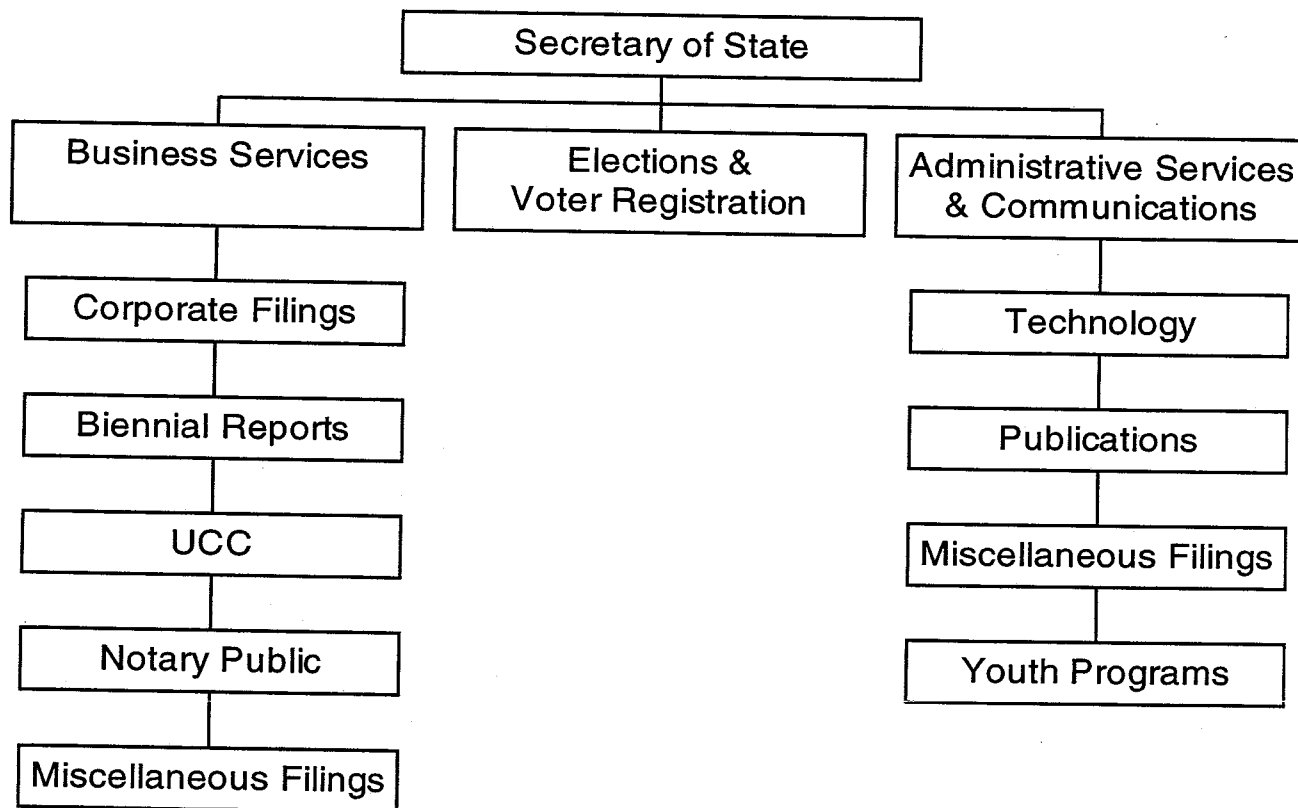


# Office of Secretary of State Overview



1/30/2003

Office of Secretary of State  
Overview of Office to  
Administration & Regulations Subcommittee

I. **Business Services**

A. Responsibilities & Duties

- Corporate Filings (43,000+\*)
- Biennial Filings (64,000+ for profit\* / filing period for non-profit January – March 2003)
- Uniform Commercial Code (UCC) (162,000+ = ~800,000 filings\*)
- Notary Public (53,000+)
- Miscellaneous Filings
  - Annexations & 28E Agreements
  - Athlete Agents
  - Condemnations
  - Credit Service Organizations
  - Postsecondary & Instructional Schools
  - Trademarks
  - Transient Merchants
  - Travel Agencies & Agents
  - Waste Tire Haulers

B. Issues

- Credit Card Payment
- Budget

II. **Voter Registration & Election**

A. Responsibilities & Duties

- Administer Iowa's election laws
- Prescribe uniform election practices & procedures
- Receive candidate nomination papers (statewide and legislative offices)
- Voter Registration

B. Issues

- Help America Vote Act
- Election Reform

### III. Administrative Services & Communications

#### A. Responsibilities & Duties

- Agent for Service of Process
- Enroll legislative enactments
- Iowa Official Register
- Record Land Patents
- Record Oath of Offices
- Technology
- Youth Programs

#### B. Issues

- Iowa Official Redbook
  - Funding cut
  - Published every year since 1886 including during the Depression until 2001
  - Concern that historical value has been compromised
  - Numerous inquiries as to when publication will resume
- Technology – ITD Survey of State Iowa Scanning / Document Management Applications

*The state should look toward the example of the Secretary of State office in its move to eliminate unnecessary paper filings. Electronic forms promise a great opportunity for process improvements. By eliminating the source document and creating archival images, they have eliminated considerable data entry and created archival copies of documents. Because forms represent 83% of business documents, this approach is well suited to the business of government.*