

Budget Unit Brief

FY 2017



Business Services

Purpose and History

The Office of [Secretary of State](#) was created in 1857 in Article IV, Section 22, of the Iowa Constitution. The duties of the Office are spelled out in Iowa Code chapter [9](#). The mission of the Office of the Secretary of State is to provide access to information about businesses in Iowa conveniently and economically, ensure election integrity and access to voting for Iowa citizens, and encourage Iowans to become civically engaged.

Business Services Division – The appropriation allows the Secretary of State to:

- Review, process, approve, and file, on a limited basis, statutory documents relating to domestic and foreign business entities operating within Iowa.
- Handle fictitious names and trademarks, process annual and biennial reports, and administer the [Corporate and Partnership Farming Act](#).
- Examine, process, file, and provide information to the public concerning recorded documents relating to [Revised Article 9 of the Uniform Commercial Code](#).
- Issue and renew notary commissions and revoke commissions when warranted.
- Accept legal service of original notices.
- Perform accounting, budgeting, purchasing, data processing, and personnel functions for the Office.
- Image or otherwise preserve all permanent records and provide certified copies upon request.

The Division also manages the State Land Office, preserves the Official Acts of the General Assembly and the Iowa Constitution; and files oaths of office for appointed and elected officials. The Office serves as the repository for city records concerning incorporations, boundaries, and other filings. The Secretary of State also oversees travel agencies, transient merchants, postsecondary schools, and instructional schools. In the past, the Office also published the Iowa Official Register; however, that duty was transferred to the Legislative Services Agency in FY 2004.

The Secretary is the principal filing officer for over 75,000 corporations, limited partnerships, family farm corporations, and trademarks. As a central filing agency for corporations, the Office registers corporations to legitimize their status as legal entities within the State. The Office also maintains the official record of Uniform Commercial Code (UCC) liens. The Office serves the business community by providing information needed by investors and persons conducting business with corporations operating in Iowa.

Funding – State General Fund

The Secretary of State receives an annual appropriation from the General Fund for the operational costs of the Business Services Division.

Related Statutes and Administrative Rules

Iowa Code chapter [9](#)
[721](#) Iowa Administrative Code

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More Information

Iowa Secretary of State: <http://sos.iowa.gov/>

Secretary of State Offices of All U.S. States & Territories: <http://entrepreneurs.about.com/od/generalresources/a/secretarystate.htm>

Iowa General Assembly: <https://www.legis.iowa.gov/>

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