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# BUDGET UNIT BRIEF – FY 2018

Fiscal Services Division

December 11, 2017



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Ground Floor, State Capitol Building

Des Moines, Iowa 50319

515.281.3566

## Business Services

### Purpose and History

The Office of Secretary of State was created in 1857 in Article IV, Section 22, of the Constitution of the State of Iowa. 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, to ensure election integrity and access to voting for Iowa citizens, and to 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 Constitution of the State of Iowa, and files oaths of office for appointed and elected officials. The Division 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.

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 Division registers corporations to legitimize their status as legal entities within the State. The Division also maintains the official record of Uniform Commercial Code (UCC) liens. The Division serves the business community by providing information needed by investors and persons conducting business with corporations operating in Iowa.

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### More Information

Iowa Secretary of State: [sos.iowa.gov](http://sos.iowa.gov)

Secretary of State Offices of All U.S. States & Territories:

[entrepreneurs.about.com/od/generalresources/a/secretarystate.htm](http://entrepreneurs.about.com/od/generalresources/a/secretarystate.htm)

LSA Staff Contact: Christin Mechler (515.281.6561) [christin.mechler@legis.iowa.gov](mailto:christin.mechler@legis.iowa.gov)

### **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](#)

Iowa Administrative Code [721](#)