

- Provides victims of domestic violence, sexual assault and stalking a designated address to use in place of their residential address

Important to Core Mission but not required by statute

Student Programs & Contests

- Student Mock Election
- Eighth Grade Citizenship Awards
- Maine Constitution Poster and Essay Contest
- Maine National History Day
- Congressional Medal of Honor Project
- Native American History and Culture Essay Contest
- Student Presentations at the Maine State Archives

The student programs administered by this office are not required by Maine statute but do support the core mission of the agency by fostering youth involvement in many areas including Maine history, the importance of civic engagement and participating in a democracy. These programs have been offered to schools for many years and some have become part of the school curriculum and were designed to meet Maine Learning Results in the classroom. They are well received by students and teachers. To offset the costs associated with the programs the Department has successfully solicited in-kind contributions; sought external grant funding where available; and incorporated the use of the internet and email to reduce printing and postage costs.

Other Programs

- Vote in Honor of a Veteran
- "I Voted Today" stickers
- 100 Year Corporation Certificates & Presentations

Outside of Core Mission

These are not programs per se but miscellaneous filings and responsibilities that do not support the core mission of the Department. Each is statutorily required.

- Filing of Opportunity Maine contracts. These contracts provide for a tax exemption on college tuition and should be transferred to the Maine Revenue Service or eliminated
- Provides staff assistance to the Governor's office and maintains all documents relating to Executive Clemency. This could be transferred to the Dept of Corrections.
- Provides staff assistance to the Permanent Commission on the Status of Women

If you need detailed information on any of the programs listed above, please do not hesitate to contact me or Barbara Redmond.