

STA 0.0 **Agency Summary**
 SECRETARY OF STATE - DEPARTMENT OF STATE
 Katie Hobbs, Secretary of State
 (602) 542-9781
 A.R.S. §§ 41-121 et seq; 29-301 et seq; 44-1271 et seq; 44-1441
 Plan Contact: Allie Bones, Assistant Secretary of State
 (602) 542-4919

Mission:

To provide services in Arizona in order to preserve our history, promote engagement, and protect the future, in a trusted, accessible, innovative and secure manner.

Description:

The Department of State is headed by a publicly elected Secretary of State, who serves as Acting Governor in the absence of the Governor and succeeds the Governor should a vacancy occur. The Secretary of State is the keeper of the Great Seal of the State of Arizona and is also the Chief State Election Officer, who administers election functions, including canvass and certification of statewide elections, and coordinates statewide voter registration. The Secretary of State's office receives and records various filings, including Uniform Commercial Code transactions, trademark and trade name registrations, and limited partnership and limited liability partnership filings. The office also registers lobbyists and accepts periodic lobbyist and campaign finance filings; publishes all official acts of the State of Arizona including laws, the Arizona Administrative Code, and the Arizona administrative Register; files the notices of the Governor's appointments to State boards and commissions; appoints notaries public; and applies apostilles to all international transactions.

The Arizona State Library, Archives and Public Records Division provides general information services as well as research and reference services in the subject areas of law, government, public policy, genealogy, and Arizona. The Division administers State and federal grants for public libraries and offers consultant services to both public libraries and government agencies. The Division also offers special library and information services for anyone who is unable to read or use standard printed materials as a result of temporary or permanent visual or physical limitations, manages public record archival retention programs, and creates exhibits to educate the public regarding governmental and Arizona history and the legislative process.

STA 1.0 **Program Summary**
 ADMINISTRATION
 Allie Bones, Assistant Secretary of State
 Administration (602) 542-4919
 Constitution & A.R.S. § 41-121 et seq.

Mission:

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Description:

The Administration oversees and carries out technology support, communications, legislative oversight and compliance monitoring, financial management, accounting, budgeting, procurement, human resources and payroll.

Administration provides support for Business Services, Public Services/Administrative Rules, Arizona State Library, Archives, Public Records, Capitol Museum, Address Confidentiality Program and Road to Rights, and Election Services Divisions. The Assistant Secretary of State and the Chief Financial Officer support leadership in policy making duties with responsibility for obtaining, enhancing and sustaining all office resources.

Note, as of 09/29/21 AZ Capitol Museum transitions to the purview of Legislative Council per senate bill 1819.

◆ **Goal 1** To ensure that the Divisions operating within the Secretary of State's Office have the support they need to effectively meet the needs of the department, its employees and the public.

Objective: 1 FY2022: Default Objective
 FY2023:
 FY2024:

Performance Measures	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate
Maintain an above average favorable response rate on annual employee engagement survey.	79	80	80
Statewide favorable response average was 75% in 2022.			
Maintain 80%+ participation in Employee Engagement Survey.	82	80	80

STA 2.0 **Program Summary**
 BUSINESS SERVICES
 Pat Viverto, Director
 Business Services Division (602) 542-3060
 A.R.S. §§ 29-301 et seq.; 44-1271 et seq.; 44-1441 et seq...

Mission:

To support and provide resources to customers and stakeholders in the business community through timely and accurate filings. To ensure that information is easily accessible to the public and promote transparency by offering online searches of the public records we maintain.

Description:

The Business Services Division is a diverse section within the Secretary of State's Office which exists to centralize statewide registration of Trademarks, Trade Names, Limited Partnerships, Foreign Partnerships, Advance Directives and Telephonic sellers; to accept for filing Uniform Commercial Code (UCC) financing statements; to commission Notaries Public; to provide Notary services; to issue Apostilles and Certificates of Authentication going to foreign countries. Note, senate bill 1352 established a health care directives registry under a qualifying health information exchange organization and Advance Directives is set to be moved to Health Current in FY21.

◆ **Goal 1** To serve the public by filing records accurately and expeditiously.

Objective: 1 FY2022:
 FY2023:
 FY2024:

Performance Measures	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate
Average number of business days to process trademark applications	10	10	10
Average number of business days to process Uniform Commercial Code filings	5	5	5
Average number of business days to process partnership filings	10	10	10
Average number of business days to process tradename applications	10	10	10
Average number of business days to process apostilles	5	5	5

◆ **Goal 2** To provide public disclosure through easy, accessible information and public documents, and on-line database search capabilities.

Objective: 1 FY2022:
 FY2023:
 FY2024:

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Performance Measures	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate
Number of Trade names and Trademarks filed per month	3100	3000	3000
Number of partnerships on file per month	200	200	200
Number of UCC records filed per month	10350	10000	10000
Number of Apostilles processed per month	1460	1500	1500

◆ **Goal 3** To provide service to allow Notaries Public to perform their duties accurately and efficiently in the state.

Objective: 1 FY2022:
FY2023:
FY2024:

Performance Measures	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate
Number of notaries commissioned per month	1875	1900	1900
Number of notary seminars	0	0	0
Average number of days to process notary applications	20	20	20

STA 3.0 **Program Summary**
PUBLIC SERVICES
Scott Cancelosi, Director
Public Services Division (602) 542-0223
A.R.S. §§ 41-311 et seq.; 41-1001 et seq.

Mission:

To encourage citizen participation in the rulemaking process by supporting agency rulewriters to be in compliance with the Arizona Administrative Procedures Act (Act); accept, process, file, and maintain the historical record of rule-related notices; electronically publish rule-related notices the Arizona Administrative Register; and codify rules in the Arizona Administrative Code as required by the Act.

Description:

The Department of State's Administrative Rules Division (previously the Public Services Division) is the filing office for all aspects of the Administrative Rules process that includes publishing rules promulgated by state agencies. Agency rulemaking is governed by the Arizona Administrative Procedures (Act), Title 41, Chapter 6 and the Division's rules on rulemaking, 1 A.A.C. 1. The Division is responsible for publishing the Arizona Administrative Register and codifying rules in the Arizona Administrative Code. The Code as published by the Division is the official version under Arizona law. The Division is a performance-based office with measurable deadlines defined under the Act.

◆ **Goal 1** To advance the Division's mission statement

Objective: 1 FY2022:
FY2023:
FY2024:

Performance Measures	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate
Provide transparency by electronically publishing a list of filed state agency notices online at least once a week (percentage completed).	100	100	100
Achieve greater efficiency and reduce printing costs by digitally authenticating the Administrative Register on the website once a week (percentage completed).	100	100	100
Achieve greater efficiency and reduce printing costs by digitally authenticating the Arizona Administrative Code on the website ever calendar quarter (percentage completed).	100	100	100

Update the Arizona Rulemaking Manual [1 manual in 12 month period].

New goal in FY2020.

Update form templates, maintain updates and post online (percentage completed).

New goal in FY2020.

Transfer hard-copy notice files to electronic format for efficient storage and retrieval under records retention schedule [once annually].

New goal in FY2020.

Create a legislative proposal to expedite the rulemaking process. Submit to administration for review [once annually].

Maintain compliance with the APA as well as governor rulemaking moratorium, and provide accountability, integrity and efficiency when doing so (percentage completed).

◆ **Goal 2** To maintain a responsive Division workforce.

Objective: 1 FY2022:
FY2023:
FY2024:

Performance Measures	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate
Promote at least one professional growth and/or development opportunity to staff annually.	0	0	0
Engage staff to suggest legislation to improve rulemaking process [once annually].	0	0	0

◆ **Goal 3** To provide service that allows agencies, boards and commissions to develop rules accurately and efficiently.

Objective: 1 FY2022:
FY2023:
FY2024:

Performance Measures	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate
Maintain a log of rule notices. Record number of rule notices filed in a fiscal year.	318	300	300

◆ **Goal 4** To assist and train state agency staff, facilitate positive relationships, foster open and effective communications.

Objective: 1 FY2022:
FY2023:
FY2024:

2022 - 2024 ARIZONA MASTER LIST OF STATE GOVERNMENT PROGRAMS

Performance Measures	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate
Perform courtesy reviews of notices upon request (percentage)	100	100	100
Provide informal assistance over the telephone, in person, or electronically (percentage completed).	100	100	100

◆ **Goal 5** To maintain deadlines, maintain commitment to customers.

Objective: 1 FY2022:
FY2023:
FY2024:

Performance Measures	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate
Percent of customers indicating they found the public information they were seeking	100	100	100
Percent of statutory publications provided	100	100	100

◆ **Goal 6** To reduce costs and energy consumption – Green Initiative.

Objective: 1 FY2022: Default Objective
FY2023:
FY2024:

Performance Measures	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate
Review costs for division expenditures. Check surplus before ordering products. Increase awareness of the need to recycle and reuse office products (percentage completed).	100	100	100
Print draft documents double-sided (percentage completed). New goal in FY2020.	100	100	100

STA 4.0	Program Summary
	ELECTION SERVICES
Kori Lorick, Director	
Election Services Division (602) 364-1562	
A.R.S. §§ 16-101 et seq.; 19-101 et seq.; 38-541 et seq.	

Mission:

To work in close partnership with federal, state, local, and nongovernmental stakeholders to ensure free, fair, and secure elections in Arizona that are accessible to all eligible voters.

Description:

The Election Services Division ensures that the Secretary of State, as the Chief Election Officer, fulfills her statutory mandates relating to election oversight and administration in the following areas:

- Election Security: Implementing robust cyber and election security measures, and working in close partnership with federal, state, and local stakeholders to continually improve election security throughout the state.
- Elections Procedures Manual: Provide uniform election procedures through publication of an updated Elections Procedures Manual every odd-number year.;
- Voter Registration: Maintaining and improving the new statewide voter registration database and coordinating ongoing maintenance and operation of the statewide database; and coordinating state responsibilities for voter registration under the National Voter Registration Act of 1993, including coordination with Department of Transportation/Motor Vehicles Division and public assistance agencies; assisting county partners with redistricting updates following the biennial census..
- Election Officer Certification: Provide training, certification, and re-certification of county recorders and election officials in odd-numbered years.
- Election Equipment Certification and Testing: Reviewing and certifying, according to national and state standards, new voting systems and election

equipment and updates to existing systems and equipment used by the counties; conduct logic and accuracy tests of all election equipment used by the counties prior to each federal, statewide, and legislative election.;

- Elections Technology: Ensuring proper maintenance, operation, and updating of election technology necessary for the fulfillment of statutory duties, including statewide voter registration database, Election Management System, Election Night Reporting, Candidate Portal, E-Qual, campaign finance filing system (Beacon), campaign finance reporting system (Spotlight), UOCAVA portal, Circulator Portal, lobbyist filing system, and public portal for voters.
- Candidate Nomination: Receiving nomination papers and petitions from and certifying for the ballot candidates for federal, statewide, and legislative office.
- Ballot Measures: Receiving initiative, referendum, and recall applications and petitions; processing and certifying for those petitions for the ballot; providing information to the public on ballot measures by publishing and mailing the publicity pamphlet; and coordinating statewide Town Hall meetings on ballot measures; .provide resources to committees and circulators; review and approve circulator affidavits.
- Campaign Finance & Financial Disclosures: Provide professional, courteous service in the administration of campaign finance laws, including registering candidate and political committees, accepting required campaign finance filings, reviewing campaign finance complaints, and referring appropriate complaints and non-filers to the Attorney General; coordinating and accepting financial disclosure filings from office holders.
- Lobbying: Provide professional, courteous service in the administration of lobbyist laws, including registering lobbyists, principals, and public bodies, accepting required filings, reviewing lobbyist complaints, and referring appropriate complaints and non-filers to the Attorney General.
- Federal Compliance: Overseeing compliance with federal election laws, including the Help America Vote Act (including providing a statewide complaint system for uniform, nondiscriminatory response to grievances), the National Voter Registration Act, and the Uniformed and Overseas Citizens Absentee Voting Act (including maintaining the electronic portal for uniformed and overseas voters).
- Public Information and Public Records: Providing professional and courteous customer service to Arizonans on all areas of division responsibility, including promptly responding to telephone and email inquiries; publishing handbooks on key areas of statutory responsibility in order to provide uniform guidance to the regulated community and other stakeholders; compile and distribute Arizona’s Election Statute Book.
- Public Records:; undertaking massive data inquiries to produce producing public records and filings for the public upon request.
- Voter Education: Developing and implementing an effective voter outreach and education program in partnership with other stakeholders at the state and local levels; and providing courteous and professional customer service to voters.
- Official Canvass and Electoral College: canvassing and certifying the results of elections for federal, statewide, and legislative office; issuing certificates of nomination and election; and planning and executing the meeting of the Electoral College.

◆ **Goal 1** To fully update the Elections Procedures Manual in close collaboration with County Recorders and election officials and submit an updated manual to the Attorney General and Governor for approval in each odd numbered calendar year.

Objective: 1 FY2022:
FY2023:
FY2024:

Performance Measures	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate
Elections Procedures Manual submitted to Attorney General and Governor by October 1 of each odd numbered year calendar year (percentage completed).	100	0	100
Elections Procedures Manual countywide meetings with county elections officials to review content and receive feedback.	12	0	14

◆ **Goal 2** To complete development and successfully launch the new

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statewide voter registration system and ensuring sufficient county support during the 2019 and 2020 elections using the new system.

Objective: 1 FY2022:
FY2023:
FY2024:

Performance Measures	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate
Use electronic format and information provided by county offices and MVD to maintain voter registration rolls (percentage completed)	100	100	100
Number of registered voters as of January 2 (in thousands).	4351	4500	4600

◆ **Goal 3** To provide statewide voter registration.

Objective: 1 FY2022:
FY2023:
FY2024:

Performance Measures	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate
Total voter registration	4,351,446	4,500,000	4,600,000

◆ **Goal 4** To implement statewide election security measures and forge robust collaboration and communication between federal, state, and local stakeholders on election security.

Objective: 1 FY2022:
FY2023:
FY2024:

Performance Measures	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate
Number of state and local officials who participated in election security table top exercise or other security trainings coordinated by SOS office.	70	70	100
Distribute aid to counties through various subgrant programs each FY.	16	8	8

◆ **Goal 5** To provide quality training, certification, and re-certification of election officials statewide in FY2020 and FY2022.

Objective: 1 FY2022: Default Objective
FY2023:
FY2024:

Performance Measures	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate
Number of election officers certified.	489	0	500
The Secretary of State provides election certification training every 2 years. The classes fall in FY20, FY22, FY4 and on.			
Total combined hours of classroom training.	52	0	55
The Secretary of State provides election certification training every 2 years. The classes fall in FY20, FY22, FY4 and on.			

◆ **Goal 6** To ensure compliance with state and federal campaign finance laws and provide transparency for the public in terms of candidate and campaign filings.

Objective: 1 FY2022: Default Objective
FY2023:
FY2024:

Performance Measures	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate
Percent of Campaign Finance data available on-line.	100	100	100
Number of Standing Political Committees registered.	0	150	0
Implement a multi-jurisdictional Campaign Finance platform. Measured by participating jurisdictions.	0	10	20

◆ **Goal 7** To efficiently receive and process candidate, initiative/referenda/recall, and new party petitions.

Objective: 1 FY2022: Default Objective

FY2023:
FY2024:

Performance Measures	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate
Number of IRR petitions received and processed (in thousands).	37	150	150
Number of IRR petition signatures processed for county recorder verification (in thousands).	1640	5984	1500
Number of new party petitions received and processed (in thousands).	0	0	0
Number of candidate petition signatures received and processed (in thousands).	92	50	50

Program Summary

STA 5.0
ARIZONA STATE LIBRARY, ARCHIVES, AND PUBLIC RECORDS
Holly Henley, State Librarian
(602) 542-6181
A.R.S. §§ 41-151 through 41-151.24

Mission:

To provide Arizonans access to information about their government, their state, and their world by offering content in a variety of formats, preserving Arizona's history for future generations, and empowering local institutions to engage their communities in learning.

Description:

The Arizona State Library, Archives and Public Records Division collects, preserves, and provides access to materials relating to law, political science, economics, sociology, subjects pertaining to the theory and practice of government, genealogy, and Arizona history. The format of materials may vary. Access to collections is provided by the State Library through a general and legal reference service, a records management and archives program, a state and federal government documents depository program, a library development service, museums for educational purposes, and a service for persons who are visually or physically unable to use traditional print materials. The State Library serves as the "state library administrative agency" with its Director given responsibility to accept and administer state and federal funds, including grants (A.R.S. 41-151.)

◆ **Goal 1** To preserve Arizona's history through the collection, storage, and digitization of permanent government records, publications, and artifacts.

Objective: 1 FY2022:
FY2023:
FY2024:

Performance Measures	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate
New records received (linear feet/boxes-in thousands)	.6	25	25
Materials digitized (in thousands)	1.2	57	57
Physical collection items added	17.29	31	31
Local digital collection items added	69.7	57	57

◆ **Goal 2** To provide access for all Arizonans to government history, records, and library services through reference and consultation services, training, grant funding and educational resources.

Objective: 1 FY2022:
FY2023:
FY2024:

2022 - 2024 ARIZONA MASTER LIST OF STATE GOVERNMENT PROGRAMS

Performance Measures	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate
Archives and records materials used (in thousands)	.7	.7	.7
Physical collection usage (in thousands)	4	5	4
Digital collection usage (in thousands)	3107	2647	2647
Online engagement (in thousands)	748	303	303
Statewide database usage (in thousands)	32565	10011	10011
Reference and consultations (in thousands)	46.9	47	47
Visits (in thousands)	11.1	.5	.5
Museum school tours (in thousands)	.08	0	0
Note, as of 09/29/21 AZ Capitol Museum transitions to the purview of Legislative Council per senate bill 1819.			
Public outreach (in thousands)	2.4	3	3
Grants awarded (in hundreds)	166	100	100
Continuing education contact hours (in thousands)	112	106	106
Programs to the public contact hours (in thousands)	5.2	4	4

AGENCY SUMMARY

Program: STA 0 . 0 SECRETARY OF STATE - DEPARTMENT OF STATE
Director: Katie Hobbs, Secretary of State
Phone: (602) 542-9781
Statute: A.R.S. §§ 41-121 et seq; 29-301 et seq; 44-1271 et seq; 44-1441
Plan Contact: Allie Bones, Assistant Secretary of State
 (602) 542-4919

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PROGRAM SUMMARY

Program: STA 1 . 0 ADMINISTRATION
Contact: Allie Bones, Assistant Secretary of State
Phone: Administration (602) 542-4919
Statute: Constitution & A.R.S. § 41-121 et seq.

Mission:

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Description:

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- ◆ **Goal:** 1 To ensure that the Divisions operating within the Secretary of State's Office have the support they need to effectively meet the needs of the department, its employees and the public.

Performance Measures:

ML	Budget	Type		FY 2021 Actual	FY 2022 Estimate	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OC	Maintain an above average favorable response rate on annual employee engagement survey.	85	80	79	80	80
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QL	Maintain 80%+ participation in Employee Engagement Survey.	83	80	82	80	80

PROGRAM SUMMARY

Program: STA 2.0 BUSINESS SERVICES
Contact: Pat Viverto, Director
Phone: Business Services Division (602) 542-3060
Statute: A.R.S. §§ 29-301 et seq.; 44-1271 et seq.; 44-1441 et seq...

Mission:

To support and provide resources to customers and stakeholders in the business community through timely and accurate filings. To ensure that information is easily accessible to the public and promote transparency by offering online searches of the public records we maintain.

Description:

The Business Services Division is a diverse section within the Secretary of State's Office which exists to centralize statewide registration of Trademarks, Trade Names, Limited Partnerships, Foreign Partnerships, Advance Directives and Telephonic sellers; to accept for filing Uniform Commercial Code (UCC) financing statements; to commission Notaries Public; to provide Notary services; to issue Apostilles and Certificates of Authentication going to foreign countries. Note, senate bill 1352 established a health care directives registry under a qualifying health information exchange organization and Advance Directives is set to be moved to Health Current in FY21.

◆ **Goal:** 1 To serve the public by filing records accurately and expeditiously.

Performance Measures:

ML	Budget	Type		FY 2021 Actual	FY 2022 Estimate	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EF	Average number of business days to process trademark applications	10	10	10	10
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EF	Average number of business days to process Uniform Commercial Code filings	5	5	5	5
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EF	Average number of business days to process partnership filings	10	8	10	10
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EF	Average number of business days to process tradename applications	10	10	10	10
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EF	Average number of business days to process apostilles	10	8	5	5

◆ **Goal:** 2 To provide public disclosure through easy, accessible information and public documents, and on-line database search capabilities.

Performance Measures:

ML	Budget	Type		FY 2021 Actual	FY 2022 Estimate	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IP	Number of Trade names and Trademarks filed per month	3390	3000	3100	3000
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IP	Number of partnerships on file per month	166	200	200	200
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IP	Number of UCC records filed per month	8662	8000	10350	10000
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IP	Number of Apostilles processed per month	1250	1500	1460	1500

◆ **Goal:** 3 To provide service to allow Notaries Public to perform their duties accurately and efficiently in the state.

Performance Measures:

ML	Budget	Type		FY 2021 Actual	FY 2022 Estimate	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IP	Number of notaries commissioned per month	1700	1,700	1875	1900
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QL	Number of notary seminars	0	24	0	0
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP	Average number of days to process notary applications	25	20	20	20

PROGRAM SUMMARY

Program: STA 3 . 0 PUBLIC SERVICES
Contact: Scott Cancelosi, Director
Phone: Public Services Division (602) 542-0223
Statute: A.R.S. §§ 41-311 et seq.; 41-1001 et seq.

Mission:

To encourage citizen participation in the rulemaking process by supporting agency rulewriters to be in compliance with the Arizona Administrative Procedures Act (Act); accept, process, file, and maintain the historical record of rule-related notices; electronically publish rule-related notices the Arizona Administrative Register; and codify rules in the Arizona Administrative Code as required by the Act.

Description:

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◆ **Goal:** 1 To advance the Division's mission statement

Performance Measures:

ML	Budget	Type		FY 2021 Actual	FY 2022 Estimate	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QL	Provide transparency by electronically publishing a list of filed state agency notices online at least once a week (percentage completed).	100	100	100	100	100
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EF	Achieve greater efficiency and reduce printing costs by digitally authenticating the Administrative Register on the website once a week (percentage completed).	100	100	100	100	100
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EF	Achieve greater efficiency and reduce printing costs by digitally authenticating the Arizona Administrative Code on the website ever calendar quarter (percentage completed).	100	100	100	100	100
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP	Update the Arizona Rulemaking Manual [1 manual in 12 month period].	0	1	0	1	1
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP	Update form templates, maintain updates and post online (percentage completed).	0	100	0	100	100
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EF	Transfer hard-copy notice files to electronic format for efficient storage and retrieval under records retention schedule [once annually].	1	1	1	1	1
7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EF	Create a legislative proposal to expedite the rulemaking process. Submit to administration for review [once annually].	1	1	1	1	1
8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QL	Maintain compliance with the APA as well as governor rulemaking moratorium, and provide accountability, integrity and efficiency when doing so (percentage completed).	100	100	100	100	100

◆ **Goal:** 2 To maintain a responsive Division workforce.

Performance Measures:

ML	Budget	Type		FY 2021 Actual	FY 2022 Estimate	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QL	Promote at least one professional growth and/or development opportunity to staff annually.	1	1	0	0	0
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EF	Engage staff to suggest legislation to improve rulemaking process [once annually].	1	1	0	0	0

◆ **Goal:** 3 To provide service that allows agencies, boards and commissions to develop rules accurately and efficiently.

Performance Measures:

ML	Budget	Type		FY 2021 Actual	FY 2022 Estimate	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP	Maintain a log of rule notices. Record number of rule notices filed in a fiscal year.	250	250	318	300	300

◆ **Goal:** 4 To assist and train state agency staff, facilitate positive relationships, foster open and effective communications.

Performance Measures:

ML	Budget	Type		FY 2021 Actual	FY 2022 Estimate	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QL	Perform courtesy reviews of notices upon request (percentage completed).	100	100	100	100	100
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QL	Provide informal assistance over the telephone, in person, or electronically (percentage completed).	100	100	100	100	100

◆ **Goal:** 5 To maintain deadlines, maintain commitment to customers.

Performance Measures:

ML	Budget	Type		FY 2021 Actual	FY 2022 Estimate	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QL	Percent of customers indicating they found the public information they were seeking	100	100	100	100	100
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP	Percent of statutory publications provided	100	100	100	100	100

◆ **Goal:** 6 To reduce costs and energy consumption – Green Initiative.

Performance Measures:

ML	Budget	Type		FY 2021 Actual	FY 2022 Estimate	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EF	Review costs for division expenditures. Check surplus before ordering products. Increase awareness of the need to recycle and reuse office products (percentage completed).	100	100	100	100	100
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EF	Print draft documents double-sided (percentage completed).	100	100	100	100	100

PROGRAM SUMMARY

Program: STA 4.0 ELECTION SERVICES
Contact: Kori Lorick, Director
Phone: Election Services Division (602) 364-1562
Statute: A.R.S. §§ 16-101 et seq.; 19-101 et seq.; 38-541 et seq.

Mission:

To work in close partnership with federal, state, local, and nongovernmental stakeholders to ensure free, fair, and secure elections in Arizona that are accessible to all eligible voters.

Description:

The Election Services Division ensures that the Secretary of State, as the Chief Election Officer, fulfills her statutory mandates relating to election oversight and administration in the following areas:

- Election Security: Implementing robust cyber and election security measures, and working in close partnership with federal, state, and local stakeholders to continually improve election security throughout the state.
- Elections Procedures Manual: Provide uniform election procedures through publication of an updated Elections Procedures Manual every odd-number year.;
- Voter Registration: Maintaining and improving the new statewide voter registration database and coordinating ongoing maintenance and operation of the statewide database; and coordinating state responsibilities for voter registration under the National Voter Registration Act of 1993, including coordination with Department of Transportation/Motor Vehicles Division and public assistance agencies; assisting county partners with redistricting updates following the biennial census..
- Election Officer Certification: Provide training, certification, and re-certification of county recorders and election officials in odd-numbered years.
- Election Equipment Certification and Testing: Reviewing and certifying, according to national and state standards, new voting systems and election equipment and updates to existing systems and equipment used by the counties; conduct logic and accuracy tests of all election equipment used by the counties prior to each federal, statewide, and legislative election.;
- Elections Technology: Ensuring proper maintenance, operation, and updating of election technology necessary for the fulfillment of statutory duties, including statewide voter registration database, Election Management System, Election Night Reporting, Candidate Portal, E-Qual, campaign finance filing system (Beacon), campaign finance reporting system (Spotlight), UOCAVA portal, Circulator Portal, lobbyist filing system, and public portal for voters.
- Candidate Nomination: Receiving nomination papers and petitions from and certifying for the ballot candidates for federal, statewide, and legislative office.
- Ballot Measures: Receiving initiative, referendum, and recall applications and petitions; processing and certifying for those petitions for the ballot; providing information to the public on ballot measures by publishing and mailing the publicity pamphlet; and coordinating statewide Town Hall meetings on ballot measures; .provide resources to committees and circulators; review and approve circulator affidavits.
- Campaign Finance & Financial Disclosures: Provide professional, courteous service in the administration of campaign finance laws, including registering candidate and political committees, accepting required campaign finance filings, reviewing campaign finance complaints, and referring appropriate complaints and non-filers to the Attorney General; coordinating and accepting financial disclosure filings from office holders.
- Lobbying: Provide professional, courteous service in the administration of lobbyist laws, including registering lobbyists, principals, and public bodies, accepting required filings, reviewing lobbyist complaints, and referring appropriate complaints and non-filers to the Attorney General.
- Federal Compliance: Overseeing compliance with federal election laws, including the Help America Vote Act (including providing a statewide complaint system for uniform, nondiscriminatory response to grievances), the National Voter Registration Act, and the Uniformed and Overseas Citizens Absentee Voting Act (including maintaining the electronic portal for uniformed and overseas voters).
- Public Information and Public Records: Providing professional and courteous customer service to Arizonans on all areas of division responsibility, including promptly responding to telephone and email inquiries; publishing handbooks on key areas of statutory responsibility in order to provide uniform guidance to the regulated community and other stakeholders; compile and distribute Arizona’s Election Statute Book.
- Public Records:; undertaking massive data inquiries to produce producing public records and filings for the public upon request.
- Voter Education: Developing and implementing an effective voter outreach and education program in partnership with other stakeholders at the state and local levels; and providing courteous and professional customer service to voters.
- Official Canvass and Electoral College: canvassing and certifying the results of elections for federal, statewide, and legislative office; issuing certificates of nomination and election; and planning and executing the meeting of the Electoral College.

- ◆ **Goal:** 1 To fully update the Elections Procedures Manual in close collaboration with County Recorders and election officials and submit an updated manual to the Attorney General and Governor for approval in each odd numbered calendar year.

Performance Measures:

ML	Budget	Type		FY 2021 Actual	FY 2022 Estimate	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP	Elections Procedures Manual submitted to Attorney General and Governor by October 1 of each odd numbered year calendar year (percentage completed).	0	100	100	0	100
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP	Elections Procedures Manual countywide meetings with county elections officials to review content and receive feedback.	0	0	12	0	14

- ◆ **Goal:** 2 To complete development and successfully launch the new statewide voter registration system and ensuring sufficient county support during the 2019 and 2020 elections using the new system.

Performance Measures:

ML	Budget	Type		FY 2021 Actual	FY 2022 Estimate	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate
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ML	Budget	Type		FY 2021 Actual	FY 2022 Estimate	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OC	Use electronic format and information provided by county offices and MVD to maintain voter registration rolls (percentage completed)	100	100	100	100	100
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OC	Number of registered voters as of January 2 (in thousands).	4300	4360	4351	4500	4600

◆ **Goal:** 3 To provide statewide voter registration.

Performance Measures:

ML	Budget	Type		FY 2021 Actual	FY 2022 Estimate	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate	
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	IP	Total voter registration	4,300,058	4,360,000	4,351,446	4,500,000	4,600,000

◆ **Goal:** 4 To implement statewide election security measures and forge robust collaboration and communication between federal, state, and local stakeholders on election security.

Performance Measures:

ML	Budget	Type		FY 2021 Actual	FY 2022 Estimate	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QL	Number of state and local officials who participated in election security table top exercise or other security trainings coordinated by SOS office.	0	15	70	70	100
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP	Distribute aid to counties through various subgrant programs each FY.	13	8	16	8	8

◆ **Goal:** 5 To provide quality training, certification, and re-certification of election officials statewide in FY2020 and FY2022.

Performance Measures:

ML	Budget	Type		FY 2021 Actual	FY 2022 Estimate	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IP	Number of election officers certified.	0	430	489	0	500
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QL	Total combined hours of classroom training.	0	35	52	0	55

◆ **Goal:** 6 To ensure compliance with state and federal campaign finance laws and provide transparency for the public in terms of candidate and campaign filings.

Performance Measures:

ML	Budget	Type		FY 2021 Actual	FY 2022 Estimate	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IP	Percent of Campaign Finance data available on-line.	100	100	100	100	100
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IP	Number of Standing Political Committees registered.	147	150	0	150	0
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IP	Implement a multi-jurisdictional Campaign Finance platform. Measured by participating jurisdictions.	0	0	0	10	20

◆ **Goal:** 7 To efficiently receive and process candidate, initiative/referenda/recall, and new party petitions.

Performance Measures:

ML	Budget	Type		FY 2021 Actual	FY 2022 Estimate	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IP	Number of IRR petitions received and processed (in thousands).	146	75	37	150	150
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IP	Number of IRR petition signatures processed for county recorder verification (in thousands).	1517	0	1640	5984	1500
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IP	Number of new party petitions received and processed (in thousands).	0	5	0	0	0
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IP	Number of candidate petition signatures received and processed (in thousands).	58	150	92	50	50

PROGRAM SUMMARY

Program: STA 5 . 0 ARIZONA STATE LIBRARY, ARCHIVES, AND PUBLIC RECORDS
Contact: Holly Henley, State Librarian
Phone: (602) 542-6181
Statute: A.R.S. §§ 41-151 through 41-151.24

Mission:

To provide Arizonans access to information about their government, their state, and their world by offering content in a variety of formats, preserving Arizona's history for future generations, and empowering local institutions to engage their communities in learning.

Description:

The Arizona State Library, Archives and Public Records Division collects, preserves, and provides access to materials relating to law, political science, economics, sociology, subjects pertaining to the theory and practice of government, genealogy, and Arizona history. The format of materials may vary. Access to collections is provided by the State Library through a general and legal reference service, a records management and archives program, a state and federal government documents depository program, a library development service, museums for educational purposes, and a service for persons who are visually or physically unable to use traditional print materials. The State Library serves as the "state library administrative agency" with its Director given responsibility to accept and administer state and federal funds, including grants (A.R.S. 41-151.)

- ◆ **Goal:** 1 To preserve Arizona's history through the collection, storage, and digitization of permanent government records, publications, and artifacts.

Performance Measures:

ML	Budget	Type		FY 2021 Actual	FY 2022 Estimate	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IP	New records received (linear feet/boxes-in thousands)	.7	25	.6	25	25
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP	Materials digitized (in thousands)	54.9	56	1.2	57	57
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IP	Physical collection items added	19.1	30	17.29	31	31
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IP	Local digital collection items added	55.1	56	69.7	57	57

- ◆ **Goal:** 2 To provide access for all Arizonans to government history, records, and library services through reference and consultation services, training, grant funding and educational resources.

Performance Measures:

ML	Budget	Type		FY 2021 Actual	FY 2022 Estimate	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OC	Archives and records materials used (in thousands)	34.4	65	.7	.7	.7
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OC	Physical collection usage (in thousands)	11.9	332	4	5	4
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OC	Digital collection usage (in thousands)	2835.1	2646	3107	2647	2647
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OC	Online engagement (in thousands)	648.8	302	748	303	303
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OC	Statewide database usage (in thousands)	16224.1	10010	32565	10011	10011
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP	Reference and consultations (in thousands)	55.5	65.1	46.9	47	47
7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OC	Visits (in thousands)	.6	1.5	11.1	.5	.5
8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP	Museum school tours (in thousands)	.1	0	.08	0	0
9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QL	Public outreach (in thousands)	4.1	6	2.4	3	3
10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP	Grants awarded (in hundreds)	157	100	166	100	100
11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QL	Continuing education contact hours (in thousands)	104.3	105	112	106	106
12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QL	Programs to the public contact hours (in thousands)	8	9	5.2	4	4

Budget Related Performance Measures

Department of State - Secretary of State

Program:	4.0	ELECTION SERVICES
Contact:	Kori Lorick, Director (602) 364-1562	
2nd Contact:		
Statute:	A.R.S. §§ 16-101 et seq.; 19-101 et seq.; 38-541 et seq.	

ML	Budget	Type	Performance Measure	FY 2021 Actual	FY 2022 Estimate	FY 2022 Actual	FY 2023 Estimate	FY 2024 Estimate
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	IP	Total voter registration	4,300,058	4,360,000	4,351,446	4,500,000	4,600,000

Agency 5-Year Plan

Issue 1 Ensure safe and secure elections.

Description: Elections officials from the federal government to local municipalities, recognize the work that needs to be done to ensure that the public has faith in our democratic institutions and to protect the integrity of the vote.

Solutions:

HAVA funds have been essential to addressing this issue at the state and county level by providing critical resources for the counties to enhance the security of their election infrastructure. Following the successful 2020 election, the SOS will continue to work with federal, state, and local partners in order to protect against any vulnerabilities that might exist, including mis-, dis-, and mal-information (MDM). Given the continued spread of false information about Arizona's elections, the SOS will continue working to ensure public confidence in the electoral process. It is a benefit to the state and the counties that continued coordination and communication exist to address any threats to elections and/or officials and to combat false information about elections administration. Threat Liaison Officers are an important component of safe and secure elections, as is training exercises, such as the TTX (Tabletop Training Exercise) in which counties participate in an election simulation, from six months prior to the election through tabulation. An appropriation of HAVA funds from the State to the SOS is needed to ensure funding is available for these activities.

Issue 2 Upgrade and enhance the IT Systems for the Secretary of State's Office.

Description: Upgrades in security needs and updates to SOS applications are an ongoing issue due to changing technologies and security threats as well as changing legislation and priorities of the administration. It will remain a priority for the department to ensure that the multiple divisions can keep up with security protocols intended to keep sensitive government systems operational, secure, and in compliance with state statute.

Solutions:

Continuous systems improvement is a key function of any IT department. Maintaining plans for upgrades and enhancements to SOS security and program needs is a priority. The Data Processing Fund needs to have adequate funding to meet the objectives and needs of the IT department. DevOps and Systems Administration staff support need to be expanded to meet the increasing demands of the agency's functions. Furthermore, an appropriation of HAVA funds from the State to the SOS is needed to ensure funding is available for these activities as they relate to elections security and administration of federal elections.

Issue 3 Meet current statutory obligations of administering statewide elections

Description: Given adequate funding and resources, the Secretary of State's office intends to adequately meet all current statutory obligations of administering statewide elections.

Solutions:

As required by the Arizona Constitution and Arizona Revised Statutes, the Secretary of State will accurately certify all ballot candidates, certify and canvass results of statewide elections in a timely manner, appropriately test and certify voting devices for use by counties, implement testing for logic and accuracy of counties' election equipment, responsibly certify initiatives and referenda for the ballot, publish and mail or email the publicity pamphlet to every household with a registered voter, seek to educate the voting public by conducting Town Halls in all fifteen counties on ballot measures, and provide pamphlets in Spanish and Native American translation. An appropriation of HAVA funds from the State to the SOS is needed to ensure funding is available for these activities.

Issue 4 Conduct outreach to communities that have historically low rates of voter registration and/or voting.

Description: The Secretary of State is committed to ensuring that all people who are eligible to vote have access to voter registration and to opportunities to cast one's ballot. A particular focus will be with Native American Communities throughout the state of Arizona, but there is also a focus on African American, Hispanic, youth, people with disabilities, rural communities, active duty military and overseas citizens, among others.

Solutions:

Continuing to expand efforts to reach these communities is a top priority. The Secretary has created an Advisory Committee to assist with this effort statewide, and the State Library has encouraged voter registration through local public libraries. The department wishes to expand its capacity for outreach through communications/public awareness and support staff who can work to support efforts in these communities. During the 2020 election cycle state and county officials had access to private grants for public education. During the 55th legislature house bill 2569 was passed prohibiting the use of private funds by election administrators in Arizona and the office lost access to HAVA funds. The Secretary of State's office is requesting that the state appropriate HAVA funds in FY24.

Issue 5 Archives and Records Management

Description: The Archives and Records Management program can meet the basic needs of managing, storing, and providing access to the State's public records but it is not poised to meet the challenges created by evolving technologies, and changes to how government operates. The records officers of public bodies statewide need guidance on how to effectively manage and store electronic records, but the program staff do not have the technological expertise to provide solutions given the array of technologies across government. This situation leads to inefficient management of records which results in increased operating costs and increased security risks.

Solutions:

The Archives and Records Management program will revamp the available trainings, both online and in person, to better meet the needs of records officers and partner with other government bodies to identify technological shortcomings and solutions. This will assist public bodies with more efficient records practices. In FY23, the program is conducting a feasibility study to identify the scope of permanent electronic records in the state and the resources (staffing and technology) required to maintain a trusted digital repository.

Issue 6 Build additional improvements in meeting our business services mandates

Description: The state of Arizona is working towards a One-stop-shop model of business development that will connect those wishing to do business in the state of Arizona with the Arizona Department of Revenue, the Arizona Corporation Commission and the Secretary of State's Office in one online portal.

Solutions:

The SOS will work with the Arizona Department of Administration to connect business systems. Resources will be required to build the underlying SOS system for the filing of trade names, trademarks, and limited partnerships, as well as the interface to the other state departments. The Business management system currently in use by the SOS is in need of replacement, but this will take an appropriation and investment of staff IT resources to implement and maintain.

Issue 7 Access & Inclusion

Description: Continue to develop services to facilitate access to resources, records, information, and affordable broadband for ALL Arizonans.

Solutions:

The agency will improve access to Arizona's underserved and unserved populations with a particular emphasis on training, digital inclusion, broadband adoption, collection development, and user experience. The State Library created the Connect Arizona website, providing access to Digital Navigators who assist Arizonans to find internet offers in their area, learn to use computers and devices, use the internet to stay connected to family, and access library e-resources.

Issue 8 Resource Development

Description: Continue to seek outside funds for special projects and initiatives at the State Library.

Solutions:

The State Library's Library Services and Archives branches were awarded over 3.5m dollars in state fiscal year 2022 for Arizona libraries, cultural institutions and for its own services. Although general operating funds must come from governmental sources (state general fund and federal IMLS funds), private and other governmental funds will be sought for special projects, pilot projects, and events. One position in the agency's Library Development branch was reclassified to work with seeking new grants in addition to administering and monitoring grants. The agency will seek new ways to expand fiscal resources while continuing to make effective use of existing resources.

Issue 9 Preservation of Permanent Records

Description: The Archives and Records Management program needs to be able to preserve permanent records in a variety of formats. Even though most records are being created electronically, the State Archives is expected to receive an estimated 50 years' worth of permanent paper public records from government bodies statewide. Many public bodies have implemented digitization programs to reduce their physical footprint and to improve access but the cost of implementing large-scale digitization practices can be prohibitive. Given the lack of an industry standard on digitization for permanent paper records, agencies cannot just "scan and toss" their permanent records which increases the number of records coming to the State. Currently, the State Archives must limit the records it accepts because of the lack of appropriate staff and shelving required to provide access to the records.

Born-digital records are beginning to meet their disposition, yet Archives is not in a position to accept these records in a way that assures their preservation. In the meantime, public bodies are forced to store their own records in ways that are often costly while failing to provide for the needs of digital records stored long-term. The ability to maintain the viability and authenticity of born-digital information is complex and requires knowledgeable staff and a robust digital repository with the ability to maintain the security, accessibility and integrity of digital records.

Solutions:

The Archives and Records Management program will use the Trusted Digital Repository feasibility study (FY 2023) to identify and plan for the resources necessary to allow the State Archives to accept and preserve born-digital records from government bodies statewide. The Archives and Records Management program will determine how much additional high-capacity shelving is needed in the Polly Rosenbaum Archives and History building to give the State Archives the ability to accept more permanent records. We will continue to advocate for additional professional staff to process the incoming records efficiently.

Issue 10 There continues to be a low number of participants in the Address Confidentiality Program (ACP) from traditionally marginalized and underserved communities. There are not enough Application Assistants within these communities.

Description: The ACP is a statewide program that should reflect the state, but data from the program shows that Latino and Native American communities are unrepresented in the population of participants, at 17.08% and 1.18% respectively. 10.32% identify as multiple races, so that may address some of the underrepresentation, but not entirely. And clearly, with a state that has 5.30% American Indian population, the native representation in the program is quite low. And when you look at the application assistants (AA's) throughout the state, it is not surprising. While there are 65 different agencies throughout the state that have AA's, there are none in Apache and Santa Cruz counties, and 85% of all AA's are spread between 5 counties – Maricopa, Pima, Pinal, Yavapai, and Coconino.

Solutions:

The SOS needs additional resources in order to expand the number of application assistants statewide, through additional outreach and training. The ACP has implemented and will continue to expand virtual trainings to assist with the effort of registering application assistants statewide. ACP also wishes to expand its capacity for outreach through public awareness, as well as expand the support staff available who can work to promote efforts in these communities. Materials could include newly developed posters and outreach materials in English and Spanish, as well as creation of a virtual application process.

Issue 11 The Address Confidentiality Program has limited resources available for it's program.

Description: The ACP is currently funded through fines administered by judges in the criminal disposition of domestic violence, sexual offenses, and stalking. These fines do not currently cover the daily costs to operate this essential program, so there is also grant funding through the Victims of Crime Act administered by the Arizona Department of Public Safety. In addition, the Address Confidentiality Program has had to raise over \$900,000 in the past 4 FFYs to cover additional costs to operate the enhanced services provided by the program. Although fines are received for operational costs, with continued growth of the program, more funding will be needed to expand the program.

Solutions:

The department seeks new sources of funding in order to expand available resources for the program. The SOS will continue to seek outside/additional funds for the ACP statutory based and enhanced services, all of which are necessary to run a state-wide secure and safe confidential address program. The program has to be creative in finding sources of funding, however, because, as a government-based program, it is not eligible for many of the grants that other victim service providers are eligible to receive.

Resource Assumptions

	FY2025 Estimate	FY2026 Estimate	FY2027 Estimate
Full-Time Equivalent Positions	143.1	143.1	143.1
General Fund	11,112,500.0	11,112,500.0	11,112,500.0
Other Appropriated Funds	224,200.0	224,200.0	224,200.0
Non-Appropriated Funds	138,000.0	138,000.0	138,000.0
Federal Funds	1,106,700.0	1,106,700.0	1,106,700.0