

**OFFICE SECRETARY OF STATE (42 FTE's)**  
**SELECT STATUTORY RESPONSIBILITIES/ FTE's BY DIVISION**

**Administration, Elections and Voter Registration:**

10 FTE's:

- 1 Secretary of State
- 1 Public Service Executive 5
- 1 Deputy Assistant
- 1 Info Tech Specialist 5
- 1 Voter Registration Director
- 1 Administrative Assistant 1
- 3 Administrative Assistant 2
- 1 Executive Officer 2

- Regulate the preparation, preservation, and maintenance of voter registration records
- Process change-of-address, felony conviction notices, and death notices from Iowa counties and other states and notify appropriate county commissioner of elections
- Process voter registration applications received from IDOT and other voter registration agencies
- Prepare precinct election registers and poll lists for all elections administered by the commissioners of elections for any county
- Prepare other data on voter registration and participation in elections which is requested by a political party or other requestor
- Produce voter registration reports and lists
- Maintain a log showing all lists and reports which have been requested or generated by existing programs of the data processing services of the registrar and by county commissioner of elections
- Offer to each county in the state the opportunity to arrange for performance of service, including training, so as to maintain the voter files, produce election registers, and handle National Change of Address mailings and updates
- Support the data base under contract to client counties and to work with nonclient counties to maintain statewide data base for voter files
- Assist counties to resolve problems with data processing vendors
- Collect historical statistics and prepare reports
- **Provide voter education and outreach programs and materials to encourage participation in voter registration and the election process**
- Initiate and prescribe uniform election practices and procedures
- Monitor and supervise all elections in the state of Iowa, including assisting with problem resolution and interpretation of the elections laws
- Assist local election officials during emergencies by identifying acceptable alternatives for conducting elections as planned, or to postpone or repeat an election when necessary
- Compile and record all official state election records, nomination papers, the state canvass of votes, and ballot certifications
- Prepare precinct election records for all elections administered by the commissioner [of elections] of any county
- Provide training and instruction for all county auditors, precinct officials, city clerks, and school secretaries
- Develop, publish, and distribute election guides and forms
- Provide instruction to candidates on the legal requirements of running for public office
- Provide public notice for elderly and handicapped voters of availability of assistance in voting and absentee ballots
- Coordinate approval of voting machines and equipment
- Coordinate state responsibilities under the federal National Voter Registration Act of 1993
- Provide support to the voter registration commission

- Record land patents; maintain records involving parcels of land formerly and presently owned by the state of Iowa, and prepare patents which convey title to state lands
- Enroll legislative enactments
- Receive, file, and preserve the Acts of the General Assembly
- Preserve original documents: Constitution of State of Iowa
- Process and file all oaths of office for elected and appointed officials
- Co-sign, with Governor, all Commissions, Proclamations, Extraditions and Land Patents

#### **Redistricting/ Reprecincting:**

- Perform statutory obligations related to redistricting/ reprecincting in conjunction with the decennial Census
- Review county and city reprecincting plans to assure compliance with legal requirements; make the necessary changes if a city or county plan does not comply with the legal requirements
- Coordinate redistricting with the Legislative Service Bureau and assist counties, schools, and cities with redistricting precincts, county supervisor districts, and city wards, and to approve the resulting plans

#### **Business Services:**

##### 32 FTE's:

- 1 Public Service Executive 5
- 1 Public Service Executive 4
- 4 Executive Officer 1
- 5 Clerk Specialist
- 8 Info Tech Support Worker 2
- 1 Info Tech Support Worker 4
- 2 Info Tech Specialist 2
- 1 Info Tech Specialist 3
- 1 Info Tech Specialist 5
- 1 Info Tech Administrator 3
- 1 Administrative Assistant 1
- 1 Management Analyst 4
- 1 Accounting Technician 3
- 3 Administrative Assistant 2
- 1 Info Specialist 2

- Administer the filing of records of all domestic and foreign corporations, limited partnerships, limited liability partnerships, professional corporations, cooperative corporations, and limited liability companies to transact business in the state of Iowa
- Administer the filing of records and processing for all liens and financial documents filed under the Uniform Commercial Code, and other statutory provisions (agricultural liens, etc.)
- Process and administer to Uniform Commercial Code (UCC) filings and searches
- Maintain a data processing system to handle recording corporation and uniform commercial code documents, and index, acknowledge, change, terminate, and retrieve information regarding these documents and those for other business entities
- Archive corporate and uniform commercial code documents for permanent record, and furnish certified copies when requested
- Administer and process annual/biennial corporation and other business entity reporting and UCC lien processing requirements
- Review, file and renew Trademark registrations
- Commission, renew, educate, and discipline Notaries Public

- Administer and process Annual Agricultural Reporting
- Serve as agent for service of process under all appropriate circumstances
- Receive and file voluntary annexation documents
- Register Athlete Agents
- Register Waste Tire Haulers
- Register Transient Merchants
- Register Travel Agencies and Agents
- Register Postsecondary Schools
- Receive and file "28E" agreements between governmental bodies

**Publications:**

- Produce and publish the Iowa Official Register ("The Red Book") biennially
- Perform maintenance to the Iowa Official Register, including procurement of election returns
- Perform maintenance to the Iowa Official Register on the web
- Produce and publish the Iowa Official Directory of Federal, State and County Officers

**BUSINESS SERVICES**  
EXAMPLES OF ANNUAL REVIEW/ PROCESSING/ CUSTOMER SERVICE  
PROVIDED BY IOWA SECRETARY OF STATE'S OFFICE

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|  |         |
|--|---------|
| UCC filings processed – New filings, Amendments and Terminations . . . . . | 125,000 |
| UCC lien searches . . . . .  | 25,000  |
| Corporation filings processed . . . . .                                    | 23,500  |
| Articles of Incorporation  |         |
| Certificates of Authority  |         |
| Amendments   |         |
| Mergers, Statements of Change  |         |
| Dissolutions, etc.   |         |
| Annual/Biennial Reports Processed . . . . .                                | 92,000  |
| Document/Record inquiries responded to . . . . .                           | 90,000  |
| Notaries licensed . . . . .  | 50,000  |
| Miscellaneous filings . . . . .  | 4,500   |
| 28E Agreements   |         |
| Travel Agents  |         |
| Postsecondary School Registrations   |         |
| Transient Merchants  |         |
| Waste Tire Haulers   |         |
| Athlete Agents   |         |
| Trademarks issued . . . . .  | 1,150   |
| Land Patents issued . . . . .  | 75      |
| Oaths of Office filed . . . . .  | 450     |
| Voluntary Annexations . . . . .  | 185     |

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|  |        |
|--|--------|
| Certificates issued/ Copies produced/ Copies faxed . . . . . | 16,500 |
| Apostille, Notary . . . . .                                  | 9,000  |
| Certificates of Existence/ Good Standing . . . . .           | 8,000  |
| Corporation copies . . . . .                                 | 38,650 |
| UCC copies . . . . .   | 49,450 |
| FAX pages . . . . .  | 15,000 |

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**ELECTRONIC ACCESS TO PUBLIC DOCUMENTS**

|                                    |         |
|------------------------------------|---------|
| Corporation Web Searches . . . . . | 240,000 |
| UCC Web Searches . . . . .         | 180,000 |

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\*Accounting Transactions are associated with each Filing Involving Fees

## SECRETARY OF STATE - BUDGET SUMMARY FY '00 - '02

### Revenue

Revenues vary in alternating years because of the difference in filing fees for corporate “**biennial**” reports. Average annual revenue from filing fees is approximately \$4.2 million, which is deposited into the General Fund. The combined budget request of the Secretary of State’s Office for Business Services and Elections, Administration, & Voter Registration is about \$2.7 million. Therefore, an average annual \$1.5 million remains in the General Fund.

### Business Services

| <u>SOS Request</u> | <u>Governor’s Request</u> | <u>Difference</u> |
|--------------------|---------------------------|-------------------|
| \$1,884,160        | \$1,846,660               | -\$37,500         |

FY '00 - Budget cut \$12,500.

FY '01 - Budget cut an additional \$25,000, for a cumulative annual reduction of \$37,500.

FY '02 - Request restoration of the \$37,500 cut.

### Elections, Administration & Voter Registration (Plus ISPAC)

| <u>SOS Request</u> | <u>Governor’s Request</u> | <u>Difference</u> |
|--------------------|---------------------------|-------------------|
| \$839,439          | \$809,439                 | -\$30,000         |

FY '00 - No change from previous year. ISPAC was a separate \$30,000 budget.

FY '01 - No change from previous year, except for legislature’s inclusion of ISPAC in this division’s budget in the amount \$20,000 (this is a \$10,000 reduction from \$30,000 separately appropriated for ISPAC the previous year).

FY '02 - Request same as previous years, except request for an additional \$30,000 for ISPAC.

### Redistricting/Reprecincting

| <u>SOS Request</u> | <u>Governor's Request</u> | <u>Difference</u> |
|--------------------|---------------------------|-------------------|
| \$58,300           | \$25,000                  | -\$28,500         |

FY '00 - No Request.

FY '01 - Requested \$83,500; received \$25,000.

FY '02 - Request \$53,500, which is the remainder of the \$83,500 requested in FY '01 ( $\$83,500 - \$25,000 = \$53,500$ ).

### Redbook

| <u>SOS Request</u> | <u>Governor's Request</u> |
|--------------------|---------------------------|
| \$50,000           | \$50,000                  |

FY '00 - \$45,000 budget. (Historically alternates between \$45,000 and \$5,000. Had been \$60,000 total previously).

FY '01 - \$5,000 budget.

FY '02 - Request \$50,000, a \$5,000 increase over FY '00.



**CHESTER J. CULVER**  
*Secretary of State*  
*State of Iowa*

**FILING FEE  
 SCHEDULE**

**Corporate documents cannot be filed unless accompanied by the appropriate fee.  
 Please include the stated fees when submitting the documents listed below for filing.  
 Numbers in parentheses refer to chapters of the *Iowa Code*.**

**Domestic Profit Corporations (490),  
 Domestic Professional Corporations (496C)**

|  |           |
|--|-----------|
| Articles of Incorporation .....                            | \$50.00   |
| Articles of Amendment .....                                | 50.00     |
| Restated Articles of Incorporation .....                   | 50.00     |
| Articles of Merger .....                                   | 50.00     |
| Articles of Share Exchange .....                           | 50.00     |
| Statement of Change of Registered<br>Office or Agent ..... | No Charge |
| Resignation of Registered Agent .....                      | No Charge |
| Articles of Dissolution .....                              | 5.00      |
| Articles of Revocation of Dissolution .....                | 5.00      |
| Articles of Correction .....                               | 5.00      |
| Application to Reserve Corporate Name .....                | 10.00     |
| Resolution to Adopt Fictitious Name .....                  | 5.00      |
| Notice of Transfer of Reservation of Name .....            | 10.00     |
| Biennial Report .....                                      | 45.00     |
| Any Other Statement or Report .....                        | 5.00      |
| Voluntary Election to Adopt Chapter 490 .....              | 5.00      |
| Application for Reinstatement .....                        | 5.00      |

**Domestic Nonprofit Corporations (504A)**

|  |           |
|--|-----------|
| Articles of Incorporation .....                            | \$20.00   |
| Articles of Amendment .....                                | 10.00     |
| Restated Articles of Incorporation .....                   | 20.00     |
| Articles of Merger .....                                   | 20.00     |
| Articles of Consolidation .....                            | 20.00     |
| Statement of Change of Registered<br>Office or Agent ..... | No Charge |
| Resignation of Registered Agent .....                      | No Charge |
| Articles of Dissolution .....                              | 5.00      |
| Voluntary Election to Adopt<br>Chapter 504A .....          | 10.00     |
| Application to Reserve<br>Corporate Name .....             | 10.00     |
| Notice of Transfer of Reservation of Name .....            | 10.00     |
| Resolution to Adopt Fictitious Name .....                  | 5.00      |
| Any Other Statement or Report .....                        | 5.00      |
| Application for Reinstatement .....                        | 5.00      |

**Foreign Profit Corporations (490),  
 Foreign Professional Corporations (496C)**

|  |           |
|--|-----------|
| Application for Certificate of Authority .....             | \$100.00  |
| Application for Amended Certificate .....                  | 100.00    |
| Application for Withdrawal .....                           | 10.00     |
| Application to Reserve Corporate Name .....                | 10.00     |
| Notice of Transfer of Reservation<br>of Name .....         | 10.00     |
| Application for Registration of Name .....                 | *2.00     |
| <i>*per month or part thereof</i>                          |           |
| Renewal of Registration of Name .....                      | 20.00     |
| Biennial Report .....                                      | 45.00     |
| Statement of Change of Registered<br>Office or Agent ..... | No Charge |
| Resignation of Registered Agent .....                      | No Charge |
| Any Other Statement or Report .....                        | 5.00      |
| Resolution to Adopt Fictitious Name .....                  | 5.00      |

**Foreign Nonprofit Corporations (504A)**

|  |           |
|--|-----------|
| Application for Certificate of Authority .....             | \$25.00   |
| Application for Amended Certificate<br>of Authority .....  | 25.00     |
| Application for Withdrawal .....                           | 5.00      |
| Application to Reserve Corporate Name .....                | 10.00     |
| Notice of Transfer of Reservation of Name .....            | 10.00     |
| Statement of Change of Registered<br>Office or Agent ..... | No Charge |
| Resignation of Registered Agent .....                      | No Charge |
| Any Other Statement or Report .....                        | 5.00      |
| Resolution to Adopt Fictitious Name .....                  | 5.00      |

**SECRETARY OF STATE**  
 Corporations Division  
 Hoover Building, 2nd Floor  
 Des Moines, IA 50319

Phone: 515/281-5204 FAX: 515/242-5953

**Domestic Limited Liability Companies (490A),  
Domestic Professional L. L. Co's (490A)**

|  |           |
|--|-----------|
| Articles of Organization .....                             | \$50.00   |
| Articles of Amendment .....                                | 50.00     |
| Restated Articles of Organization .....                    | 50.00     |
| Articles of Merger .....                                   | 50.00     |
| Statement of Change of Registered<br>Office or Agent ..... | No Charge |
| Resignation of Registered Agent .....                      | No Charge |
| Articles of Dissolution .....                              | 5.00      |
| Articles of Correction .....                               | 5.00      |
| Application to Reserve Name .....                          | 10.00     |
| Resolution to Adopt Fictitious Name .....                  | 5.00      |
| Notice of Transfer of Reservation of Name .....            | 10.00     |
| Any Other Statement or Report .....                        | 5.00      |

**Foreign Limited Liability Companies (490A),  
Foreign Professional L. L. Co's (490A)**

|  |           |
|--|-----------|
| Application for Certificate of Registration .....          | \$100.00  |
| Certificate of Cancellation .....                          | 10.00     |
| Articles of Correction .....                               | 5.00      |
| Application to Reserve Name .....                          | 10.00     |
| Resolution to Adopt Fictitious Name .....                  | 5.00      |
| Notice of Transfer of Reservation of Name .....            | 10.00     |
| Statement of Change of Registered<br>Office or Agent ..... | No Charge |
| Resignation of Registered Agent .....                      | No Charge |
| Any Other Statement or Report .....                        | 5.00      |

**Domestic Cooperative Associations (499)**

|  |           |
|--|-----------|
| Articles of Incorporation .....                            | \$20.00   |
| Articles of Amendment .....                                | 20.00     |
| Renewed Article of Incorporation .....                     | 20.00     |
| Articles of Merger .....                                   | 50.00     |
| Articles of Consolidation .....                            | 50.00     |
| Statement of Change of Registered<br>Office or Agent ..... | No Charge |
| Resignation of Registered Agent .....                      | No Charge |
| Articles of Dissolution .....                              | 5.00      |
| Articles of Correction .....                               | 5.00      |
| Application for Reinstatement .....                        | 5.00      |
| Any Other Statement or Report .....                        | 5.00      |

**Foreign Cooperative Associations (499)**

|  |           |
|--|-----------|
| Application for Certificate of Authority .....             | \$100.00  |
| Foreign Amendment .....                                    | 100.00    |
| Application for Certificate of Withdrawal .....            | 10.00     |
| Statement of Change of Registered<br>Office or Agent ..... | No Charge |
| Resignation of Registered Agent .....                      | No Charge |
| Articles of Correction .....                               | 5.00      |
| Any Other Statement or Report .....                        | 5.00      |

**Domestic Limited Partnerships (487)**

|  |           |
|--|-----------|
| Certificate of Limited Partnership .....                   | \$100.00  |
| Certificate of Amendment .....                             | 100.00    |
| Certificate of Cancellation .....                          | 20.00     |
| Statement of Change of Registered<br>Office or Agent ..... | No Charge |
| Resignation of Agent .....                                 | No Charge |
| Application to Reserve Name .....                          | 10.00     |
| Notice of Transfer of Reservation of Name .....            | 10.00     |
| Articles of Correction .....                               | 5.00      |
| Application for Reinstatement .....                        | 5.00      |

**Foreign Limited Partnerships (487)**

|  |           |
|--|-----------|
| Application for Registration .....                         | \$100.00  |
| Certificate of Amendment .....                             | 100.00    |
| Certificate of Cancellation .....                          | 20.00     |
| Statement of Change of Registered<br>Office or Agent ..... | No Charge |
| Resignation of Agent .....                                 | No Charge |
| Application to Reserve Name .....                          | 10.00     |
| Notice of Transfer of Reservation of Name .....            | 10.00     |

**Domestic Limited Liability Partnerships (486)**

|                                    |          |
|------------------------------------|----------|
| Application for Registration ..... | \$100.00 |
| Renewal of Registration .....      | 100.00   |
| Notice of Withdrawal .....         | 10.00    |
| Articles of Correction .....       | 5.00     |

**Notary Commissions (9E)**

|   |         |
|---|---------|
| Application for Notary Commission ..... | \$30.00 |
| Application for Notary Renewal .....    | 30.00   |
| Notary Certifications .....             | 5.00    |
| Certified Copies .....                  | *5.00   |
| <i>*plus \$1.00 per page</i>            |         |
| Uncertified Copies .....                | *1.00   |
| <i>*per page</i>                        |         |

**Trademarks and Service Marks (548)**

|   |         |
|---|---------|
| Application for Registration of Marks ..... | \$10.00 |
| Assignment of Mark .....                    | 5.00    |
| Renewal of Mark .....                       | 10.00   |
| Cancellation of Mark .....                  | 5.00    |

**Certifications and Other Copies**

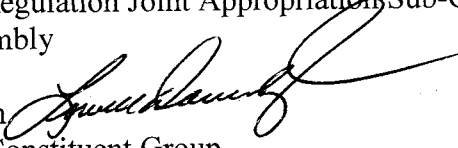
|   |        |
|---|--------|
| Certificate of Existence, Good Standing<br>or Negative Standing ..... | \$5.00 |
| Copies of Documents .....   | *1.00  |
| <i>*per page</i>  |        |
| Certified Copies of Documents Filed .....                             | *5.00  |
| <i>*plus copy charge per page</i>                                     |        |
| Apostille .....   | 5.00   |





An affiliate  
of the National  
Education  
Association

TO: Administration & Regulation Joint Appropriation Sub-Committee  
Iowa General Assembly

FROM: Lowell Dauenbaugh   
Chairman, IPERS Constituent Group

RE: Budget Request

DATE: January 17, 2001

On behalf of the IPERS Constituent Committee, I would like to advise the Legislature of our support of the IPERS budgetary request for increased funds and necessary staffing. IPERS staff are experiencing unusual service demands as more members request assistance and retirement information.

The Constituent Committee reviewed the IPERS proposed budget at its meeting on January 3 and fully supports funding the amount requested. As the funds to operate IPERS come from IPERS directly, we see no reason the state budget should be impacted negatively.

We appreciate the opportunity to express our support for the proposed budget. If you would like to discuss this further with our group, we would be pleased to meet with you.

Organizations represented in IPERS Constituent Group:

- AFSCME
- Iowa Association of Community College Trustees
- Iowa Association of School Boards
- Iowa League of Cities
- Iowa State Association of Counties
- Iowa State Education Association
- IPERS Improvement Association
- Retired School Personnel Association
- School Administrators of Iowa
- Sheriffs and Deputy Sheriffs Association
- Small City Police & Fire Departments
- State Police Officers Council

LD:ch