

PROGRAM EVALUATION REPORT

Secretary of State's Office

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The contents of this report are considered sworn testimony from the agency director.

Agency Director

Name: Secretary of State Mark Hammond

Start Date: Elected November 5, 2002 and sworn in January 16, 2003.

Number of Years as Agency Head: 16

Number of Years at Agency: 16

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- Public Charities: charities@sos.sc.gov
- Service of Process: charities@sos.sc.gov
- Trademarks: trademarks@sos.sc.gov
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Agency Online Resources

Website address: www.sos.sc.gov

Online Quick Links

Corporations File & Search: <https://businessfilings.sc.gov/businessfiling>

Business Entities Online: <https://businessfilings.sc.gov/businessfiling>

Business Filings Document Request: <https://web.sc.gov/SOSDocumentRetrieval/Welcome.aspx>

UCC File & Search: <https://ucconline.sc.gov/UCCFiling/UCCMainPage.aspx>

Charities, PFRs & Raffles File: <http://www.scsos.com/BeforeYouFile>

Charities Search: <https://www.scsos.com/Search%20Charities>

Charitable Solicitation Complaint Form:
<https://appengine.egov.com/apps/sc/sos/charitablesolicitationcomplaint>

Notary Search: http://www.scsos.com/Notaries_and_Apostilles/Notary_Search

Boards & Commissions Search: http://search.scsos.com/boards_commissions/default.aspx

Notary Public Webinar: https://www.scsos.com/Notaries_and_Apostilles/NotaryWebinar

Disclaimer

All information contained in this report was compiled by agency staff and is accurate to the best of staff's knowledge as of May 3, 2019. Additional information and clarification of the contents herein will be provided to the Legislative Oversight Committee upon request.

Table of Contents

I. Agency Snapshot	1
A. Glossary of Terms	1
B. History	4
C. Governing Body, Organizational Chart, and Related Entities.....	10
D. Successes and Issues	13
II. Agency Records, Policies, and Risk Mitigation Practices	20
A. Records and Policies Management	20
B. Audit and/or Other Risk Mitigation Practices	22
III. Agency Spending	25
IV. Agency Legal Directives, Services, and Performance.....	25
A. Laws.....	25
B. Deliverables.....	25
C. Performance	25
V. Agency Ideas and Recommendations.....	26
V. Feedback (Optional).....	54

I. Agency Snapshot

A. Glossary of Terms

1. Glossary of agency terms.

Term, Phrase or Acronym	Meaning of the Term, Phrase or Acronym
501(c)(3) Attachment	Form required to be filed with the articles of incorporation for a nonprofit corporation, if the nonprofit corporation is applying for 501(c)(3) tax-exempt status with the Internal Revenue Service.
AFR	Annual Financial Report filed for a charitable organization, or Annual Raffle Financial Report filed for a nonprofit raffle. This term may also be used to refer to IRS Form 990, 990-EZ or 990-PF.
Angel Investor Act	Another name for the High Growth Small Business Job Creation Act.
Apostille	A certificate authenticating the acts of a notary public or other public official whose signature is on file with the Secretary of State's Office. Apostilles are attached to documents being sent to a country that is a party to the Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents.
Assumed Name	A name used by a limited partnership for the transaction of business.
Authentication	A certificate authenticating the acts of a notary public or other public official whose signature is on file with the Secretary of State's Office. Authentications are attached to documents being sent to a country that is not a party to the Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents, and require additional certification through the U.S. Department of State's Office of Authentications.
CCV	Commercial Co-venturer. Commercial Co-venturers are professional fundraisers that engage in the sale of goods or services, and which advertise that proceeds from the sale of goods or services will be donated to a charitable organization.
CL-1	Initial annual report of a corporation required by the South Carolina Department of Revenue.
Corp	Corporation
Domestic	A business entity incorporated or formed inside the state of South Carolina.
DOR	South Carolina Department of Revenue
EDMS	Electronic Document Management System
EIN	Employment Identification Number, which is a unique nine-digit number assigned by the Internal Revenue Service to businesses and nonprofit organizations operating in the United States.

Executive Order	Order issued by the Governor and countersigned by the Secretary of State.
Fictitious Name	Name used by a foreign corporation for the transaction of business when their legal name is not available for use in South Carolina.
Foreign	A business entity incorporated or formed outside the state of South Carolina.
IACA	International Association of Commercial Administrators
JFR	Joint Financial Report. Joint Financial Reports are filed by professional solicitors and commercial co-venturers after the end of a solicitation campaign for a charitable organization.
LLC	Limited Liability Company
LP	Limited Partnership
LLP	Limited Liability Partnership
NASCO	National Association of State Charity Officials
NASS	National Association of Secretaries of State
NOF	Notice of Fine. A Notice of Fine is issued by the Secretary of State's Division of Public Charities for violations of the Solicitation of Charitable Funds Act and Chapter 57 of Title 33, which governs nonprofit raffles.
NOS	Notice of Solicitation. A Notice of Solicitation is a form attached to a fundraising contract filed with the Secretary of State's Division of Public Charities by a professional solicitor or commercial co-venturer, and which states the duration and terms of remuneration for a solicitation campaign for a charitable organization.
NOS	Notice of Suspension. A Notice of Suspension is issued by the Secretary of State's Division of Public Charities for failure to pay administrative fines assessed for violations of the Solicitation of Charitable Funds Act and Chapter 57 of Title 33, which governs nonprofit raffles.
NOV	Notice of Violation. A Notice of Violation is issued by the Secretary of State's Division of Public Charities for violations of the Solicitation of Charitable Funds Act. A charitable organization or professional fundraiser receiving a Notice of Violation has 15 days to remedy the violation before the assessment of an administrative fine.
NP	Nonprofit
PC	Professional Corporation
PEG Channel	A cable television channel providing public, educational, or government access television.
PFR	Professional Fundraiser. Professional fundraisers are required to register with the Secretary of State's Division of Public Charities, and include Professional Solicitors, Professional Fundraising Counsel, and Commercial Co-venturers.
Ratified Act	Bills or Joint Resolutions ratified by the General Assembly.
S-Corp	A corporation electing to be taxed under Subchapter S of Chapter 1 of the Internal Revenue Code.

SCBOS	South Carolina Business One Stop
SCI	South Carolina Interactive, also known as SC.gov, which is the state portal and official website of the state of South Carolina.
Service of Process	Delivery of a summons and complaint or other legal document to a person or other entity, or their registered agent, to provide notice of a pending legal action.
SPD	Special Purpose District. A Special Purpose District is a district created by an Act of the General Assembly or pursuant to general law and which provides any governmental power or function including, but not limited to, fire protection, sewerage treatment, water or natural gas distribution or recreation. A Special Purpose District also means any rural community water district authorized or created under the provisions of Chapter 13 of Title 6.
UCC	Uniform Commercial Code
UCC-1	UCC Financing Statement
UCC-3	UCC Amendment
UCC-5	UCC Information Statement
UCC-11	UCC Search
UETA	Uniform Electronic Transaction Act
UPL	Unauthorized Practice of Law
URPERA	Uniform Real Property Electronic Recording Act

B. History

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2. History of significant events related to the agency, from agency's origin to the present.
- **September 1895**
 - The current office of Secretary of State was established by Article VI, Section 7 of the 1895 Constitution.
 - **November 2002**
 - Mark Hammond elected Secretary of State.
 - **January 2003**
 - Mark Hammond sworn in as Secretary of State.
 - **April 2004**
 - Enactment of 2004 Act No. 221 which contained major revisions of Title 33 of the Corporate Code. This act also repealed the requirement that limited liability companies file annual reports with the Secretary of State's Office.
 - **July 2004**
 - Enactment of the Uniform Electronic Transaction Act (UETA), 2004 Act No. 279, which established the legal effect or validity of records in electronic transactions. UETA also provided that the Secretary of State may implement procedures for the use of electronic records and electronic signatures.
 - **May 2005**
 - Launch of South Carolina Business One Stop (SCBOS), which was a partnership with the Secretary of State, Department of Revenue Department of Commerce, Budget and Control Board, and the Employment Security Commission, in conjunction with the South Carolina Chamber of Commerce. SCBOS created a centralized, online destination for businesses seeking to secure various licenses, registrations and permits.
 - **June 2005**
 - Enactment of 2005 Act No. 161, which authorized the Secretary of State's Office to reject uniform commercial code filings intended for an improper purpose, such as to defraud, hinder, harass, or otherwise wrongfully interfere with a person, or that listed the same person as secured party and debtor. These UCC filings are often filed by sovereign citizens, which are anti-government extremists that the Federal Bureau of Investigation has deemed domestic terrorists.
 - **August 2005**
 - Agency implemented an electronic document management system (EDMS) in the Business Filings Division which provided a system to process filings much more quickly, created the ability to scan and preserve digital images, and looked toward the future when digital images would be available online while securing images of these permanent state records.
 - **March 2006**
 - Agency implemented the electronic document management system (EDMS) in the Notaries Division.
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- **May 2006**
 - Enactment of the South Carolina Competitive Cable Services Act, 2006 Act No. 288, which designated the Secretary of State's Office as the central state franchising authority for cable services.
 - **July 2006**
 - Enactment of 2006 Act No. 387, which provided the procedures for the Secretary of State's Office to seek injunctive relief against persons alleged to have violated the South Carolina Solicitation of Charitable Funds Act in the Administrative Law Court. The Act also provided a mechanism for persons who have been fined, suspended, or denied registration under the Solicitation of Charitable Funds Act to appeal the agency's determination in the Administrative Law Court.
 - **November 2006**
 - Mark Hammond re-elected Secretary of State.
 - **June 2007**
 - Enactment of 2007 Act No. 69, which amended the Solicitation of Charitable Funds Act to allow charitable organizations to file their annual registration statements and annual financial report on the same date, and increased the amount of contributions raised by an exempt charitable organization from \$5,000 to \$7,500.
 - **May 2008**
 - Enactment of the Uniform Real Property Electronic Recording Act (URPERA) 2008 Act No. 210, which allowed county register of deeds to receive and record documents in an electronic format, and charged the Secretary of State with the responsibility of implementing the act and adopting the standards for the receipt, recording, and retrieval of electronic documents. Under URPERA, an electronic document satisfies the requirement for an original document. Secretary Hammond was named as head of the Electronic Recording Committee, and the Secretary of State's Office was tasked with promulgating regulations to implement URPERA.
 - **Fall 2008**
 - Launch of new and improved agency website.
 - **February 2009**
 - Launch of online filing system for the Division of Public Charities, which provided charities and professional fundraisers the ability to file registrations, applications for registration exemption, annual financial reports, fundraising contracts, and joint financial reports online.
 - **April 2010**
 - The Secretary of State's Office promulgated regulations to adopt the Uniform Real Property Electronic Recording Act (URPERA), 113-300 et seq. The regulations were approved by the General Assembly and published in *The State Register Volume 34, Issue No. 4*, April 23, 2010.
 - **November 2010**
 - Mark Hammond re-elected Secretary of State.

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- **April 2011**
 - Launch of the Uniform Commercial Code (UCC) in-house system in partnership with South Carolina Interactive (SCI), which changed the processing of UCC filings within the agency and replaced a legacy system.
 - **May 2011**
 - Launch of the Uniform Commercial Code (UCC) online filing system, which allowed businesses and citizens to file, search and retrieve UCC documents electronically. This web-based application, built through a partnership between the Secretary of State's Office and South Carolina Interactive (SCI), allowed users to file, correct, amend, terminate, search and retrieve UCC financing statements, and provided convenient 24/7 access, immediate filing confirmation, faster UCC Search processing time and immediate search results.
 - **September 2012**
 - The Secretary of State's Uniform Commercial Code (UCC) online filing, search and document retrieval application won the Digital Government Achievement Award for Best of the Web.
 - **April 2013**
 - Enactment of 2013 Act No. 11, which provided that qualified nonprofits would be eligible to conduct raffles upon approval by voter referendum. Under this Act, the Secretary of State was charged with the administration and enforcement of the raffle legislation.
 - **May 2013**
 - The Uniform Commercial Code (UCC) online filing, search and document retrieval application won the International Association of Commercial Administrators (IACA) Outstanding Partnership Award for the Secretary of State's partnership with South Carolina Interactive (SCI).
 - **June 2013**
 - Enactment of High Growth Small Business Job Creation Act, 2013 Act No. 80, which provided tax credits to angel investors in order to encourage investment in early stage, high-growth job creating businesses, increase the number of high-quality, high-paying jobs in South Carolina, and ultimately expand the state's economy by enlarging the base of wealth-creating businesses. The Secretary of State's Office reviews and accepts filings to determine eligibility of qualified businesses and works in conjunction with the Department of Revenue to fulfill the requirements of the Act.
 - **July 2013**
 - Enactment of 2013 Act No. 96, which made major revisions to the statutory provisions related to Uniform Commercial Code Article 9 secured transactions.
 - **September 2013**
 - The Secretary of State's Business Filings Division began microfilm conversion project which digitized any agency microfilm still in existence to provide for the preservation of permanent state records.

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- **January 2014**
 - Launch of the Secretary of State's State Boards and Commissions Database, which created the first online searchable database of all state boards and commissions in South Carolina. The Secretary of State also provides a current list of expired terms and vacancies on state boards and commissions on its website that is updated daily. The Secretary of State's Office maintains databases of information regarding the current composition of these boards and commissions as received from those boards and commissions and from the authorities responsible for appointing members. Pursuant to S.C. Code §1-1-1310, each state board and commission must send written notification to the Secretary of State's Office of any appointment, election, resignation, or vacancy in its membership.
 - **June 2014**
 - Enactment of 2014 Act No. 185, which made major revisions to the notary public statutes and included provisions for issuing apostilles and authentication. This act was the first major reform of South Carolina notary public law since the 1960s.
 - **November 2014**
 - Voters approved the constitutional amendment to allow nonprofit raffles in South Carolina.
 - **November 2014**
 - Mark Hammond re-elected Secretary of State.
 - **March 2015**
 - The South Carolina legislature ratified a constitutional amendment to allow certain nonprofit organizations to conduct raffles in the state of South Carolina.
 - **April 2015**
 - Nonprofit organizations were able to conduct raffles beginning on April 4, 2015. Secretary of State's Office responsible for overseeing the raffle filing process and enforcing requirements for nonprofit raffles.
 - **July 2015**
 - Launch of Business Filings Online Document Request system to provide online access for customers to request corporate documents and receive the documents electronically.
 - **July 2016**
 - The Secretary of State's Office provided a searchable listing of current trademarks and service marks on its website, which is updated daily.
 - **January 2017**
 - The Secretary of State launched the Business Entities Online application, which allowed the public to file and search corporate documents through the Secretary of State's website. This latest phase of the comprehensive business filing, search, and document retrieval web-based application provides fast turn-around times for customers. The Business Entities In-house application replaced a legacy system and allows agency personnel to enter filings received through the mail or submitted at the office and provide copies of filings electronically. Some of the benefits include

convenient 24/7 access, faster turnaround time, secure online payment, and access on desktop computers, tablets, or phones.

- **July 2017**
 - The Secretary of State launched the Online Charitable Solicitation Complaint Form. This new online option allows citizens to electronically submit a complaint about a charitable organization, professional fundraiser, or raffle to our investigatory staff 24/7.
- **August 2017**
 - The Secretary of State launched its online notary webinar, which provides educational information on the duties of notaries and the laws governing notaries. The webinar contains the information presented by the agency provided at its free Notary Public seminars in various locations in the state each year, but which members of the public can access 24/7 from their home or business.
- **May 2018**
 - The Secretary of State's Office received the International Association of Commercial Administrators (IACA) Merit Award for the Business Filings Online Business Entities Filing, Search and Document Retrieval System. The IACA Merit Award recognizes jurisdictions that have developed innovation through the implementation of a new or improved product or service.
- **November 2018**
 - Mark Hammond re-elected Secretary of State.
- **Summer 2019**
 - The Secretary of State's Office plans to launch a new agency website.

3. Agency directors and time of service.

Name of Director	Time of Service
John Vanderhorst	1783-1787
Peter Freneau	1787-1795
Stephen Ravenel	1795-1799
Isaac Motte Dart	1799-1803
Daniel Huger	1803-1807
Stephen Lee	1807-1811
Daniel James Ravenel	1811-1815
John G. Brown	1815-1819
Beaufort T. Watts	1819-1823
William Laval	1823-1827
Robert Starke	1827-1830
Henry Pendleton Taylor	1830
Samuel Hammond	1830-1835
Benjamin H. Saxon	1835-1839
Maximillan LaBorde	1839-1843
Roger Quash Pinckney	1843-1847
Barnabas Kelet Henagan	1847-1851
Benjamin Perry	1851-1855
James Patterson	1855-1859
Isaac Hayne Means	1859-1863
W. R. Hunt	1863-1867
Ellison Capers	1867-1868
Francis Lewis Cardozo	1868-1872
Henry E. Hayne	1872-1876
Robert Moorman Sims	1876-1882
James Nathan Lipscomb	1882-1886
William Zachariah Leitner	1886-1888
John Quitman Marshall	1888-1890
James E. Tindal	1890-1894
Daniel Hollard Tompkins	1894-1899
Marion Reed Cooper	1899-1903
J. T. Gantt	1903-1907
R. M. McCown	1907-1917
William Banks Dove	1917-1924
William Plummer Blackwell	1924-1949
P. T. Bradham	1949-1950
Oscar Frank Thornton	1950-1979
John T. Campbell	1979-1991
James M. Miles	1991-2003
John Mark Hammond	2003-present

C. Governing Body, Organizational Chart, and Related Entities

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4. Agency's governing body, as outlined in the enabling statute.

The Secretary of State is a Constitutional Officer elected by the people of South Carolina.

S.C. Constitution Article VI. Officers. Section 7. Elective offices; terms; duties; compensation.

There shall be elected by the qualified voters of the State a Secretary of State, an Attorney General, a Treasurer, a Superintendent of Education, Comptroller General, Commissioner of Agriculture, and an Adjutant General who shall hold their respective offices for a term of four years, coterminous with that of the Governor. The duties and compensation of such offices shall be prescribed by law and their compensation shall be neither increased nor diminished during the period for which they shall have been elected.

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5. Qualifications and duties of the agency director and governing body, as specified in law.

Pursuant to S.C. Constitution Article VI. Section 1: No person may be popularly elected to and serve in any office in this State or its political subdivisions unless he possesses the qualifications of an elector, is not disqualified by age as prescribed in this Constitution, and has not been convicted of a felony under state or federal law or convicted of tampering with a voting machine, fraudulent registration or voting, bribery at elections, procuring or offering to procure votes by bribery, voting more than once at elections, impersonating a voter, or swearing falsely at elections/taking oath in another's name, or has not pled guilty or nolo contendere to these offenses. However, notwithstanding any other provision of this Constitution, this prohibition does not apply to a person who has been pardoned under state or federal law or to a person who files for public office fifteen years or more after the completion date of service of the sentence, including probation and parole time, nor shall any person, serving in office prior to the ratification of this provision, be required to vacate the office to which he is elected. No person may be elected or appointed to office in this State for life or during good behavior, but the terms of all officers must be for some specified period except officers in the militia.

Pursuant to S.C. Constitution Article VI. Section 2: No person who denies the existence of the Supreme Being shall hold any office under this Constitution.

Pursuant to S.C. Constitution Article VI. Section 3: No person may hold two offices of honor or profit at the same time. This limitation does not apply to officers in the militia, notaries public, members of lawfully and regularly organized fire departments, constables, or delegates to a constitutional convention.

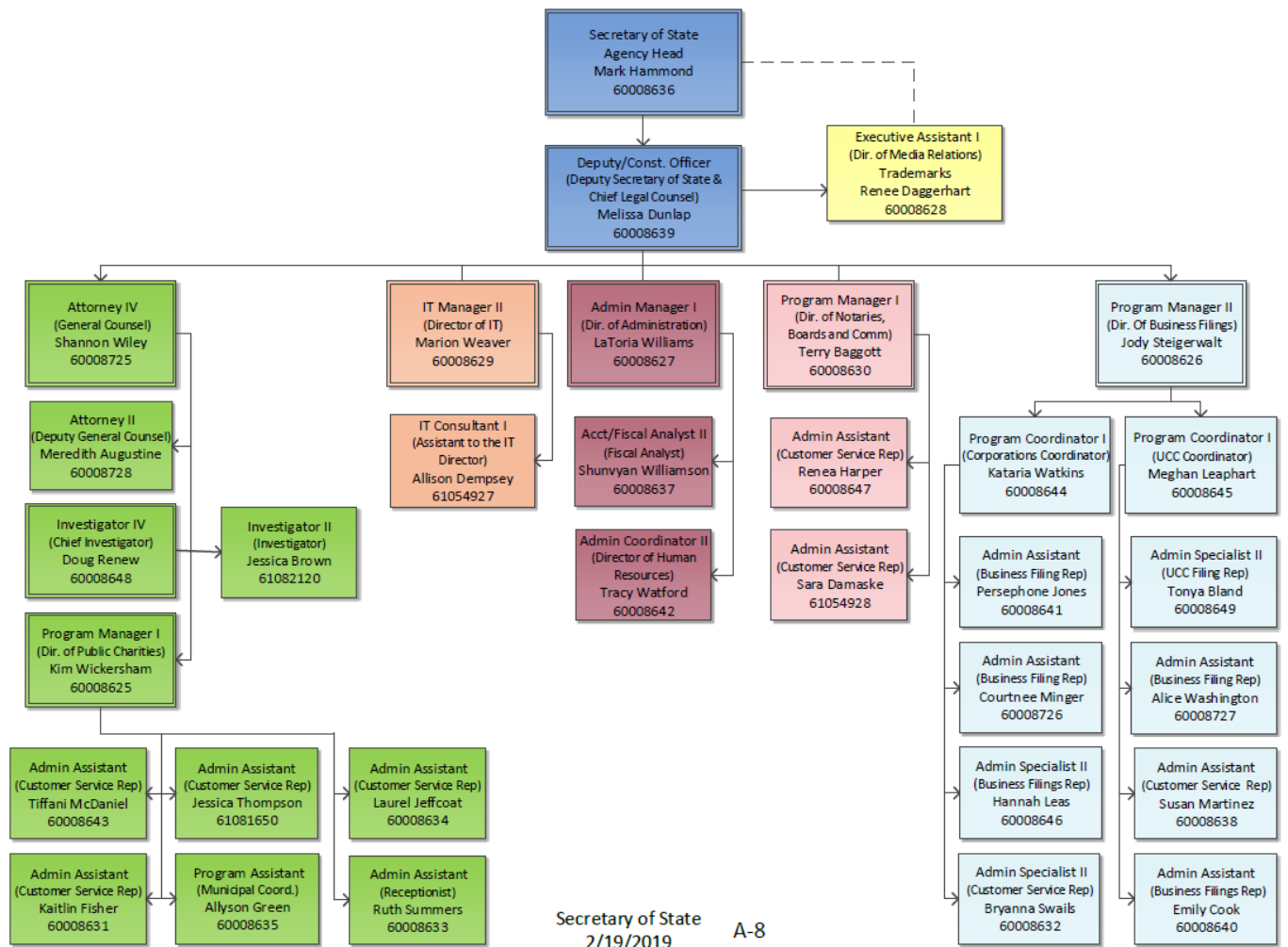
Pursuant to S.C. Constitution Article VI. Section 4: The Governor, Lieutenant Governor, and all other officers of the State and its political subdivisions, before entering upon the duties of their respective offices, shall take and subscribe the oath of office as prescribed in Section 5 of this article.

Pursuant to S.C. Constitution Article VI. Section 5: Members of the General Assembly, and all officers, before they enter upon the duties of their respective offices, and all members of the bar, before they enter upon the practice of their profession, shall take and subscribe the following oath: "I do solemnly swear (or affirm) that I am duly qualified, according to the Constitution of this State, to exercise the duties of the office to which I have been elected, (or appointed), and that I will, to the best of my ability, discharge the duties thereof, and preserve, protect, and defend the Constitution of this State and of the United States. So help me God.

6. Organizational Units Chart.	See attached Excel chart.
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7. Role and responsibilities of the agency compared to its counterpart entities, if any, at the federal and local levels.	<u>Federal counterparts</u> United States Patent and Trademark Office Filing of federally protected trademark applications and searchable registry of trademarks in use according to federal registry. <u>Local counterparts</u> DNE
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8. Organizational Flow Chart.



9. 3-4 agency successes.

1. Business Entities Online

Information technology online applications remain a top priority for the Secretary of State's Office. Providing online system applications to our customers is a main goal of the office. In January 2017, the Secretary of State launched the Business Entities Online application for public access to file and search corporate documents. The document request functionality was completed in phase one of the project in 2015. The second phase of the comprehensive business filing, search, and document retrieval web-based application provides fast turn-around times for customers, and also included the Business Entities In-house application. The Business Entities In-house application replaced a legacy system and allows agency personnel to enter filings received through the mail or submitted at the office and provide copies of filings electronically. Additionally, we have reviewed, edited, and reorganized the corporate forms available on the agency's website. This award-winning application was a result of the successful partnership with South Carolina Interactive (SCI).

The Secretary of State's Office continues to expand the functionality of the Business Entities Online application. This latest phase of the comprehensive business filing, search, and document retrieval web-based application provides a "Save" functionality which allows customers to save information and return to complete the filings at a later time or correct any information that caused the filing to be returned. This new capability increased the adoption rate of online filing. As of April 5, 2019, the adoption rate for filings is 74.7% and for certificates and document requests 97.2%.

2. UCC Online Filing

UCC Online was launched in May 2011. The launch of the Uniform Commercial Code (UCC) online filing system allowed businesses and citizens to file, search and retrieve UCC documents electronically. This web-based application, built through a partnership between the Secretary of State's Office and South Carolina Interactive (SCI), allows users to file, correct, amend, terminate, search and retrieve UCC financing statements. UCC Online provides convenient 24/7 access, immediate filing confirmation, quicker UCC Search processing time and immediate search results. As of April 8, 2019, the adoption rate was 62.8% for online filing and 99.8% for online UCC searches.

3. Charities Online Filing

In February 2009, the charities online filing system was launched providing charities and professional fundraisers the ability to file registrations, exemptions and annual financial reports online. The agency has continued to provide upgrades and enhanced functionality for the online application. For example, enhancements were made to the charities database that simplified the online filing process for customers by streamlining the options for uploading required documents and providing a PDF to customers that captured the information provided to our office during their online registration. The agency continues to provide updates and enhancements to improve functionality. Approximately 55% of our charities filings are submitted online.

In July 2017, we launched an online complaint form through which information is submitted electronically to our investigators, allowing customers to easily file complaints about solicitations from charities, professional fundraisers, and raffles that may warrant investigation.

4. Protecting Charitable Donors through Cancer Fund of America Multi-state Enforcement Action

Secretary of State Mark Hammond has made charities enforcement a cornerstone of his administration. In May 2015, the Secretary of State's Office joined all other states and the Federal Trade Commission in charging Cancer Fund of America and three other related organizations with bilking more than \$187 million from consumers as part of a nationwide scam. The resulting settlement permanently shut down all four organizations and issued lifetime bans against the individual perpetrators from engaging in charitable fundraising. This multi-state action represented one of the largest such cases in charity enforcement history.

Building on the success and momentum of the Cancer Fund Multi-state, Secretary Hammond has continued to work with other states to protect charitable donors and educate the public on wise charitable giving. In 2018, the Secretary of State's Office participated in Operation Donate with Honor, a nationwide crackdown on fraudulent veterans-related charities. Secretary Hammond believes that partnering with other states and agencies is key to permanently banning bad actors from the charitable sector.

5. Boards and Commissions Online Searchable Database

Pursuant to S.C. Code of Laws §1-5-40, the Secretary of State's Office has a duty to monitor positions on state boards and commissions. The Secretary of State's Office must keep membership information for state boards and commissions as a public record available for inspection by the members of the General Assembly and members of the public. To meet this requirement, the Secretary of State's Office launched its online searchable boards and commissions database in January 2014. This application allows online searches by name of board or commission as well as the appointed board member, and provides a current list of expired terms and vacancies on state boards and commissions.

The membership information on file with the Secretary of State's Office is based on information provided by state boards and commissions pursuant to S.C. Code of Laws §1-1-1310. Under this code section, state boards and commissions must send written notification to the Secretary of State's Office regarding any appointment, election, resignation or vacancy within the board or commission.

This searchable database is updated daily and benefits the general public, the Governor's Office, and members of the South Carolina General Assembly. The searchable database also provides transparency for the public to view the composition of state boards and commissions.

10. 3-4 agency challenges.

1. Technology

The Secretary of State's Office is integral in the transaction of business in South Carolina; therefore, offering the best possible technology to our customers remains a top priority for our agency. Additionally, providing user-friendly in-house applications to our staff is essential to maintaining excellent customer service as well as efficient and accurate filing of documents. Preserving permanent state records remains a critical function of the agency, while simultaneously providing online access to these records to the public.

The agency has many applications, including web-based and in-house applications, that must be supported and updated as required when technology changes. Data security is also top priority, and staff works diligently to ensure that data and records remain secure. Information technology staff works side-by-side with the Deputy Secretary of State and division directors in application development and project management. The Secretary of State's Office strives to meet the challenge of providing the most up-to-date technology to customers and staff in an ever-changing world, while conserving state resources.

2. Participation in Additional Multi-state Charity Actions

The Secretary of State's Office has successfully participated in multi-state charity enforcement actions; however, this participation has required a significant commitment of staff time as well as agency expenditures. Presently, the Secretary of State's Office is focusing on the enforcement of the South Carolina Solicitation of Charitable Funds Act and violations of the law as it relates to South Carolina organizations. Secretary Hammond believes that it would be beneficial to be able to join other additional multi-state cases, but this is challenging due to limited staff resources. Since the addition of a second investigator in 2017, the number of open violations and investigations has risen significantly. With additional resources, Secretary Hammond believes that the agency could maximize both in-state and multi-state charities enforcement.

3. Physical Security

Balancing the goal of providing the best possible customer service while providing security for staff and customers remains an ongoing challenge for the Secretary of State's Office. The Secretary of State's Office is located in the Edgar Brown Building and, unlike most buildings on the Capitol Complex, does not have security officers present at all times during business hours to screen visitors to the building. Due to the types of filings the Secretary of State's Office receives, the agency is a constant target of sovereign citizens. The Federal Bureau of Investigation called sovereign citizens "a growing domestic threat to law enforcement" and described one of their primary activities as "paper terrorism" (a reference of their tactic of filing fraudulent liens against persons and companies).

The Secretary of State's Office serves walk-in customers daily and must reject filings that are deficient. Provisions in the laws governing Uniform Commercial Code secured transactions and the authentication of documents permit the Secretary of State to reject documents that appear to be submitted for an improper or unlawful purpose. When staff rejects a sovereign citizen filing, it is common for the sovereign citizen to become argumentative and disruptive to other customers. Unfortunately, staff has to contact the Bureau of Protective Services on a regular basis to assist with the removal of sovereign citizens. In 2017, the Secretary of State's Office renovated its lobby to provide a glass barrier to provide some level of protection for our receptionist and staff when meeting with the public. The Secretary of State's Office has also installed security cameras to record activities in the lobby. Due to the constant, in-person engagement of sovereign citizens with our agency, however, the Secretary of State believes that customers and staff would best be protected by a continuous security presence that screens visitors as they enter the Edgar Brown Building.

1. Electronic and Remote Online Notarization

The Secretary of State's Office is responsible for the commissioning of notaries public. Notaries public serve an important role in the prevention of fraud. In order to better serve citizens and stay abreast of new technology, many states have adopted legislation allowing electronic and remote online notarization. This new technology provides both convenience and security, and benefits the business community as well as individuals. Electronic notarization would allow a signor and the notary to electronically sign a document and submit it electronically for filing, such as with the one of the South Carolina counties that currently provide e-recording at their Register of Deeds office. Remote online notarization would allow a South Carolina attorney to facilitate a real estate closing in South Carolina for a client who may be located out of town, out of state, or even out of the country. Some of the key factors and considerations of electronic and remote online notarization include the following:

- **Electronic notarization** would allow notaries to notarize documents using an electronic/digital signature for an electronic document.
- Both the notary and signor sign with an electronic signature.
- The signor physically appears in front of the notary.
- Documents are transmitted electronically.
- **Remote online notarization** would allow the notary and signor to be in two different locations.
- The signor appears in front of the notary using audio-visual technology.
- Electronic and remote online notarization are the equivalent of signing a sheet of paper, but provide easier transmittal of the document via email or another electronic means and provides for electronic filing.
- Electronic and remote online notarization provide security, efficiency and enhanced customer service during real estate closings and recording documents with county clerks and register of deeds offices. They offer more security than mailing documents to out-of-state customers to have notarized.
- South Carolina needs to provide these services for citizens, attorneys, bankers, and real estate professionals to stay competitive with other states.
- The National Association of Secretaries of States (NASS) supports both electronic and remote online notarization.

In August of 2018, Secretary Hammond assembled the Secretary of State's Office E-Notary Task Force. This group of interested parties worked together to draft legislation to bring this new technology to the citizens of South Carolina. The Secretary of State hopes South Carolina will join the 19 other states that currently provide electronic and remote online notarization. If electronic and remote online notarization legislation were to pass, the Secretary of State would have the responsibility of promulgating the regulations to implement the standards and requirements for e-notarization.

2. Emergence of Crowdfunding Platforms

In recent years, we have seen the proliferation of online crowdfunding platforms for charitable giving. These crowdfunding platforms allow people to conduct fundraising campaigns online, with the crowdfunding platforms retaining a percentage of the donations. People use crowdfunding platforms to solicit contributions for any number of purposes, from business ventures to medical bills to disaster relief. Many of these campaigns solicit contributions for the private benefit of individuals and not for charitable purposes.

Legal staff is currently working with members of the General Assembly and stakeholders in the nonprofit sector to examine this emerging issue. Presently, there are plans to form a Crowdfunding Task Force to meet in the Summer of 2019 to review model legislation and determine what protections would meet the needs of South Carolinians. Agency staff has also joined the National Association of State Charities Officials (NASCO) Crowdfunding Committee to follow national trends on this subject.

3. Collection of Beneficial Ownership Information

Over the past several years bills have been introduced in Congress that would potentially impact the Secretary of State's Office. This legislation concerns what is known as beneficial ownership. A beneficial owner is a legal term describing specific property rights that belong to a person even though legal title of the property belongs to another person.

Not everyone wants to be identified as a beneficial owner. Criminals will use a corporate entity to hide their true identity, the purpose of an account, and/or the source or use of funds or property associated with the entity. Beneficial ownership rules are designed to assist authorities in counteracting money laundering, tax evasion, corruption and terrorism activities and other financial crimes. Under the Bank Secrecy Act, all covered financial institutions are required to collect and verify from certain non-exempt legal entities specific information about the beneficial owners of the entity when a new bank account is opened. A legal entity customer is defined as a corporation, limited liability company or other entity created by the filing of a public document with the Secretary of State's Office. A beneficial owner owns or controls more than 25% of a company's shares or voting rights or exercises control over the company.

Enactment of federal legislation that would require the Secretary of State to determine the beneficial ownership information of a legal entity would place an onerous burden on the agency. Furthermore, beneficial ownership information currently exists with the Internal Revenue Service. The Internal Revenue Service requires all filers to provide and update "responsible party" information through IRS Form SS-4, thereby making such ownership details accessible to federal law enforcement officials.

For these reasons, the National Association of Secretaries of State (NASS) put forth a resolution in July 2015 that states that NASS shall oppose any unnecessary and costly federal proposals requiring states to collect the same information currently being gathered through IRS Form SS-4 and made available to law enforcement authorities. NASS further asserts that the United States can meet its international commitments to fighting crime and financial wrongdoing through the abuse of corporate vehicles by promoting the adoption of federal government regulations that require financial institutions to collect ownership information for account holders, in addition to IRS Form SS-4 information collection. Although NASS has taken a position that beneficial ownership should be monitored at the federal level, this remains an emerging issue that all Secretary of State's Offices must address.

II. Agency Records, Policies, and Risk Mitigation Practices

A. Records and Policies Management

12. (A) Agency's records management policy.	See attached policies in Exhibit A.
(B) Agency's status in regards to compliance with the records management policy and explanation for non-compliance, if the agency is non-compliant.	The Secretary of State's Office is in compliance with the records management policy.
13. Agency's schedule for regularly reviewing and updating, as necessary, all agency policies and explanation for lack of a schedule, if the agency does not have a schedule.	The Secretary of State's Office reviews policies annually and periodically as needed.
14. (A) Agency's status in regards to compliance with S.C. Code Ann. §1-23-120(J) that requires agencies to conduct a formal review of its regulations every five years.	The Secretary of State's Office is in compliance with S.C. Code Ann. §1-23-120(J). Please find attached the letter dated April 27, 2017 to Governor Henry McMaster and former Code Commissioner James Harrison. See attached Exhibits B and C.
(B) Last time the agency conducted a formal review of its regulations.	The last formal review of the Secretary of State's regulations was conducted on April 27, 2017 pursuant to S.C. Code Ann. §1-23-120(J). See attached Exhibits B and C.
(C) Last time the agency submitted new or revised regulations to the General Assembly.	On February 22, 2019. Document No. 4876, was published in the <i>South Carolina State Register</i> , Vol. 43, Issue 2. See attached Exhibit D.

15. Agency's status in regards to compliance with S.C. Code Ann. §2-1-230 that requires agencies to submit reports to Legislative Services Agency for publication online, and the State Library.

The agency's Annual Accountability Report and other required reporting is found online on the Secretary of State's website at www.sos.sc.gov.

Paper copies have not been submitted for some time, but the agency will gladly forward copies if requested.

16. How the agency collaborates with other agencies to seek funding (e.g. grant and federal funding).

The Secretary of State's Office does not seek grant or federal funding.

B. Audit and/or Other Risk Mitigation Practices

17. Updated version of the agency's "Report and External Review Template" from the Accountability Report.	See updated report in Exhibit E.
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18. (A) Agency's internal audit process and/or other risk mitigation practices.	<p>The Secretary of State's internal auditing is primarily conducted by its Finance Division. The Finance Division consists of the Director of Administration, the Procurement Officer/Human Resources Director, and a Fiscal Analyst. The internal audit processes are as follows:</p> <ul style="list-style-type: none">• <u>Revenue</u>: The Revenue System is the Secretary of State's checks and balances system of revenue transactions before it is interfaced into SCEIS.• <u>Cash</u>: Cash is verified by the Director of Administration before it is taken to the bank for deposit.• <u>Checks</u>: Checks are inspected by the Finance Division to verify each divisions' deposit balances daily.• <u>P-Card</u>: P-Card receipts are verified by the Director of Administration to ensure all charges are valid.• <u>Purchases</u>: All purchases are reviewed by the Director of Administration for validity.• <u>Invoices</u>: All payable documents are processed by accounting workflow and are inspected by the Director of Administration for proper coding and documentation. This ensures that controls are in place at all times. Additionally, anything processed with a purchase order has been previously approved by the Director of Administration, again ensuring a further level of control.• <u>HR Payroll</u>: All payroll is inspected accordingly to the SCEIS payroll processing checklist.• <u>Human Resources</u>: The HR Director has checklists for new hires, changes in positions, separations, and benefits. Also, the HR Director inspects employee I-9 filings for federal compliance annually.• <u>Inventory</u>: Annual inventory is verified each fiscal year by the Procurement Officer and IT Consultant.
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(B) List of areas reviewed in agency internal audits during the last five years.

The agency does not have internal audit division, but is audited annually by the State Auditor's Office. In addition, the Department of Administration's Office of Human Resources audits the agency annually.

19. Issues or recommendations from external reviews or audits conducted of the agency during the last five years, which the agency has not yet fully addressed or implemented.

Issue or Recommendation	Agency’s Status in Addressing or Implementing	Date External Review or Audit completed	Entity Conducting the Audit or Review
DNE-does not exist			

III. Agency Spending

20. Finance Overview Chart.	See attached Excel chart.
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IV. Agency Legal Directives, Services, and Performance

A. Laws

See Legal Standards Chart from the agency's most recent Accountability Report.

B. Deliverables

21. Deliverables Chart.	See attached Excel chart.
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C. Performance

22. Performance Measures Chart.	See attached Excel chart.
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V. Agency Ideas and Recommendations

23. Recommendations for changes in law.

LAW CHANGE # 1			
Law	Summary of Current Law(s) and Recommended Change(s)	Basis for Recommendation	Approval and Others Impacted
Section 1-7-117. Duties of Division of Public Charities devolved upon Attorney General.	<p><u>Current Law:</u> Devolved duties, functions, and responsibilities of the Public Charities Division to the Attorney General's Office in 1996.</p> <p><u>Recommendation:</u> Repeal</p>	1998 Act No. 368 devolved the duties, functions, and responsibilities of the Public Charities Section of the Attorney General's Office upon the Secretary of State's Office on July 1, 1998. The Public Charities Division has remained with the Secretary of State's Office since that time, and Section 1-7-117 is no longer accurate.	<p><u>Presented and approved by agency's governing body:</u> Approved</p> <p><u>Other entities potentially impacted:</u> Attorney General's Office</p> <p><u>If the law is a regulation, where agency is in the process of finalizing it and providing it to the General Assembly:</u> Not applicable</p>
Current Law Wording		Proposed Revisions to Law Wording	
<p>SECTION 1-7-117. Duties of Division of Public Charities devolved upon Attorney General.</p> <p>(A) The duties, functions, and responsibilities of the Division of Public Charities of the office of the Secretary of State are devolved upon the Attorney General's office on July 1, 1996. All personnel, appropriations, and full-time equivalent positions of the Division of Public Charities also are transferred to the Attorney General's office on July 1, 1996.</p> <p>(B) The Attorney General shall administer the "South Carolina Solicitation of Charitable Funds Act" as contained in Chapter 56 of Title 33 of the 1976 Code.</p> <p>HISTORY: 1996 Act No. 458, Part II, Section 28A, B.</p>		Repeal entire statute	

LAW CHANGE # 2

Law	Summary of Current Law(s) and Recommended Change(s)	Basis for Recommendation	Approval and Others Impacted
<p>Section 7-9-10. Certification and decertification of political parties.</p> <p>Section 7-9-80. County conventions; organization and conduct of business.</p> <p>Section 7-9-100. State convention.</p>	<p><u>Current Law:</u></p> <ul style="list-style-type: none"> • In instances in which the State Election Commission decertifies a political party and the notice of decertification is returned as undeliverable by the postal service, the notice must be placed on file with the State Election Commission and the Secretary of State. • Political parties holding county conventions must report their elected officers to the clerk of court of the county and the Secretary of State. • Political parties holding state conventions must report their elected officers to the State Election Commission and the Secretary of State. <p><u>Recommendation:</u> Amend to remove filing requirement with the Secretary of State.</p>	<p>Although the State Election Commission is primarily responsible for administering Chapter 9 of Title 7, which governs political party organization, some filing requirements are duplicated with the Secretary of State's Office. This is duplicative of agency resources.</p>	<p><u>Presented and approved by agency's governing body:</u> Approved</p> <p><u>Other entities potentially impacted:</u> State Election Commission</p> <p><u>If the law is a regulation, where agency is in the process of finalizing it and providing it to the General Assembly:</u> Not applicable</p>
Current Law Wording		Proposed Revisions to Law Wording	
<p>SECTION 7-9-10. Certification and decertification of political parties.</p> <p>Political parties desiring to nominate candidates for offices to be voted on in a general or special election shall, before doing so, have applied to the State Election Commission (Commission) for certification as such. Parties shall nominate candidates of that party on a regular basis, as provided in this title, in order to remain certified. Any certified political party that fails to organize on the precinct level as provided by law, hold county conventions as provided by Sections 7-9-70 and 7-9-80, and hold a state convention as provided by Section 7-9-100; that fails to nominate candidates for national, state, multi-county district, countywide, or less than countywide office by convention or party primary as provided by Sections 7-11-20, 7-11-30, and 7-13-40; and that fails to certify the candidates as provided by Section 7-13-350 in at least one of two consecutive general elections held on the first Tuesday following the first Monday in November of an even-numbered year, or that fails to nominate and certify candidates in any other election which might be held within the period of time intervening between the two general elections, must be decertified by the State Election Commission. The party must be notified in writing of its decertification at the last address of record. If the notification of decertification is returned as undeliverable, it must be placed on file in the office of the State Election Commission and with the Secretary of State.</p>		<p>SECTION 7-9-10. Certification and decertification of political parties.</p> <p>Political parties desiring to nominate candidates for offices to be voted on in a general or special election shall, before doing so, have applied to the State Election Commission (Commission) for certification as such. Parties shall nominate candidates of that party on a regular basis, as provided in this title, in order to remain certified. Any certified political party that fails to organize on the precinct level as provided by law, hold county conventions as provided by Sections 7-9-70 and 7-9-80, and hold a state convention as provided by Section 7-9-100; that fails to nominate candidates for national, state, multi-county district, countywide, or less than countywide office by convention or party primary as provided by Sections 7-11-20, 7-11-30, and 7-13-40; and that fails to certify the candidates as provided by Section 7-13-350 in at least one of two consecutive general elections held on the first Tuesday following the first Monday in November of an even-numbered year, or that fails to nominate and certify candidates in any other election which might be held within the period of time intervening between the two general elections, must be decertified by the State Election Commission. The party must be notified in writing of its decertification at the last address of record. If the notification of decertification is returned as undeliverable, it must be placed on file in the office of the State Election Commission and with the Secretary of State.</p> <p>Any decertified party or any noncertified party, organization, or association may obtain certification as a political party at any time by filing with the Commission a petition for the certification signed by ten thousand or more registered electors residing in this State, giving</p>	

Any decertified party or any noncertified party, organization, or association may obtain certification as a political party at any time by filing with the Commission a petition for the certification signed by ten thousand or more registered electors residing in this State, giving the name of the party, which must be substantially different from the name of any other party previously certified.

No petition for certification may be submitted to the Commission later than six months prior to any election in which the political party seeking certification wishes to nominate candidates for public office.

At the time a petition is submitted to the Commission for certification, the Commission shall issue a receipt to the person submitting the petition which reflects the date the petition was submitted and the total number of signatures contained therein. Once the petition is received by the Commission, the person submitting the petition shall not submit or add additional signatures.

If the Commission determines, after checking the validity of the signatures in the petition, that it does not contain the required signatures of registered electors, the person submitting the petition must be notified and shall not submit any new petition seeking certification as a political party under the same name for one year from the date the petition was rejected.

Once a petition for certification has been submitted and rejected by the Commission, the same signatures may not be submitted in any subsequent petition to certify a new political party.

Once submitted for verification, a petition for certification may not be returned to the political party, organization, or association seeking certification, but shall become a part of the permanent records of the Commission.

HISTORY: 1962 Code Section 23-251; 1952 Code Section 23-251; 1950 (46) 2059; 1974 (58) 2866; 1984 Act No. 263, Section 1, eff January 27, 1984; 1986 Act No. 346, Section 2, eff March 7, 1986.

SECTION 7-9-80. County conventions; organization and conduct of business.

Each county convention shall be called to order by the county chairman and shall proceed to elect a temporary president, a temporary secretary and a committee on credentials for the purpose of organizing. When organized, it shall elect a permanent president, a secretary and treasurer. It shall also elect the county chairman, the county vice-chairman and a member of the state committee from the county and as many delegates to the state convention as triple the number of members from the county in the House of Representatives, plus one. But county conventions at their discretion may elect double the number of delegates in which case each delegate shall have one-half vote. The secretary of the convention shall keep a record of the proceedings in the minute book.

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All officers except delegates shall be reported to the clerk of court of the county and to the Secretary of State prior to the state convention. The reports shall be public record.

HISTORY: 1962 Code Section 23-260; 1952 Code Section 23-260; 1950 (46) 2059; 1964 (53) 1831; 1968 (55) 2349.

SECTION 7-9-100. State convention.

The state convention shall meet at a location in this state determined by the state committee to have adequate facilities during a thirteen-month period ending May fifteenth of every general election year on a day and at a time fixed by the state committee and announced publicly at least ten days before the meeting. The state committee shall notify the delegates to the state convention of the accommodations that are available for the delegates during the convention. This listing must be as complete as practicable and must include the accommodations in close proximity to the convention site as well as any other accommodations that are chosen by the state committee. This notice must include the name and location of the accommodations, the cost per day, and any discounts or surcharges that are applicable during the period of the convention. Should the state committee fix the date for the state convention in a nongeneral election year, it must be held for the purpose of reorganization only. The convention to be held for the purpose of nominating candidates for public office to be filled in the general election must be held in the general election year. At the time that the state committee sets the date for the state convention it shall set what month during the twelve-month period ending March thirty-first of every general election year that the county convention must be held. If it sets a month in a nongeneral election year for the county conventions to be held for the purpose of reorganization, it must set a month during the general election year for the county convention to be reconvened for the purpose of nominating candidates for public office to be filled in the general election. Sufficient advance notice of the month set for county conventions must be given to county executive committees so that the public notices required by law may be met. The convention must be composed of delegates elected by the county conventions. Each county is entitled to one delegate for each six thousand residents of the county, according to the latest official United States Census, plus two additional members. If a county has a fractional portion of population of at least three thousand residents above its last six thousand resident figure it is entitled to an additional delegate. When the state convention assembles, it must be called to order by the chairman of the state committee. A temporary president must be nominated and elected by the convention, and after its organization the convention shall proceed immediately to the election of permanent officers and to the transaction of business. When the business has concluded it shall adjourn sine die, or may recess. The state

All officers except delegates shall be reported to the clerk of court of the county and to the ~~Secretary of State~~ State Election Commission prior to the state convention. The reports shall be public record.

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The officers of the state convention must be a president, vice president, two secretaries, and a treasurer. Each county delegation to a state convention may fill any vacancies therein.

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The officers of the state convention must be a president, vice president, two secretaries, and a treasurer. Each county delegation to a state convention may fill any vacancies therein. Any county failing or refusing to organize under the provisions of this title may not have representation in the state convention. The state officers must be reported to the Secretary of State and to the State Election Commission within fifteen days of their election and the reports must be public record.

HISTORY: 1962 Code Section 23-262; 1952 Code Section 23-262; 1950 (46) 2059; 1954 (48) 1447; 1964 (53) 1831; 1974 (58) 2866; 1976 Act No. 459; 1977 Act No. 133 Section 2; 1986 Act No. 327, Section 3, eff February 20, 1986; 1988 Act No. 423, Section 1, eff April 5, 1988; 1989 Act No. 136, Section 1, eff June 5, 1989.

Any county failing or refusing to organize under the provisions of this title may not have representation in the state convention. The state officers must be reported ~~to the Secretary of State and~~ to the State Election Commission within fifteen days of their election and the reports must be public record.

HISTORY: 1962 Code Section 23-262; 1952 Code Section 23-262; 1950 (46) 2059; 1954 (48) 1447; 1964 (53) 1831; 1974 (58) 2866; 1976 Act No. 459; 1977 Act No. 133 Section 2; 1986 Act No. 327, Section 3, eff February 20, 1986; 1988 Act No. 423, Section 1, eff April 5, 1988; 1989 Act No. 136, Section 1, eff June 5, 1989.

LAW CHANGE # 3

Law	Summary of Current Law(s) and Recommended Change(s)	Basis for Recommendation	Approval and Others Impacted
Section 7-17-320: Statements printed in public newspapers.	<p><u>Current Law:</u> Requires the Secretary of State to publish certified election results in one or more public newspapers in South Carolina.</p> <p><u>Recommendation:</u> Repeal</p>	Section 7-17-320 no longer reflects current agency practices, as certified election results are published by the State Election Commission on its website. Compliance with this section would duplicate agency efforts and would unnecessarily expend agency resources with little or no benefit to taxpayers.	<p><u>Presented and approved by agency's governing body:</u> Approved</p> <p><u>Other entities potentially impacted:</u> State Election Commission</p> <p><u>If the law is a regulation, where agency is in the process of finalizing it and providing it to the General Assembly:</u> Not applicable</p>
Current Law Wording		Proposed Revisions to Law Wording	
<p>SECTION 7-17-320. Statements printed in public newspapers.</p> <p>The Secretary of State shall cause a copy of such certified statements and determinations to be printed in one or more public newspapers of this State.</p> <p>HISTORY: 1962 Code Section 23-480; 1952 Code Section 23-480; 1942 Code Section 2327; 1932 Code Section 2327; Civ. C. '22 Section 261; Civ. C. '12 Section 259; Civ. C. '02 Section 233; G. S. 137; R. S. 191; 1882 (17) 1121 Section 50.</p>		Repeal entire statute	

LAW CHANGE # 4

Law	Summary of Current Law(s) and Recommended Change(s)	Basis for Recommendation	Approval and Others Impacted
SECTION 12-8-540. Withholding for rent or royalty payments to nonresident; exemptions; revocation of exemption. SECTION 12-8-550. Withholding for nonresident temporarily conducting business or performing personal services; exemption; revocation of exemption.	<u>Current Law:</u> Requires nonresident taxpayers to register with the Secretary of State and the Department of Revenue. <u>Recommendation:</u> Amend Section 12-8-540 and Section 12-8-550 to remove references to registration of nonresident taxpayers with the Secretary of State.	Presently, nonresident taxpayers only file registration forms with the Department of Revenue and not with the Secretary of State's Office. The code section unnecessarily duplicates agency actions as written, and no longer reflects agency practice.	<u>Presented and approved by agency's governing body:</u> Approved <u>Other entities potentially impacted:</u> Department of Revenue <u>If the law is a regulation, where agency is in the process of finalizing it and providing it to the General Assembly:</u> Not applicable
Current Law Wording		Proposed Revisions to Law Wording	
<p>SECTION 12-8-540. Withholding for rent or royalty payments to nonresident; exemptions; revocation of exemption.</p> <p>(A) A person making rent or royalty payments to a nonresident of twelve hundred dollars in any calendar year or more annually for the use or privilege of using property in this State shall withhold seven percent of each payment to a nonresident individual, partnership, trust, or estate and five percent of each payment to a nonresident corporation or any other nonresident entity.</p> <p>(B) This section does not apply:</p> <p>(1) to a person for the rental of residential housing units, including short-term rentals, when four or fewer units are owned by the nonresident;</p> <p>(2) to an individual who pays rent directly to a nonresident solely for a residential housing unit which is his legal residence;</p> <p>(3) to a nonresident which has registered with the Secretary of State or the Department of Revenue and by that registration has agreed to be subject to the jurisdiction of the department and the courts of this State to determine its South Carolina tax liability, including estimated taxes, together with any related interest and penalties, if any. Registering with the Secretary of State or the department is not an admission of tax liability. If the person renting from or having a royalty contract with a nonresident obtains an affidavit from the nonresident stating that the nonresident is registered with the department or with the Secretary of State, the person is not responsible for the withholding.</p> <p>The department may revoke the exemption granted by the registration provided in this item if it determines that the nonresident taxpayer is not cooperating with the department in the determination of the nonresident taxpayer's correct South Carolina tax liability. The revocation does not revive the duty of a person renting from or having</p>		<p>SECTION 12-8-540. Withholding for rent or royalty payments to nonresident; exemptions; revocation of exemption.</p> <p>(A) A person making rent or royalty payments to a nonresident of twelve hundred dollars in any calendar year or more annually for the use or privilege of using property in this State shall withhold seven percent of each payment to a nonresident individual, partnership, trust, or estate and five percent of each payment to a nonresident corporation or any other nonresident entity.</p> <p>(B) This section does not apply:</p> <p>(1) to a person for the rental of residential housing units, including short-term rentals, when four or fewer units are owned by the nonresident;</p> <p>(2) to an individual who pays rent directly to a nonresident solely for a residential housing unit which is his legal residence;</p> <p>(3) to a nonresident which has registered with the Secretary of State or the Department of Revenue and by that registration has agreed to be subject to the jurisdiction of the department and the courts of this State to determine its South Carolina tax liability, including estimated taxes, together with any related interest and penalties, if any. Registering with the Secretary of State or the department is not an admission of tax liability. If the person renting from or having a royalty contract with a nonresident obtains an affidavit from the nonresident stating that the nonresident is registered with the department or with the Secretary of State, the person is not responsible for the withholding.</p> <p>The department may revoke the exemption granted by the registration provided in this item if it determines that the nonresident taxpayer is not cooperating with the department in the determination of the nonresident taxpayer's correct South Carolina tax liability. The revocation does not revive the duty of a person renting from or having</p>	

a royalty contract with a nonresident to withhold until the person receives notice of the revocation.

HISTORY: 1995 Act No. 76, Section 2.

SECTION 12-8-550. Withholding for nonresident temporarily conducting business or performing personal services; exemption; revocation of exemption.

(A) A person hiring or contracting with a nonresident conducting a business or performing personal services of a temporary nature within this State shall withhold two percent of each payment in which the South Carolina portion of the contract exceeds or could reasonably be expected to exceed ten thousand dollars. This section does not apply to a nonresident which registered with the Secretary of State or the Department of Revenue and by that registration agreed to be subject to the jurisdiction of the department and the courts of this State to determine its South Carolina tax liability, including withholding and estimated taxes, together with any related interest and penalties. Registering with the Secretary of State or the department is not an admission of tax liability nor does it require the filing of an income tax or franchise (license) tax return. If the person hiring, contracting, or having a contract with a nonresident obtains an affidavit from the nonresident stating that the nonresident is registered with the department or with the Secretary of State, the person is not responsible for the withholding.

(B) The department may revoke the exemption granted by registering with the Secretary of State or the department if it determines that the nonresident taxpayer is not cooperating with the department in the determination of the nonresident taxpayer's correct South Carolina tax liability. This revocation does not revive the duty of a person hiring, contracting, or having a contract with a nonresident to withhold, until the person receives notice of the revocation.

(C) This section does not apply to payments on purchase orders for tangible personal property when those payments are not accompanied by services to be performed in this State.

HISTORY: 1995 Act No. 76, Section 2; 2000 Act No. 399, Section 3(D)(4), eff August 17, 2000.

Editor's Note

2000 Act No. 399, Section 3.Z., provides, in pertinent part, as follows:

"This section takes effect upon approval by the Governor, or as otherwise stated, except that ... subsection D. applies to taxable years beginning after December 31, 2000"

HISTORY: 1995 Act No. 76, Section 2.

SECTION 12-8-550. Withholding for nonresident temporarily conducting business or performing personal services; exemption; revocation of exemption.

(A) A person hiring or contracting with a nonresident conducting a business or performing personal services of a temporary nature within this State shall withhold two percent of each payment in which the South Carolina portion of the contract exceeds or could reasonably be expected to exceed ten thousand dollars. This section does not apply to a nonresident which registered with ~~the Secretary of State or~~ the Department of Revenue and by that registration agreed to be subject to the jurisdiction of the department and the courts of this State to determine its South Carolina tax liability, including withholding and estimated taxes, together with any related interest and penalties. Registering ~~with the Secretary of State or~~ the department is not an admission of tax liability nor does it require the filing of an income tax or franchise (license) tax return. If the person hiring, contracting, or having a contract with a nonresident obtains an affidavit from the nonresident stating that the nonresident is registered with the department ~~or with the Secretary of State~~, the person is not responsible for the withholding.

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LAW CHANGE # 5

Law	Summary of Current Law(s) and Recommended Change(s)	Basis for Recommendation	Approval and Others Impacted
<p>Section 26-1-15. Qualifications for notarial commission.</p> <p>Section 26-1-20. Endorsement of application.</p> <p>Section 26-1-25. Additional methods of endorsement of applications.</p>	<p><u>Current Law:</u> Requires notary applicants to submit applications to legislative delegations, which then submit the applications to the Secretary of State for processing.</p> <p><u>Recommendation:</u> Amend to have notary applicants submit applications directly to the Secretary of State.</p>	<p>Having notary applicants send their applications directly to the Secretary of State's Office would increase efficiency and conserve state resources by having only one office, rather than two separate offices, process the applications. Processing time for applications could be reduced from 4 to 12 weeks to only 1 to 2 weeks. Also, having only one office process applications would provide a single point of contact for citizens seeking to become a notary.</p>	<p><u>Presented and approved by agency's governing body:</u> Approved</p> <p><u>Other entities potentially impacted:</u> Legislative Delegations</p> <p><u>If the law is a regulation, where agency is in the process of finalizing it and providing it to the General Assembly:</u> Not applicable</p>
Current Law Wording		Proposed Revisions to Law Wording	
<p>SECTION 26-1-15. Qualifications for notarial commission.</p> <p>A person qualified for a notarial commission:</p> <p>(1) must be a registered voter in this State;</p> <p>(2) shall read and write the English language; and</p> <p>(3) shall submit an application containing no significant misstatement or omission of fact. The application form must be provided by the Secretary and must include the signature of the applicant written with pen and ink, and the signature must be acknowledged as the applicant's by a person authorized to administer oaths.</p> <p>HISTORY: 2014 Act No. 185 (S.356), Section 1, eff June 2, 2014.</p> <p>SECTION 26-1-20. Endorsement of application.</p> <p>(A) Each county legislative delegation shall determine whether the endorsement of notaries public must be by:</p>		<p>SECTION 26-1-15. Qualifications for notarial commission.</p> <p>A person qualified for a notarial commission:</p> <p>(1) must be a registered voter in this State;</p> <p>(2) shall read and write the English language; and</p> <p>(3) shall submit an application <u>to the Secretary of State</u> containing no significant misstatement or omission of fact. The application form must be <u>submitted in the format</u> provided by the Secretary and must include the signature of the applicant written with pen and ink, and the signature must be acknowledged as the applicant's by a person authorized to administer oaths.</p> <p>HISTORY: 2014 Act No. 185 (S.356), Section 1, eff June 2, 2014.</p> <p>SECTION 26-1-20. Endorsement of application.</p> <p>(A) Each county legislative delegation shall determine whether the endorsement of notaries public must be by:</p>	

(1) one-half of the members of the legislative delegation representing the county in which the applicant resides; or

(2) endorsement by the senator and representative in whose district the applicant resides, without other endorers.

(B) Each county legislative delegation shall notify the Secretary of State in writing if it chooses to utilize subsection (A)(2) within the individual county. If the county legislative delegation chooses to utilize subsection (A)(2), the applicant, senator, and representative shall indicate their respective districts on the application provided to the Secretary of State. If the office of senator or representative from that district is vacant at the time the application is submitted, the notary public may be appointed upon the endorsement of a majority of the legislative delegation representing the county in which the applicant resides.

HISTORY: 1962 Code Section 49-2; 1952 Code Section 49-2; 1942 Code Section 3465; 1932 Code Section 3465; Civ. C. '22 Section 823; Civ. C. '12 Section 738; 1911 (27) 139; 1967 (55) 509; 1989 Act No. 56, Section 1; 2014 Act No. 185 (S.356), Section 1, eff June 2, 2014.

Effect of Amendment

2014 Act No. 185, Section 1, rewrote the section.

SECTION 26-1-25. Additional methods of endorsement of applications.

(A) In addition to the methods of endorsement of applications for notary public commissions provided in Section 26-1-20, a legislator may provide for the endorsement of these applications by authorizing either the member serving as chairman or the member serving as secretary of the legislative delegation of the county in which the applicant resides to sign on the legislator's behalf.

(B) A copy of the resolution adopting any or all of these endorsement methods for a county must be forwarded to the Secretary of State, after which the method or methods of endorsement shall continue to apply in the county unless rescinded by a later delegation resolution.

HISTORY: 1997 Act No. 127, Section 1; 2014 Act No. 185 (S.356), Section 1, eff June 2, 2014.

Effect of Amendment

2014 Act No. 185, Section 1, added the paragraph designators; and in subsection (B), substituted "later" for "subsequent".

~~— (1) one half of the members of the legislative delegation representing the county in which the applicant resides; or~~

~~— (2) endorsement by the senator and representative in whose district the applicant resides, without other endorers.~~

~~— (B) Each county legislative delegation shall notify the Secretary of State in writing if it chooses to utilize subsection (A)(2) within the individual county. If the county legislative delegation chooses to utilize subsection (A)(2), the applicant, senator, and representative shall indicate their respective districts on the application provided to the Secretary of State. If the office of senator or representative from that district is vacant at the time the application is submitted, the notary public may be appointed upon the endorsement of a majority of the legislative delegation representing the county in which the applicant resides.~~

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Effect of Amendment

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HISTORY: 1997 Act No. 127, Section 1; 2014 Act No. 185 (S.356), Section 1, eff June 2, 2014.

Effect of Amendment

2014 Act No. 185, Section 1, added the paragraph designators; and in subsection (B), substituted "later" for "subsequent".

LAW CHANGE # 6

Law	Summary of Current Law(s) and Recommended Change(s)	Basis for Recommendation	Approval and Others Impacted
<p>Act No. 107 (1981). An Act to amend Chapter 25 of Title 41 relating to private employment agencies, so as to remove licensing and enforcement procedures from the Department of Labor and establish new procedures for such agencies under the Secretary of State, and to change the method for enforcing requirements relating to the duties of licensees, records, prohibited conduct and enforcement.</p> <p>Act No. 149 (1985). An Act to amend Chapter 25 of Title 41 relating to private employment agencies, so as to rename the chapter the South Carolina Private Personnel Placement Services Act; to raise the initial application fee and to make the application fee nonrefundable; to require a thirty-day waiting period for a license; to give the Secretary of State authority on the basis of noncompliance or written complaint to deny issuance or to revoke the license; to prohibit a surety on the bond required for a license from cancelling the bond without permission of the Secretary of State; to make failure to maintain in effect the required bond grounds for revoking a license; to require an annual license renewal fee of fifty dollars during the month of December and to make failure to pay the annual license fee and other</p>	<p><u>Current Law:</u> Requires employment agencies to obtain licenses through the Secretary of State. The Private Personnel Placement Services Act outlines requirements for entities acting as employment agencies and procedures for obtaining licensure, as well as provisions for renewal and revocation of licenses. The Act also provides enforcement provisions, including criminal penalties for violating the Act, and lists several agencies as having jurisdiction to enforce the Act.</p> <p><u>Recommendation:</u> Issue on which agency takes no position. The agency is aware of several provisions of the Act that need updating, as the last significant revisions of the Act occurred in 1985. The Committee may want to evaluate the State's objectives in regulating employment agencies and consider the following revisions: (1) Some provisions of the Act should be amended to reflect modern business realities, such as online-based businesses. (2) The enforcement provisions of the Act should be streamlined to provide a primary enforcement agency (currently eight are listed) and detailed procedures for enforcement to meet the State's regulatory objectives.</p>	<p>The basis for the agency's recommendation is to update the Act to reflect modern business practices and to ensure that the Act meets the regulatory objectives of the State.</p>	<p><u>Presented and approved by agency's governing body:</u> Approved</p> <p><u>Other entities potentially impacted:</u> Unknown</p> <p><u>If the law is a regulation, where agency is in the process of finalizing it and providing it to the General Assembly:</u> Not applicable</p>

<p>noncompliance factors reasons for denying or revoking a license; to require notice to be sent to the Secretary of State when changing a location; to require a license be returned to the Secretary of State when a business is closed or sold; to make a license nontransferable; to provide that private personnel placement services may not charge an applicant a fee until a service has been rendered that resulted in the applicant accepting and commencing employment, advertise without stating the personnel placement service name and clearly identifying itself as a private personnel placement service; to provide that private personnel placement services outside the boundaries of this State may not be allowed by an advertiser in this State to advertise without stating the firm's name and address and using wording that identifies it as a private personnel placement service; to provide that certain private personnel placement information is confidential belonging to the personnel service and provide protection against removal or use of the information by former employees; and to provide that all private personnel agencies licensed as of effective date of this Act are not required to apply for a new license.</p>			
Current Law Wording	Proposed Revisions to Law Wording		
<p>SECTION 41-25-10. Short title.</p> <p>This chapter may be cited as the “South Carolina Private Personnel Placement Services Act”.</p>	<p>The agency does not have a recommendation for specific wording at this time since it is requesting the Committee to evaluate the State’s regulatory objectives in licensing</p>		

HISTORY: 1962 Code Section 40-441; 1968 (55) 2846; 1981 Act No. 107 Section 1; 1985 Act No. 149, Section 1.

SECTION 41-25-20. Definitions.

For the purposes of this chapter:

(a) "Secretary" means the Secretary of State or his designated representative.

(b) "Private Personnel Placement Service" includes any person who charges fees, whether direct or indirect, all or any part of which may be in consideration of the person providing information on employment opportunities, procuring or attempting to procure employment for applicants seeking employment, and for procuring or attempting to procure employees for employers seeking applicants, regardless of what the services are called, which must include, but not be restricted to, job listing services, employment information centers, executive search firms, outplacement services, career counseling services, consultants, or resume services that perform job market sourcing for applicants, corporate or private business services, and other professional consultants and all who market or advertise personnel services on a "third party" basis, unless covered under other provisions of law.

(c) "Private Personnel Placement Service" does not include:

(1) Any placement office conducted by an incorporated bar association, hospital, association of registered professional nurses, registered medical institution, or by an incorporated association or society of professional engineers, or by an incorporated association or society of land surveyors, or by an incorporated association or society of registered architects;

(2) Any organization operated by or under the exclusive control of a bona fide nonprofit educational, religious, charitable, or eleemosynary institution;

(3) Temporary help services;

(4) Any organization operated by a governmental authority.

(d) "Placement fee" means any thing of value, paid, or directed to be paid, including retainer fees for providing information on employment opportunities, for the service of procuring or attempting to procure employment for persons seeking employment, or for procuring or attempting to procure employees for employers seeking applicants, or charges by persons performing services as defined in item (b) of this section.

(e) "Person" means any individual, company, society, association, corporation, manager, contractor, subcontractor, partnership, bureau, agency, service, office, or the agent or employee of the foregoing.

(f) "Applicant" means anyone performing or seeking to perform work, service, or labor of any kind and who had for this purpose visited or been in contact with a Private Personnel Placement Service.

(g) "Employer" means any person who engages or who seeks to engage applicants for employment.

employment agencies. The agency can provide draft statutory language if the Committee decides to make any recommendations for revision in its study report.

HISTORY: 1962 Code Section 40-431; 1968 (55) 2846; 1981 Act No. 107 Section 1; 1985 Act No. 149, Section 1; 1989 Act No. 147, Section 1, eff June 8, 1989.

Effect of Amendment

The 1989 amendment in (b) and (d) inserted “providing information on employment opportunities,”, and also in (b) inserted “job listing services, employment information centers,”.

SECTION 41-25-30. License required; application for license; fee; bond; claims against licensee; service of summons; place of operation of agency; no license to issue where previous application denied or license revoked.

(A) No person or firm may engage in the private personnel placement service business in South Carolina unless the person or firm has a current license for the business as provided in this chapter.

(B) An application for license must be made to the Secretary for each location. If the agency is owned by:

- (1) an individual, the application must be made by him;
- (2) a partnership, the application must be made by all of the partners;
- (3) a corporation, an association, or a society, the application must be made by the president, vice-president, secretary, and treasurer and by a person owning twenty percent or more of the stock.

(C) Each application must be written and in a form prescribed by the Secretary and must contain:

- (1) the name and address of the applicant;
- (2) the name under which the agency is to be conducted;
- (3) the street and number of the building or place where the business is to be conducted;
- (4) the business or occupations engaged in by the applicant previously;
- (5) whether the applicant has previously held or applied, whether granted or denied, for a private personnel placement service license within the United States or its possessions or territories;
- (6) the name and address of the individual who actually will direct and operate the placement activities;
- (7) the name and present address of the last employer of the individual;
- (8) a verification from a newspaper of the greatest circulation in the county of the applicant’s location that a public notification containing the information required in the application has been included in the newspaper on at least one occasion before the filing;
- (9) a certification by a licensed member of the South Carolina Bar that all requirements of the laws of South Carolina have been met.

(D) The application must be accompanied by an application fee of two hundred dollars and a license fee of one hundred dollars and verification of a surety bond of three thousand dollars or other security equal to twenty-five thousand dollars in a form approved by the Attorney General and deposited with the Secretary. The Secretary shall issue a license after thirty days following receipt of the application unless there is a reason for the Secretary to believe on the basis of a complaint and investigation that the applicant is not in compliance with this chapter. The application for a license must be denied and the license fee refunded if the Secretary determines that the applicant is not in compliance. The application fee must not be refunded.

(E) The aggregate liability of the surety for all breaches of the bond may not exceed the sum of the bond. The surety on the bond may cancel the bond upon giving thirty days written notice to the Secretary and the Private Personnel Placement Service and is relieved of liability for a breach of condition occurring after the effective date of the cancellation. Failure to maintain a surety bond in force or have other security filed with the Secretary of twenty-five thousand dollars constitutes disqualification for retaining a license. The Secretary shall allow ten working days after notification to the licensee for requalification before revoking that license. The business may not operate until proof of surety bond, or other security of twenty-five thousand dollars, has been established with the Secretary.

(F) Licenses are issued for two years beginning January first through December thirty-first twenty-four months later unless turned in or revoked by the Secretary. Licenses must be renewed biennially.

(G) The Secretary shall mail annual license renewal forms to the last known address of each licensee by November first. If license renewal forms are not received by a licensee for any cause, the licensee shall request a license renewal form from the Secretary's office. Every licensee shall file a biennial license renewal in a form and manner suitable to the Secretary postmarked not later than the last day of December. The renewal form must be accompanied by a renewal fee of one hundred dollars. If license renewal forms are not received by the Secretary's office the first week of January, the Secretary shall notify the licensee in writing that the licensee shall pay a one hundred dollar late penalty and that the licensee has thirty days from the date of notice to comply with licensing requirements. If compliance is not met within the specified time, the Secretary shall deny license renewal, return the license fee, and notify that business to cease operation and make public notification of closure of the service in the newspaper of the greatest circulation in the county in which it is located.

(H) If a written complaint by a person to the Secretary reveals that a licensee or firm is not in compliance with Section 41-25-30, the Secretary shall notify the licensee or firm of the alleged violation in writing and allow thirty days from the date of notice for response to and compliance with this chapter. If no response is received within thirty days, the Secretary shall investigate the alleged violation, and if the licensee or firm is found to be in violation of this chapter, deny or revoke that license.

(I) All claims or suits brought against a licensee may be brought in the name of the person damaged upon the bond deposited with the Secretary and may be transferred and assigned as other claims for damages in civil suits. The amount of damages claimed by the plaintiff, and not the penalty designated in the bond, determines the jurisdiction of the court in which the action is brought. If a licensee has departed from the State with intent to defraud his creditors or to avoid the service of a summons in an action brought under this section, service must be made upon the surety. A copy of the summons must be mailed to the last known post office address of the residence of the licensee as shown by the records of the Secretary. The service is deemed to be made when not less than the number of days has intervened between the date of service and the return of the same as provided by law.

(J) No license may be granted to conduct a private personnel placement service in a residence or rooms used for living purposes, where boarders or lodgers are kept, where meals are served, where persons sleep, or, in connection with a building or premises, where intoxicating liquors are sold to be consumed on premises, except cafes and restaurants in office buildings.

However, if the licensee has maintained a South Carolina State Placement Service license for three consecutive years, or has attained the national CPC designation, including two years of service, the licensee may be licensed to operate from a private residence if desired but must be in accordance with other applicable federal, state, and local laws and zoning ordinances. In addition, a person who is handicapped or incapacitated for a period of time could be allowed a waiver for that period of time to work from a private residence.

(K) No license may be issued if the applicant has had a previous application which was denied or a license which has been revoked within the United States or its possessions or territories. No person may own, wholly or in part, nor manage a private personnel placement service who previously has been denied or had revoked his license to operate a private personnel placement service within the United States or its possessions or territories. The Secretary, depending upon the seriousness of the offense causing the denial or revocation of the license, after a suitable period of three months to one year, may allow the person, upon full compliance, to reapply for a license.

(L) If a licensee relocates its offices before filing the annual renewal notice, he shall submit a written notice of the change of address to the Secretary containing a notarized statement that the new location conforms to licensing requirements.

(M) If a licensee ceases to operate or goes out of business, he shall notify the Secretary in writing of the action and return the license to the Secretary.

(N) If a business is sold to a new owner, the previous owner shall notify the Secretary in writing of the action and return the license to the Secretary and state to whom the business is being sold. That business may not operate until the new owner has obtained a new license.

(O) Private Personnel Placement Services licenses are nontransferable absolutely and unconditionally.

HISTORY: 1962 Code Section 40-432; 1968 (55) 2846; 1981 Act No. 107 Section 1; 1985 Act No. 149, Section 1; 1989 Act No. 147, Section 2, eff June 8, 1989; 1992 Act No. 477, Section 1, eff June 17, 1992; 1992 Act No. 501, Part II Section 9F, eff July 1, 1992.

Effect of Amendment

The 1989 amendment in subsection (k), added “, anywhere within the United States, its possessions or territories” in the two places it appears.

The first 1992 amendment by Act 477, in subsection (j), substituted “placement business” for “placement service” in the first paragraph, and added the second paragraph.

The second 1992 amendment by Act 501, arranged the text of subsections (B) and (C) into numbered items; in (D) changed the license fee from \$50 to \$100; in (F) changed the license period from one year to two and changed the renewal from annually to biennially; in (G) changed the renewal period from annually to biennially and changed the renewal fee and late penalty from \$50 to \$100 each; in (I) consolidated the last sentence with the remainder into one paragraph; and in (K) added “within the United States or its possessions or territories” in two locations.

SECTION 41-25-35. Registration periods for biennial licenses; proration of fees during conversion to biennial cycle; renewals.

(A) Licenses required by this chapter to be registered biennially must be assigned registration periods as provided in this section.

(1) Upon the first reregistration of the licenses by the South Carolina Secretary of State’s Office after the effective date of biennial licensure, a biennial registration period must be implemented as follows:

(a) Licenses whose license numbers end in:

(i) an even number and expire between July 1, 1992, and December 31, 1992, shall obtain a biennial registration;

(ii) an even number and expire between January 1, 1993, and June 30, 1993, shall reregister their licenses for one year. At the end of that time they shall reregister their license for two years and biennially;

(iii) an odd number and expire between July 1, 1992, and December 31, 1992, shall register their licenses for one year. At the end of that time they shall register their license for two years and biennially;

(iv) an odd number and expire between January 1, 1993, and June 30, 1993, shall obtain a biennial registration;

(v) “A” through “L” and expire between July 1, 1992, and June 30, 1993, shall obtain a biennial registration;

(vi) "M" through "Z" and expire between July 1, 1992, and June 30, 1993, shall obtain a one-year registration and obtain a biennial registration after that time;

(b) Licenses issued in South Carolina for the first time between:

(i) July 1, 1992, and December 31, 1992, which end in an even number must be issued biennially;

(ii) July 1, 1992, and December 31, 1992, which end in an odd number must be issued for one year. At the end of that time the license must be renewed for two years and biennially after that time;

(iii) January 1, 1993, and June 30, 1993, which end in an even number must be issued for one year. At the end of that time the license must be renewed for two years and biennially after that time;

(iv) January 1, 1993, and June 30, 1993, which end in an odd number must be issued biennially;

(v) July 1, 1992, and June 30, 1993, and issued license numbers which end in 'A' through 'L' must be issued biennially;

(vi) July 1, 1992, and June 30, 1993, and which end in "M" through "Z" must be issued for one year and renewed biennially after that time.

(2) Registrations are valid until the last day of the month in which the registration expires. The license fees charged during the conversion process must be prorated for the length of the license issued.

(B) After June 30, 1993, all licensees must be registered and licensed for twenty-four consecutive months, and the registrations expire on the last day of the twenty-fourth month. The registration and licensing of every licensee must be renewed biennially upon application by the holder and by payment of fees required by law to take effect on the first day of the month following the expiration of the registration and licensing to be renewed. This section does not prevent the Secretary of State's Office from refusing to issue a license.

HISTORY: 1992 Act No. 501, Part II Section 9A, eff July 1, 1992.

SECTION 41-25-40. Duties of licensees.

Every licensed private personnel placement service in the State shall:

(a) Openly and in a place accessible to applicants and employees alike, display the license.

(b) Make available to each applicant a copy of every contract between the private personnel placement service and the applicant which shall have printed on it or attached to it a copy of the fee and placement fee schedules.

(c) Guarantee, to the applicant through contractual agreement between the private personnel placement service and the applicant who pays a placement fee, every job placement for a minimum period of ninety calendar days. Should the position end in less than ninety calendar days, regardless of the cause for termination, the fee

or service charge for services rendered must be adjusted to and shall not exceed the amount of the original fee prorated over ninety calendar days from the beginning date of employment. Should the applicant not report for work, regardless of the reason, there may be no fee charged to the applicant.

HISTORY: 1962 Code Section 40-433; 1968 (55) 2846; 1981 Act No. 107 Section 1; 1985 Act No. 149, Section 1.

SECTION 41-25-50. Prohibited activities or conduct of personnel agencies.

Any person who acts as a private personnel placement service in the State, or his employees may not:

(a) Knowingly induce or attempt to induce any employee it has placed to leave that employment unless it is requested to do so by the employee and he has first contacted the private personnel placement service.

(b) Knowingly publish or cause to be published any false, fraudulent, or misleading information, representation, promise, notice, or advertisement.

(c) Knowingly refer any employee or applicant for employment to a place where a strike or lockout exists without furnishing the employee or applicant with a written statement as to the existence of the strike or lockout, if the agency had knowledge of the facts.

(d) Knowingly send or cause to be sent any applicant to any place the private personnel placement service knows or reasonably should have known is maintained for immoral or illicit purposes.

(e) Impose a fee for the registration of an applicant.

(f) Impose a fee to an applicant for placement services or job referral or employment consulting services except when the services rendered result in that applicant accepting employment and establishes a confirmed starting date.

(g) Engage or attempt to engage in splitting or sharing, with an employer, an agent or other employee of an employer, or other person to whom private personnel placement service has been furnished, a payment received by a private personnel placement service from a person seeking employment or from an employer.

(h) Procure or attempt to procure the discharge of a person from his current employment.

(i) Advertise in any media, including a newspaper, trade publication, billboard, radio, television, card, printed notice, circular, contract, letterhead, or any other material made for public distribution, except an envelope, without stating the firm name and if the firm name does not include words identifying it as providing private personnel placement service then additional words must be used such as Personnel Agency, Personnel Consultant, Fee Paid, or other wording that establishes the identity as a Private Personnel Placement Service in the advertisement.

(j) Deleted.

(k) Use or cause to be used any fictitious name as a contact person for an applicant or employer or a name which is not the correct name of the private personnel placement service itself or the individual employee within the service who is handling the job order.

HISTORY: 1962 Code Section 40-434; 1968 (55) 2846; 1978 Act No. 553; 1981 Act No. 107 Section 1; 1985 Act No. 149, Section 1; 1992 Act No. 477, Section 2, eff June 17, 1992.

Effect of Amendment

The 1992 amendment deleted item (j), which read "Conduct placement services from any location other than the location stated on the license."

SECTION 41-25-60. Advertisements in South Carolina of firms located outside its jurisdiction.

Any person who acts as a private personnel placement service doing business in South Carolina but is located outside the jurisdiction of the other provisions of this chapter may not be allowed to advertise by any media, including a newspaper, trade publication, billboard, radio, television, card, printed notice, circular, contract, letterhead, or any other material made for public distribution, except an envelope, without clearly stating that the advertisement is by a firm providing private personnel placement services, stating the firm name, address, and using the words personnel placement service, personnel agency, consultants, fee paid, or other wording that establishes the identity as a private personnel placement service in the advertisement, if the firm name does not include such words.

HISTORY: 1962 Code Section 40-435; 1968 (55) 2846; 1981 Act No. 107 Section 1; 1985 Act No. 149, Section 1.

SECTION 41-25-70. Prohibited activities or conduct of employers or person seeking employment.

Any person or employer seeking employees or a person seeking employment shall not:

(a) Make any false statement or conceal any material fact for the purpose of obtaining employees, or employment, by or through a private personnel placement service.

(b) Engage or attempt to engage in the splitting or sharing of fees or payments for services of a private personnel placement service with any person to whom this chapter is applicable.

(c) Intentionally or knowingly refuse to pay any fee due to a private personnel placement service for placement services rendered.

HISTORY: 1962 Code Section 40-436; 1968 (55) 2846; 1981 Act No. 107 Section 1; 1985 Act No. 149, Section 1.

SECTION 41-25-80. Confidentiality of records and files.

Private personnel placement service information is confidential and must be considered and protected as follows:

All records and files of the private personnel placement service of all applicants, all customers, all job orders, which include their names, addresses, telephone numbers, and all related data for each, is confidential and belongs to the firm regardless of the medium on which it is recorded. The improper use or removal from the firm of all or any part of this data by a current or former employee is prohibited without written authority from the owner of the private personnel placement service and its use by a former employee is prohibited for a period of one hundred eighty days from the date of that person's separation from the firm.

HISTORY: 1962 Code Section 40-437; 1968 (55) 2846; 1981 Act No. 107 Section 1; 1985 Act No. 149, Section 1.

SECTION 41-25-90. Penalties.

Any person who knowingly violates Sections 41-25-30, 41-25-40, 41-25-50, 41-25-60, 41-25-70, or 41-25-80 is guilty of a misdemeanor and, upon conviction, must be fined not more than five hundred dollars or be imprisoned for not more than one year, or both. In addition, anyone convicted of the violations must be denied his right to operate as a private personnel placement service and shall immediately surrender his license to the Secretary.

Failure to surrender the license shall subject the licensee to a misdemeanor with the same penalty as above prescribed in this section with each day of noncompliance constituting a separate offense.

HISTORY: 1962 Code Section 40-438; 1968 (55) 2846; 1981 Act No. 107 Section 1; 1985 Act No. 149, Section 1.

SECTION 41-25-100. Liability for violations; remedies.

(a) A person who knowingly violates Sections 41-25-50, 41-25-60, 41-25-70, and 41-25-80 is liable to the person adversely affected by the violation for three times the amount of actual damages incurred plus court costs and reasonable attorneys' fees.

(b) In an action filed under this section, a plaintiff may seek and the court, in its discretion, may grant:

(1) An order enjoining the defendant in the suit from violating Sections 41-25-50, 41-25-60, 41-25-70, and 41-25-80;

(2) Any order necessary to restore to the person any property acquired by the defendant in the suit in violation of Sections 41-25-50, 41-25-60, 41-25-70, and 41-25-80; or

(3) Other relief that the court considers proper, including, if the court's judgment against the defendant in the suit is not satisfied within three months after the date of the final judgment, the appointment of a receiver, the revocation of a license or certificate authorizing the defendant in the suit to engage in business in this State, or an order enjoining the defendant in the suit from acting as a personnel service.

HISTORY: 1985 Act No. 149, Section 1.

SECTION 41-25-110. State agencies entitled to enforce chapter.

The provisions of this chapter may be enforced by any state agency having jurisdiction and authority to enforce this chapter, including, but not limited to:

- (a) Secretary of State
- (b) Division of Labor
- (c) Attorney General
- (d) Department of Consumer Affairs
- (e) South Carolina Law Enforcement Division
- (f) Circuit solicitors
- (g) Local law enforcement agencies
- (h) Any person who has been damaged by or has knowledge of any violation of the provisions of this chapter.

HISTORY: 1985 Act No. 149, Section 1; 1993 Act No. 181, Section 977, eff February 1, 1994.

Editor's Note

Pursuant to Section 41-3-610, effective February 1, 1994, wherever the term Department of Labor appears or is used, it shall be deemed to mean the Division of Labor, that is, a division of the Department of Labor, Licensing, and Regulation.

Effect of Amendment

The 1993 amendment substituted "Director of the Department of Labor, Licensing, and Regulation or his designee" for "Commissioner of Labor".

LAW CHANGE # 7

Law	Summary of Current Law(s) and Recommended Change(s)	Basis for Recommendation	Approval and Others Impacted
Section 50-3-140. Publication of description of uniforms and emblems.	<p><u>Current Law:</u> Requires the Department of Natural Resources to file with the Secretary of State and Legislative Council for publication in the State Register a description of uniforms, emblems, and vehicles of the Department of Natural Resources.</p> <p><u>Recommendation:</u> Repeal or amend to remove filing requirement with the Secretary of State.</p>	This requirement no longer reflects agency practice and unnecessarily duplicates agency resources.	<p><u>Presented and approved by agency's governing body:</u> Approved</p> <p><u>Other entities potentially impacted:</u> Department of Natural Resources; Legislative Council</p> <p><u>If the law is a regulation, where agency is in the process of finalizing it and providing it to the General Assembly:</u> Not applicable</p>
Current Law Wording		Proposed Revisions to Law Wording	
<p>SECTION 50-3-140. Publication of description of uniforms and emblems.</p> <p>The department shall file with the Secretary of State and Legislative Council for publication in the State Register a description and illustration of the uniform and emblems of the official enforcement officers' uniforms and motor vehicles and a description of the color of such uniforms and vehicles.</p> <p>HISTORY: 1978 Act No. 456 Art. 2, Section 2; 1993 Act No. 181, Section 1258.</p>		<p>Repeal entire statute or amend to read as follows:</p> <p>SECTION 50-3-140. Publication of description of uniforms and emblems.</p> <p>The department shall file with the Secretary of State and Legislative Council for publication in the State Register a description and illustration of the uniform and emblems of the official enforcement officers' uniforms and motor vehicles and a description of the color of such uniforms and vehicles.</p> <p>HISTORY: 1978 Act No. 456 Art. 2, Section 2; 1993 Act No. 181, Section 1258.</p>	

LAW CHANGE # 8

Law	Summary of Current Law(s) and Recommended Change(s)	Basis for Recommendation	Approval and Others Impacted
Proviso 96.2. Charitable Funds Act Disclosure Violations	<p><u>Current Law:</u> This proviso requires the Secretary of State to refer to the Attorney General for investigation any person who has allegedly violated the disclosure requirements of the Solicitation of Charitable Funds Act and who has been fined \$10,000 or more for those violations.</p> <p><u>Recommendation:</u> Repeal</p>	The Secretary of State's Office and Attorney General's Office regularly communicate regarding persons engaged in charitable solicitation whose alleged misconduct would fall under the jurisdiction of the Attorney General. Since this proviso was enacted, there has been one referral in 2014 that met these specific criteria, and the Attorney General did not take further action following its investigation. This proviso is unnecessary given the existing working relationship between the two offices, and the infrequency of actions that meet these specific criteria.	<p><u>Presented and approved by agency's governing body:</u> Approved</p> <p><u>Other entities potentially impacted:</u> Attorney General's Office</p> <p><u>If the law is a regulation, where agency is in the process of finalizing it and providing it to the General Assembly:</u> Not applicable</p>
Current Law Wording		Proposed Revisions to Law Wording	
<p>96.2. (SS: Charitable Funds Act Disclosure Violations) The Secretary of State shall refer to the Attorney General for investigation under Section 33-56-145 of the Solicitation of Charitable Funds Act any person who is alleged to have violated the mandatory disclosure requirements of Section 33-56-90 of the Act, and who has been fined \$10,000 or more for those violations.</p>		Repeal entire proviso	

LAW CHANGE # 9

Law	Summary of Current Law(s) and Recommended Change(s)	Basis for Recommendation	Approval and Others Impacted
Proviso 96.3 Charitable Funds Act Misrepresentation Violations	<p><u>Current Law:</u> This proviso requires the Secretary of State to refer to the Attorney General for investigation any person who has allegedly violated the misrepresentation provisions of the Solicitation of Charitable Funds Act and who has been fined \$10,000 or more for those violations.</p> <p><u>Recommendation:</u> Repeal</p>	The Secretary of State's Office and Attorney General's Office regularly communicate regarding persons engaged in charitable solicitation whose alleged misconduct would fall under the jurisdiction of the Attorney General. Since this proviso was enacted, there has been one referral in 2014 that met these specific criteria, and the Attorney General did not take further action following its investigation. This proviso is unnecessary given the existing working relationship between the two offices, and the infrequency of actions that meet these specific criteria.	<p><u>Presented and approved by agency's governing body:</u> Approved</p> <p><u>Other entities potentially impacted:</u> Attorney General's Office</p> <p><u>If the law is a regulation, where agency is in the process of finalizing it and providing it to the General Assembly:</u> Not applicable</p>
Current Law Wording		Proposed Revisions to Law Wording	
<p>96.3. (SS: Charitable Funds Act Misrepresentation Violations) The Secretary of State shall refer to the Attorney General for investigation under Section 33-56-145 of the Solicitation of Charitable Funds Act any person who is alleged to have violated the misrepresentation provisions of Section 33-56-120 of the Act, and who has been fined \$10,000 or more for those violations.</p>		<p>Repeal entire proviso</p>	

LAW CHANGE # 10

Law	Summary of Current Law(s) and Recommended Change(s)	Basis for Recommendation	Approval and Others Impacted
Regulation 102-1. Fees to Accompany Request for Confirmation of Solicitation Exemption.	<p><u>Current Law:</u> Under this regulation, a charitable organization requesting an exemption from registration is required to pay a fee of \$5.00.</p> <p><u>Recommendation:</u> Repeal</p>	This regulation conflicts with Section 33-56-50 of the Solicitation of Charitable Funds Act, which states that a filing fee is not required of an exempt organization. In addition, the Solicitation of Charitable Funds Act is no longer administered by the Attorney General's Office.	<p><u>Presented and approved by agency's governing body:</u> Approved</p> <p><u>Other entities potentially impacted:</u> Attorney General's Office</p> <p><u>If the law is a regulation, where agency is in the process of finalizing it and providing it to the General Assembly:</u> Unknown</p>
Current Law Wording		Proposed Revisions to Law Wording	
<p>CHAPTER 102 Attorney General—Division of Public Charities Statutory Authority: 1976 Code Chapter 55 of Title 33 Code</p> <p>102-1 Fees to Accompany Request for Confirmation of Solicitation Exemption. A fee of five dollars shall accompany the filing of a request for confirmation of the availability of an exemption under Section Section [sic] 33-55-50 or 33-55-60 of the 1976 Code. This rule will become effective January 7, 1976.</p>		Repeal entire regulation	

LAW CHANGE # 11

Law	Summary of Current Law(s) and Recommended Change(s)	Basis for Recommendation	Approval and Others Impacted
<p>Section 26-1-50. Enrollment of commission.</p>	<p><u>Current Law:</u> Requires notaries public to file their notary public commissions with the clerk of court in the county in which they reside within fifteen days of receiving their commission.</p> <p><u>Recommendation:</u> Repeal</p>	<p>Repealing Section 26-1-50 would avoid unnecessary duplication of services and conserve resources since notary public commissions are already on file with the Secretary of State's Office, and failure to enroll the commission does not invalidate notarial acts. Also, the Secretary of State's Office provides a searchable database of notaries public that allows customers to search notaries by county. In addition, anecdotal evidence indicates that enrollment with the county is not widely practiced.</p>	<p><u>Presented and approved by agency's governing body:</u> Approved</p> <p><u>Other entities potentially impacted:</u> County Clerk of Courts</p> <p><u>If the law is a regulation, where agency is in the process of finalizing it and providing it to the General Assembly:</u> Not applicable</p>
Current Law Wording		Proposed Revisions to Law Wording	
<p>SECTION 26-1-50. Enrollment of commission.</p> <p>Within fifteen days after he has been commissioned, a notary public must exhibit his commission to the clerk of the court of the county in which he resides and be enrolled by the clerk.</p> <p>HISTORY: 1962 Code Section 49-5; 1952 Code Section 49-5; 1942 Code Section 3461; 1932 Code Section 3461; Civ. C. '22 Section 819; Civ. C. '12 Section 734; 1911 (27) 139; 2014 Act No. 185 (S.356), Section 1, eff June 2, 2014.</p> <p>Effect of Amendment 2014 Act No. 185, Section 1, made nonsubstantive changes.</p>		<p>Repeal entire statute</p>	

LAW CHANGE # 12

Law	Summary of Current Law(s) and Recommended Change(s)	Basis for Recommendation	Approval and Others Impacted
<p>Section 33-49-90. Transmission and filing certified copies of articles in clerks' offices.</p>	<p><u>Current Law:</u> Requires the Secretary of State's Office to transmit certified copies of filings received from electric cooperatives to the clerk of court in the county in which the principal office of the cooperative is located, and to the clerk of court or registrar of deeds in any county in which the electric cooperative owns property.</p> <p><u>Recommendation:</u> Repeal</p>	<p>Repealing Section 33-49-90 would avoid unnecessary duplication of services and conserve resources since these documents are already on file with the Secretary of State's Office. Furthermore, these filings are accessible through the Business Entities search feature on the Secretary of State's website. Section 33-49-90 has not been updated since 1952, and does not reflect modern availability of information through the internet.</p>	<p><u>Presented and approved by agency's governing body:</u> Approved</p> <p><u>Other entities potentially impacted:</u> County Clerk of Courts and Registrar of Deeds</p> <p><u>If the law is a regulation, where agency is in the process of finalizing it and providing it to the General Assembly:</u> Not applicable</p>
Current Law Wording	Proposed Revisions to Law Wording		
<p>SECTION 33-49-90. Transmission and filing certified copies of articles in clerks' offices.</p> <p>The Secretary of State immediately upon the filing in his office of any articles pursuant to this chapter shall transmit a certified copy thereof to the county clerk of the county in which the principal office of each cooperative or corporation affected by such incorporation, amendment, consolidation, merger, conversion or dissolution shall be located. Any such clerk, upon receipt of any such certified copy, shall file and index the same in the records of his office but the failure of the Secretary of State or of a clerk of a county to comply with the provisions of this section shall not invalidate such articles. In addition the Secretary of State shall forward to the clerk of court or register of mesne conveyance of any county in which such cooperative owns property affected a certified copy of any such document. The clerk of court or register of mesne conveyance shall file such document in an appropriate book or file to be provided for such purpose.</p> <p>HISTORY: 1962 Code Section 12-1010; 1952 Code Section 12-1010; 1942 Code Section 8555-109; 1939 (41) 240.</p>	<p>Repeal entire statute</p>		

V. Feedback (Optional)

Agency feedback

24. (A) Other questions that may help the Committee and public understand how the agency operates, budgets, and performs	The Secretary of State's Office provides direct services to customers who operate businesses and nonprofit entities in South Carolina, protects and educates charitable donors, and serves as the repository for numerous state filings. Some deliverables involve the payment of fees or fines to support agency functions and provide revenue to the state. In the last fiscal year, the Secretary of State returned \$7,660,345 to the General Fund, while receiving only \$1,143,160 in state appropriations.
(B) Best ways for the Committee to compare the specific results the agency obtained with the resources the agency invested	In determining resources for deliverables, the agency made its best effort to quantify employee time with respect to each deliverable. Many duties, however, are administrative in nature. Time spent on supervision, development of policies and procedures, and legal research was not reflected in deliverables to external customers, but rather in the "Agency Operations" deliverable.
(C) Changes to the report questions, format, etc., agency representatives would recommend.	It may be helpful if the Committee could provide the framework for the PER report to agencies earlier so that they could track the information requested prior to compiling the report, or determine the best way to translate data already compiled into the categories that the Committee has requested. There seemed to be a lot of trial and error within the agency divisions in compiling and reporting the deliverables, which took a lot of time in the relatively short window that that agency had to complete the report. Although the timeframe initially given to complete the report (45 days) would be sufficient in a vacuum, it was not adequate given the ongoing responsibilities of the agency. We sincerely appreciate the Committee granting the agency's extension request for submitting the report.
(D) Benefits agency representatives see in the public having access to the information in this report.	Secretary Hammond supports accountability and transparency for all taxpayer supported entities, including the Secretary of State's Office. Furthermore, Secretary Hammond is always seeking ways to improve customer service and the efficiency of the office, and welcomes any constructive feedback that may arise from the House Legislative Oversight process.
(E) Two to three things agency representatives could do differently next time (or it could advise other agencies to do) to complete the report in less time and at a lower cost to the agency.	The main obstacle to overcome in completing the PER Report was understanding what types of information were desired by the Committee, and conforming the existing data collection processes of the agency to the information sought by the Committee. In an ideal world, the agency would be given the framework a full fiscal year in advance so that it could efficiently track the items sought by the Committee over the course of the year. Knowing the process now will help the agency to track the requested information and make the report easier to complete in the future. A suggestion for other agencies beginning the process would be to have one person or division complete the written components of the deliverables and deliverable laws

sections and request division directors to provide data, to provide consistency in the description and analysis of deliverables and avoid having to rewrite large portions of these sections.

(F) Other comments or suggestions from the agency.

Secretary Hammond appreciates the House Legislative Oversight Committee's work and efforts to evaluate all agencies to improve the functioning of state government. The process has been valuable to our agency in that it is helpful to have all the agency's duties compiled in one report.

EXHIBIT A

Division /Title of Record Series		Held at Agency	Transferred to	Approved Date	Contact Archives Prior to Destruction of Records?
Administration					
15115	Service of Process	3 Years	Destroy	Dec-08	No
Employment Agencies					
7073	Registrations, Renewals, Correspondence	5 years after becoming inactive	Destroy	Dec-99	No
Special Purpose Districts					
10756	Notification Form, Correspondence	Until the end of even years after the SPD directory has been published.	Destroy	Dec-99	No
Business Opportunities					
5066	Business Opportunities Registrations	2 Years after Dissolution	Destroy	Nov-08	No
Municipal Corporations					
10754	Annexations	10 Years	Records Center	Aug-03	n/a
Trademarks					
SEC S-7	Trademark Card File	10 Years after trademark is no longer registered.	Archives	Mar-75	n/a
SEC S-61	Trademarks Registrations	End of fiscal year plus one additional year.	Records Center	Jun-80	n/a
SEC S-62	Trademarks Renewals	End of fiscal year plus one additional year.	Records Center	Jun-80	n/a
SEC S-41	Livestock Brand Applications	End of fiscal year plus one additional year.	Archives	Mar-75	n/a
Secretary of State					
SEC S-43	Secretary of State's Personal Materials	Until no longer needed for administrative purposes.	Destroy	Mar-75	No
SEC S-43	Secretary of State's Personal Materials	Until no longer needed, <u>appointment book</u> .	Archives	Mar-75	n/a

SEC S-44	National Association of Secretaries of State	End of calendar year plus three additional years.	Destroy	Mar-75	Yes
Acts, Boards and Commissions					
15431	Legislative Acts	2 Years	Archives	Jul-17	n/a
17436	Public Official Bonds	10 Years	Archives	Jul-17	n/a
17435	Magistrates, Officers, Oaths and Appointments	1 Year	Archives	Jul-17	n/a
SEC S-1	Ratification Sheets	2 Years	Records	Mar-75	No
SEC S-34	Transcripts of Proceedings	2 Years	Archives	Mar-75	n/a
SEC S-36	County & State Officers of Political Parties	3 Years	Archives	Mar-75	n/a
SEC S-38	Bond Ledgers	3 Years	Destroy	Mar-75	No
SEC S-39	Bond Cards	3 Years	Archives	Mar-75	n/a
SEC S-57	State & District Officers of SC	10 Years (red books)	Archives	Nov-78	n/a
SEC S-58	County Officers of SC	10 Years (red books)	Archives	Nov-78	n/a
Notaries					
7072	Notary Petitions	Ten Years	Destroy	Nov-08	No
Public Charities					
15870	Registration Files	10 Years, digital	Archives	Dec-08	Yes
Miscellaneous					
SEC S-3	Rules and Regulations	Until no longer needed	Archives	Mar-75	n/a
SEC S-55	Miscellaneous Records	11 Years	Archives	Mar-75	n/a
Finance					
SEC S-45	UCC Cash Sheets	End of fiscal year destroy after all questions concerning the audit have been resolved.	Destroy	Mar-75	No
SEC S-47	Notary Cash Sheets	End of fiscal year destroy after all questions concerning the audit have been resolved.	Destroy	Mar-75	No

SEC S-46	Collections Ledger	End of fiscal year destroy after all questions concerning the audit have been resolved.	Archives	Mar-75	n/a
SEC S-49	Audit Reports	2 Years	Archives	Mar-75	n/a
SEC S-50	Office Expense Ledger	3 Years	Archives	Mar-75	n/a
SEC S-51	Payroll Information for SOS Employees	Break and End of fiscal year.	Records	Mar-75	n/a
SEC S-52	Vouchers	3 Years	Records	Mar-75	n/a
SEC S-53	Requisitions	3 Years	Destroy	Mar-75	n/a
SEC S-54-R	Invoices	4 Years	Destroy	Apr-81	n/a
SEC S-59	Deposit Slips	3 Years	Records	Jun-78	n/a
SEC S-60	Payroll Vouchers	3 Years	Records	Jun-78	n/a
SEC S-63	Official Receipts	4 Years	Destroy	Mar-81	n/a
South Carolina Cemetery Board					
SEC S-32	Reference Papers	2 Years	Archives	Mar-75	n/a
570	Cemetery License Applicant Files	6 Years	Archives	Mar-92	n/a
571	License File	6 Years	Archives	Mar-92	n/a
572	Travel Vouchers	6 Years	Destroy	Mar-92	No
573	Bank Deposits	6 Years	Destroy	Mar-92	No
574	Cemetery Board Meeting Minutes	6 Years	Archives	Mar-92	n/a
575	Administrative Files	Archives, Selected Documents	Archives	Mar-92	n/a
576	Administrative Correspondence	Archives, Selected Documents	Archives	Mar-92	n/a
577	Program Procedures & Regulations	Archives, Selected Documents	Archives	Mar-92	n/a
578	Mailing Lists, Directories	6 Years	Destroy	Mar-92	No
579	Board Publications	State Library Permanent	Archives, Selected	Mar-92	n/a
580	Annual Reports	Records Center, 6 Years	Destroy	Mar-92	No
581	Legislative Reference File	Archives, Selected Documents		Mar-92	Yes
Uniform Commercial Code					
7612	UCC Debtor File	Transmitting utility is the debtor, 1 year after termination	Destroy	Jan-94	No

7612	UCC Debtor File	All other files, 1 year after statement has lapsed or termination	Destroy	Jan-94	No
SEC S-66	UCC Debtor File Index	Five years from the date of perfection of the security interest or until termination of the security interest by the secured party.	Destroy	Dec-85	No
Business Filings					
10699	General Correspondence	1 year	Destroy	May-98	No
61	Daily Corporate Documents	Paper , 1 year after scanning and verification.	Archives	Dec-99	n/a
61	Daily Corporate Documents	Optical , until no longer needed for reference.	Delete	Dec-99	No
62	Daily Corporate Document Index	Microfilm, until no longer needed for reference.	Archives	Jan-92	n/a
SEC S-10	Cooperative Credit Union Charters	Two years	Archives	Mar-75	n/a
SEC S-30	Mutual Cooperatives	Two years	Archives	Mar-75	n/a
SEC S-12	Resignation of Agents	Two years	Archives	Mar-75	n/a
SEC S-18R	Dissolution by Forfeiture	Microfilm , send immediately to Archives. Once microfilm at Archives has been verified paper copies can be destroyed.	Archives	May-85	n/a
SEC S-28R	Eleemosynary Corporate Applications	Microfilm , send immediately to Archives. Once microfilm at Archives has been verified paper copies can be destroyed.	Archives	May-85	n/a



South Carolina Department of Archives and History
Division of Archives and Records Management

APPROVAL OF RECORDS RETENTION SCHEDULE

In accordance with provisions of Title 30, Code of Laws of South Carolina, 1976, Sections 30-1-10 through 30-1-140, as amended, the attached Records Retention Schedule is submitted for approval. This schedule supersedes any previously approved schedule for these same records series.

PART I

Agency

**SECRETARY OF STATE
BUSINESS FILINGS**

Record Group Number: 213

I certify that I am authorized to act for this agency in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this agency after the expiration of the prescribed retention periods. Records series included in this approval are numbered:

Andrewson 214108 **REVISED 8-21-03**
5066(REVISED), 10754, 61(REVISED), 7075(REVISED), 10756

11-24-99

Date

Macey Thompson

Signature of Agency Representative

Accounting

Title

PART II

Department of Archives and History

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in this schedule.

6-1-98

Date

Joy A. Fyson

Director, Department of Archives and History
STATE ARCHIVIST AND
RECORDS ADMINISTRATOR

PART III

State Budget and Control Board

The attached Records Retention Schedule is approved.

12/2/99

Date

Richard W. Kelly

State Budget and Control Board

Gov. Die

Title



61 DAILY CORPORATE DOCUMENT FILES (REVISED)

Description

Used in administering the registration process for corporations doing business in South Carolina. Documents include but are not limited to Surrender of Authority to do Business in South Carolina, Articles of Merger or Share Exchange, Application to Register Corporate Name by Foreign Corporation, Application for Reinstatement of Corporation Dissolved by Administrative Action. Articles of Correction, Restated Articles of Incorporation, Statement of Intent to Dissolve, and Declaration and Petition for Incorporation (Eleemosynary Corporation Applications).

Retention

Paper records: Agency: 1 year after scanning and verification.

State Archives: PERMANENT.

Optical images: Until no longer needed for reference, Delete.

7073 EMPLOYMENT AGENCIES (REVISED)

Description

Used to retain information on private employment agencies. Information includes name of employment agency, application license number, address, and related correspondence.

Retention

1 year after becoming inactive, destroy.

Schedule Approved 12-2-99



Record Group Number: 213

10756 SPECIAL PURPOSE DISTRICTS

Description

Created to maintain a record of active and inactive Special Purpose Districts. This information is published in a directory of Special Purpose Districts every even-numbered year. This series consists of Special Purpose District forms that contain the name, the address, the phone number, the contact person, the citation number, the registration date, a description of the services provided, and related financial information.

Retention

Until the end of even-numbered years and after publication of the Directory of Special Purpose Districts, destroy.

Schedule Approved 12-2-99



**South Carolina Department of Archives & History
Division of Archives and Records Management**

APPROVAL OF RECORDS RETENTION SCHEDULE

In accordance with provisions of Title 30, *Code of Laws of South Carolina, 1976*, Sections 30-1-10 through 30-1-140, as amended, the attached Records Retention Schedule is submitted for approval. This schedule supersedes any previously approved schedule for these same records series.

**PART I
Agency**

SECRETARY OF STATE
DIVISION OF ADMINISTRATION
RECORD GROUP NUMBER: 213

I certify that I am authorized to act for this agency in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this agency after the expiration of the prescribed retention periods. Records series included in this approval are numbered:

15115

12-18-2008

Date

Patricia Hamby

Signature of Agency Representative

Director

Title

**PART II
Department of Archives and History**

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in this schedule.

12 December 2008

Date

Ray A. Fugan

Director, Department of Archives and History
STATE ARCHIVIST AND
RECORDS ADMINISTRATOR



SECRETARY OF STATE

Record Group Number: 213

DIVISION OF ADMINISTRATION

15115 SERVICE OF PROCESS

Description

Used to document the agency's role in the service of process of various corporations registered in South Carolina at the request of law firms. Information includes the letter of the attorney requesting service; copy of the clerk of court's clocked summons and complaint/subpoena; copy of letter to the company being served; and date-stamped certified mail receipt.

Retention

Agency: 3 years, destroy.

22 Dec. 2008
~~Schedule APPROVED~~



South Carolina Department of Archives and History
Division of Archives and Records Management
APPROVAL OF RECORDS RETENTION SCHEDULE

In accordance with provisions of Title 30, *Code of Laws of South Carolina, 1976*, Sections 30-1-10 through 30-1-140, as amended, the attached Records Retention Schedule is submitted for approval. This schedule supersedes any previously approved schedule for these same records series.

PART I
Agency

**SECRETARY OF STATE
MUNICIPAL CORPORATIONS
Record Group Number: 213**

I certify that I am authorized to act for this agency in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this agency after the expiration of the prescribed retention periods. Records series included in this approval are numbered:

10754 (REVISED)

8-21-2003

Date

Lacey Thompson

Signature of Agency Representative

Asst. Sec. I

Title

PART II
Department of Archives and History

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in this schedule.

8-18-03

Date

Ray A. Fyson

Director, Department of Archives and History
STATE ARCHIVIST AND
RECORDS ADMINISTRATOR

PART III
State Budget and Control Board

The attached Records Retention Schedule is approved.

Date

N/A
State Budget and Control Board

Title



SECRETARY OF STATE

Record Group Number: 213

MUNICIPAL CORPORATIONS

10754 MUNICIPAL CORPORATIONS (ANNEXATION)

Description

Consist of official documents of each municipal corporation. Included in this series are petitions for incorporation, resolutions, notices of annex of new territory, certificates of annexation, reductions, court orders, maps, plats, and other related documents.

Retention

Agency: 10 years.

State Records Center: 5 years.

Archives: PERMANENT.

(REVISED)

Schedule Approved

87803

The approval and implementation of this records retention schedule should comply with the Department of Archives and History's *Guidelines for Understanding and Implementing Records Retention Schedules*.

DO NOT WRITE IN THIS SPACE
SCHEDULE NUMBER

SEC. S-41

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

1. Agency:

Secretary of State

2a. Division

b. Subdivision

3. Title of Record Series:

Livestock Brand Applications

4. Description of Records: This series consists of "Application for Registration of Livestock Brand." The application lists name, address, description, where brand appears, description of earmark, signature of applicant, and date. Attached to each series is a drawing of the brand. Any person desiring a livestock brand must forward this application to the Secretary of State. The Secretary of State will issue a certificate, unless the brand is already registered to another individual, or unless the brand would probably be mistaken.

5. (a) Retention Schedule Break file at the end of each fiscal year. Retain in the agency for one additional year. Transfer to the Department of Archives and History for permanent retention.

(b) Restrictions: NONE

6. Justification: These records are used as a source on livestock brands and should be permanently retained for historical and research purposes.

7. CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the record series schedule is for records of no further administrative, fiscal or legal value to this agency after the expiration of the period indicated in item 5 (a) above.

DATE

AGENCY REPRESENTATIVE

OFFICIAL TITLE

8.

APPROVAL

The Record Series Retention/Disposition Schedule listed on the front of this form is approved. At the authorized date for the disposition of the record series, either by destruction or transfer to the Department of Archives and History, the agency to whom the records belong and the Department of Archives and History will be notified by the State Records Center. If the agency or the Department of Archives and History find it necessary to retain these records in the State Records Center beyond the scheduled disposition period or determine that they are of permanent value, they shall notify the Director of the Department of Archives and History and the schedule shall be modified accordingly. Records schedules not requiring destruction need only be approved by the agency concerned and the Department of Archives and History.

DATE_____
DIRECTOR, DEPARTMENT OF ARCHIVES AND HISTORY_____
DATE_____
STATE BUDGET AND CONTROL BOARD_____
OFFICIAL TITLE

9. Remarks:

10. Verification of Approval

Schedule Approved MAR 10 1975

DO NOT WRITE IN THIS SPACE
SCHEDULE NUMBER

SEC. S-7

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

1. Agency:

Secretary of State

2a. Division

b. Subdivision

3. Title of Record Series:

Trademark Card File

4. Description of Records: This series consists of 3 x 5 inch index card file of the trademarks registered in South Carolina. Information reflected on these cards, filed alphabetically by company, are date of initial registration of trademark in South Carolina, renewal dates, expiration dates, the number, and year of book in which filed.

5. (a) Retention Schedule Retain in the active file until trademark is no longer registered, then transfer to the inactive file. Break inactive file at the end of each fiscal year. Retain in the agency for ten additional years. Transfer to the Department of Archives and History for permanent retention.

(b) Restrictions: NONE

6. Justification: This series provides research information, as well as an aid in documenting the trademark program. They should be retained permanently for research and historical value.

7.

CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the record series schedule is for records of no further administrative, fiscal or legal value to this agency after the expiration of the period indicated in item 5 (a) above.

DATE

AGENCY REPRESENTATIVE

OFFICIAL TITLE

8.

APPROVAL

The Record Series Retention/Disposition Schedule listed on the front of this form is approved. At the authorized date for the disposition of the record series, either by destruction or transfer to the Department of Archives and History, the agency to whom the records belong and the Department of Archives and History will be notified by the State Records Center. If the agency or the Department of Archives and History find it necessary to retain these records in the State Records Center beyond the scheduled disposition period or determine that they are of permanent value, they shall notify the Director of the Department of Archives and History and the schedule shall be modified accordingly. Records schedules not requiring destruction need only be approved by the agency concerned and the Department of Archives and History.

DATE_____
DIRECTOR, DEPARTMENT OF ARCHIVES AND HISTORY_____
DATE_____
STATE BUDGET AND CONTROL BOARD_____
OFFICIAL TITLE

9. Remarks:

10. Verification of Approval

Schedule Approved MAR 10 1975

DO NOT WRITE IN THIS SPACE
SCHEDULE NUMBER

SEC. 5-61

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

1. Agency

~~Secretary of State~~

2a. Division

b. Subdivision

3. Title of Record Series:

~~Trademarks~~

4. Description of Records: This series, in the form of a bound volume, is used to retain a copy of the "Certificate of Trademark Registration" for each company operating in South Carolina. The series lists the name of the company; home office address; a copy of the trademark; a brief description of the trademark; the classification number; the volume, record, and page number; the date of trademark expiration; and the date of registration.

5. (a) Retention Schedule: Break file at the end of each fiscal year. Retain in the agency for one additional year. Transfer to the State Records Center, hold there for two years, then transfer to the Department of Archives and History for permanent retention.

(b) Restrictions: None

6. Justification: This series documents the issuance and contents of the certificate of registration for trademarks. It should be retained permanently by the Department of Archives and History for historical and research purposes. This schedule supersedes Record Series Retention/Disposition Schedule SEC. 5-6, Trademarks, which was approved by the State Budget and Control Board on March 10, 1975.

7.

CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the records series schedule is for records of no further administrative, fiscal or legal value to this agency after the expiration of the period indicated in Item 5 (a) above.

4-10-80

DATE

John P. Stokes
AGENCY REPRESENTATIVE

Deputy
OFFICIAL TITLE

M-2 (Rev 72)

8.

APPROVAL

The Record Series Retention/Disposition Schedule listed on the front of this form is approved. At the authorized date for the disposition of the record series, either by destruction or transfer to the Department of Archives and History, the agency to whom the records belong and the Department of Archives and History will be notified by the State Records Center. If the agency or the Department of Archives and History find it necessary to retain these records in the State Records Center beyond the scheduled disposition period or determine that they are of permanent value, they shall notify the Director of the Department of Archives and History and the schedule shall be modified accordingly. Records schedules not requiring destruction need only be approved by the agency concerned and the Department of Archives and History.

5/23/80
DATE

Charles E. Lopez
DIRECTOR, DEPARTMENT OF ARCHIVES AND HISTORY

6/18/80
DATE

R. W. Counts
STATE BUDGET AND CONTROL BOARD

Division Director
OFFICIAL TITLE

9. Remarks:

10. Verification of Approval

Schedule Approved JUN 18 1980

SH

DO NOT WRITE IN THIS SPACE
SCHEDULE NUMBER

SEC. 5-57

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

1. Agency

Secretary of State

2a. Division

b. Subdivision

3. Title of Record Series:

Trademark Renewals

4. Description of Records: This series, in the form of a bound volume, is used to retain a copy of the renewal of the "Certificate of Trademark Registration" for each company operating in South Carolina. The Certificate is stamped Renewal. It lists the name of the company; home office address; a facsimile of the trademark; brief description of the trademark; the classification number of goods; the volume, record, and page number; the expiration date of the trademark; and the date of registration.

5. (a) Retention Schedule: Break file at the end of each fiscal year. Retain in the agency for one additional year. Transfer to the State Records Center, hold there for two years, then transfer to the Department of Archives and History for permanent retention.

(b) Restrictions: None

6. Justification: These records document the issuance and contents of the renewal of the certificate of registration for trademarks. They should be retained permanently by the Department of Archives and History for historical and research purposes. This schedule supersedes Record Series Retention/Disposition Schedule SEC. 5-6, Trademarks, which was approved by the State Budget and Control Board on March 10, 1973.

7.

CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the records series schedule is for records of no further administrative, fiscal or legal value to this agency after the expiration of the period indicated in item 5 (a) above.

4-10-80

DATE

John P. Stokes

AGENCY REPRESENTATIVE

Deputy

OFFICIAL TITLE

8.

APPROVAL

The Record Series Retention/Disposition Schedule listed on the front of this form is approved. At the authorized date for the disposition of the record series, either by destruction or transfer to the Department of Archives and History, the agency to whom the records belong and the Department of Archives and History will be notified by the State Records Center. If the agency or the Department of Archives and History find it necessary to retain these records in the State Records Center beyond the scheduled disposition period or determine that they are of permanent value, they shall notify the Director of the Department of Archives and History and the schedule shall be modified accordingly. Records schedules not requiring destruction need only be approved by the agency concerned and the Department of Archives and History.

5/23/80
DATE

Charles E. Lep
DIRECTOR, DEPARTMENT OF ARCHIVES AND HISTORY

6/18/80
DATE

Bob Counts
STATE BUDGET AND CONTROL BOARD

Division Director
OFFICIAL TITLE

9. Remarks:

10. Verification of Approval

Schedule Approved JUN 18 1980

DO NOT WRITE IN THIS SPACE
SCHEDULE NUMBER

SEC. 9.-43

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

1. Agency:
Secretary of State

2a. Division

b. Subdivision

3. Title of Record Series:
Secretary of State's Personal Materials

4. Description of Records: **This series is comprised of the Secretary of State's personal reference and finance material. Included in this series are his canceled checks and bank statements, income tax information, personal correspondence, and appointment book reflecting invitations accepted and declined.**

5. (a) Retention Schedule **Retain in the agency until no longer needed for administrative purposes, then destroy. Prior to destruction, transfer the appointment book to the Department of Archives and History for permanent retention.**

(b) Restrictions:
None

6. Justification: **These records are used for the administration of the office of the Secretary of State and should be retained until they no longer have reference value. The appointment book documents the policies and activities of the Secretary and should be retained permanently.**

7. CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the record series schedule is for records of no further administrative, fiscal or legal value to this agency after the expiration of the period indicated in item 5 (a) above.

DATE

AGENCY REPRESENTATIVE

OFFICIAL TITLE

8.

APPROVAL

The Record Series Retention/Disposition Schedule listed on the front of this form is approved. At the authorized date for the disposition of the record series, either by destruction or transfer to the Department of Archives and History, the agency to whom the records belong and the Department of Archives and History will be notified by the State Records Center. If the agency or the Department of Archives and History find it necessary to retain these records in the State Records Center beyond the scheduled disposition period or determine that they are of permanent value, they shall notify the Director of the Department of Archives and History and the schedule shall be modified accordingly. Records schedules not requiring destruction need only be approved by the agency concerned and the Department of Archives and History.

DATE_____
DIRECTOR, DEPARTMENT OF ARCHIVES AND HISTORY_____
DATE_____
STATE BUDGET AND CONTROL BOARD_____
OFFICIAL TITLE

9. Remarks:

10. Verification of Approval

Schedule Approved MAR 10 1975

DO NOT WRITE IN THIS SPACE
SCHEDULE NUMBER

SEC. S-44

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

1. Agency:

Secretary of State

2a. Division

b. Subdivision

3. Title of Record Series:

National Association of Secretaries of State

4. Description of Records: This series consists of printed material concerning the National Association of Secretaries of State. Information contained in the series includes programs and agenda of National Association Conventions, unused checks of the Association, receipts of paid membership dues, correspondence concerning payment of membership dues, and vouchers for paid dues.

5. (a) Retention Schedule Break file at the end of each calendar year. Retain in the agency for three additional years, then destroy. Prior to destruction, notify the Department of Archives and History for the purpose of obtaining selected samples for permanent retention.

(b) Restrictions: NONE

6. Justification: After four years these records will not be needed by the agency for referral purposes. Portions of the material in this series should be retained to document the Secretary of State's participation as an officer in the National Association of Secretaries of State.

7. CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the record series schedule is for records of no further administrative, fiscal or legal value to this agency after the expiration of the period indicated in item 5 (a) above.

DATE

AGENCY REPRESENTATIVE

OFFICIAL TITLE

8.

APPROVAL

The Record Series Retention/Disposition Schedule listed on the front of this form is approved. At the authorized date for the disposition of the record series, either by destruction or transfer to the Department of Archives and History, the agency to whom the records belong and the Department of Archives and History will be notified by the State Records Center. If the agency or the Department of Archives and History find it necessary to retain these records in the State Records Center beyond the scheduled disposition period or determine that they are of permanent value, they shall notify the Director of the Department of Archives and History and the schedule shall be modified accordingly. Records schedules not requiring destruction need only be approved by the agency concerned and the Department of Archives and History.

DATE_____
DIRECTOR, DEPARTMENT OF ARCHIVES AND HISTORY_____
DATE_____
STATE BUDGET AND CONTROL BOARD_____
OFFICIAL TITLE

9. Remarks:

10. Verification of Approval

Schedule Approved MAR 10 1975



**South Carolina Department of Archives & History
Division of Archives and Records Management**

APPROVAL OF RECORDS RETENTION SCHEDULE

In accordance with provisions of Title 30, *Code of Laws of South Carolina, 1976*, Sections 30-1-10 through 30-1-140, as amended, the attached Records Retention Schedule is submitted for approval. This schedule supersedes any previously approved schedule for these same records series.

**PART I
Agency**

SECRETARY OF STATE'S OFFICE
NOTARIES

RECORD GROUP # 213

I certify that I am authorized to act for this agency in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this agency after the expiration of the prescribed retention periods. Records series included in this approval are numbered:

17435-17436 AND 15431 REVISED

July 20, 2017
Date

K. Wick
Signature of Agency Representative

Director, Public
Title Charities

**PART II
Department of Archives and History**

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in this schedule.

7-26-17
Date

[Signature]
Director, Department of Archives and History



SECRETARY OF STATE'S OFFICE

Record Group Number: 213

NOTARIES

17435 MAGISTRATES, OFFICERS, OATHS AND APPOINTMENTS

Description

Used to document magistrates or officers elected or appointed to local, county or state agencies by the Governor or General Assembly. Records include magistrate and officers names, appointment date, and location assigned to. Also includes notarized oaths of those elected persons who have held county offices in South Carolina.

Retention

Agency: 1 year,
State Archives: PERMANENT.

SUPERSEDES: SEC.S-35 AND SEC.S-56

17436 PUBLIC OFFICIAL BONDS

Description

Used to document public official bonds that are issued to county elected officials. Records include a ledger of public official bonds listing, name, position, length of bond, amount of bond for each elected official as well as blanket bonds that cover the entire county.

Retention

Agency: 10 years,
State Archives: PERMANENT.

SUPERSEDES: SEC.S-37

15431 LEGISLATIVE ACTS

Description

This series consists of the original Acts passed by the General Assembly of South Carolina. Acts originating in the House have a manila cover, Acts originating in the

SCHEDULE APPROVED 7/26/17

1



Senate have a blue cover. The Act is signed by the Speaker of the House, President of the Senate, and may or may not be signed by the Governor. It is stamped with the Seals of the Clerks of both houses and stamped with the file date by the Secretary of State's Office. Each Act is perforated with the date it was processed by the Legislative Council. Each Act consists of the original draft bound with a black shoestring and the finished typed draft bound by a red shoestring.

Retention

Agency: 2 years,
State Archives: PERMANENT.

REVISED

SCHEDULE APPROVED 7/26/17

ACTS

DO NOT WRITE IN THIS SPACE
SCHEDULE NUMBER

SEC.S-1

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

1. Agency:

Secretary of State

2a. Division

b. Subdivision

3. Title of Record Series:

Ratification Sheets

4. Description of Records: This series consists of Ratification Sheets which include a summarization of a legislative act, the ratification number, and the date of ratification. The series is filed chronologically by date and number, and is used to show that an act is correctly enrolled and ready for ratification.

5 (a) Retention Schedule Break file at the end of each fiscal year. Retain in the agency for one additional year. Transfer to the State Records Center, hold there for two years, then destroy.

(b) Restrictions: None

6. Justification: After three years this series will no longer be of administrative or reference value to the agency and should be destroyed.

7. CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the record series schedule is for records of no further administrative, fiscal or legal value to this agency after the expiration of the period indicated in item 5 (a) above.

DATE

AGENCY REPRESENTATIVE

OFFICIAL TITLE

8.

APPROVAL

The Record Series Retention/Disposition Schedule listed on the front of this form is approved. At the authorized date for the disposition of the record series, either by destruction or transfer to the Department of Archives and History, the agency to whom the records belong and the Department of Archives and History will be notified by the State Records Center. If the agency or the Department of Archives and History find it necessary to retain these records in the State Records Center beyond the scheduled disposition period or determine that they are of permanent value, they shall notify the Director of the Department of Archives and History and the schedule shall be modified accordingly. Records schedules not requiring destruction need only be approved by the agency concerned and the Department of Archives and History.

DATE_____
DIRECTOR, DEPARTMENT OF ARCHIVES AND HISTORY_____
DATE_____
STATE BUDGET AND CONTROL BOARD_____
OFFICIAL TITLE

9. Remarks:

10. Verification of Approval

Schedule Approved MAR 10 1975

DO NOT WRITE IN THIS SPACE
SCHEDULE NUMBER

SEC. S-34

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

1. Agency

Secretary of State

2a. Division

b. Subdivision

3. Title of Record Series:

Transcript Bonds

Transcripts of Proceedings

4. Description of Records: This series consists of bound volumes that contain the Secretary of State's copy of the proceedings of bond hearings for such organizations as schools, highways, ports, and the University of South Carolina. Contained in the notebooks are such items as a General Certificate of the Secretary of State, Certificate of the Governor, Certificate of the State Treasurer, the request for a hearing, the resolution from the appropriate agency to schedule the hearing, a schedule showing annual payments required to retire the bond plus interest, the Certificate of the State Auditor, the complete written form of the bond, and a certificate of delivery and
(See Item 9 over)

(a) Retention Schedule: Break file at the end of each fiscal year. Retain in the agency for one additional year. Transfer to the Department of Archives and History for permanent retention.

(b) Restrictions: None

6. Justification: These records have evidential and informational value and should be retained permanently.

7. CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the record series schedule is for records of no further administrative, fiscal or legal value to this agency after the expiration of the period indicated in item 5 (a) above.

DATE

AGENCY REPRESENTATIVE

OFFICIAL TITLE

8.

APPROVAL

The Record Series Retention/Disposition Schedule listed on the front of this form is approved. At the authorized date for the disposition of the record series, either by destruction or transfer to the Department of Archives and History, the agency to whom the records belong and the Department of Archives and History will be notified by the State Records Center. If the agency or the Department of Archives and History find it necessary to retain these records in the State Records Center beyond the scheduled disposition period or determine that they are of permanent value, they shall notify the Director of the Department of Archives and History and the schedule shall be modified accordingly. Records schedules not requiring destruction need only be approved by the agency concerned and the Department of Archives and History.

DATE_____
DIRECTOR, DEPARTMENT OF ARCHIVES AND HISTORY_____
DATE_____
STATE BUDGET AND CONTROL BOARD_____
OFFICIAL TITLE

9. Remarks:

Con't Item 4. payment. The series is filed chronologically by date.

10. Verification of Approval

Schedule Approved MAR 10 1975

DO NOT WRITE IN THIS SPACE
SCHEDULE NUMBER

SEC.S-36

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

1. Agency:

Secretary of State

2a. Division

b. Subdivision

3. Title of Record Series:

County and State Officers of Political Parties

4. Description of Records: This series is comprised of a ledger of all state and county officers of the certified political parties in South Carolina. The ledger first lists, all of the state officers and their addresses. Then it reflects, alphabetically by county, all of the political party's officers in the individual counties. In accordance with the election laws of the state of South Carolina, the political parties must report all state and county officers to the Secretary of State.

(a) Retention Schedule Break file at the end of each fiscal year. Retain in the agency for two additional years. Transfer to the Department of Archives and History for permanent retention.

(b) Restrictions: None

6. Justification: These records are of historical and research value as to the history of the officers of the various political parties in South Carolina and should be permanently retained.

7. CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the record series schedule is for records of no further administrative, fiscal or legal value to this agency after the expiration of the period indicated in item 5 (a) above.

DATE

AGENCY REPRESENTATIVE

OFFICIAL TITLE

DO NOT WRITE IN THIS SPACE
SCHEDULE NUMBER

SEC. S-38

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

1. Agency:

Secretary of State

2a. Division

b. Subdivision

3. Title of Record Series:

Bond Ledgers

4. Description of Records: This series consists of ledgers which contain the names of office holders under bond. Certain offices require that bonds be posted. The ledger lists those who hold the offices in addition to the original bonds.

5. (a) Retention Schedule Break file at the end of each fiscal year. Retain in the agency for two additional years, then destroy.

(b) Restrictions: NONE

6. Justification: After three years these records will no longer have referral value. Information in this series is contained in the Bond Cards which are retained permanently.

7. CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the record series schedule is for records of no further administrative, fiscal or legal value to this agency after the expiration of the period indicated in item 5 (a) above.

DATE

AGENCY REPRESENTATIVE

OFFICIAL TITLE

8.

APPROVAL

The Record Series Retention/Disposition Schedule listed on the front of this form is approved. At the authorized date for the disposition of the record series, either by destruction or transfer to the Department of Archives and History, the agency to whom the records belong and the Department of Archives and History will be notified by the State Records Center. If the agency or the Department of Archives and History find it necessary to retain these records in the State Records Center beyond the scheduled disposition period or determine that they are of permanent value, they shall notify the Director of the Department of Archives and History and the schedule shall be modified accordingly. Records schedules not requiring destruction need only be approved by the agency concerned and the Department of Archives and History.

DATE_____
DIRECTOR, DEPARTMENT OF ARCHIVES AND HISTORY_____
DATE_____
STATE BUDGET AND CONTROL BOARD_____
OFFICIAL TITLE

9. Remarks:

10. Verification of Approval

Schedule Approved MAR 10 1975

DO NOT WRITE IN THIS SPACE
SCHEDULE NUMBER

SEC.S-39

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

1. Agency

Secretary of State

2a. Division

b. Subdivision

3. Title of Record Series:

Bond Cards

4. Description of Records: This series consists of four by six inch file cards on which information about bonded officers is typed. This information includes name, office, bonding company, date filed, date commissioned, and amount of the bond. The series is filed consecutively by date.

5. (a) Retention Schedule: Break file at the end of each fiscal year. Retain in the agency for two additional years. Transfer to the Department of Archives and History for permanent retention.

(b) Restrictions:

None

6. Justification: After two years these records will not be needed for referral value by the agency. Since they have evidential and informational value they should be retained permanently by the Archives

7. CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the record series schedule is for records of no further administrative, fiscal or legal value to this agency after the expiration of the period indicated in Item 5 (a) above.

DATE

AGENCY REPRESENTATIVE

OFFICIAL TITLE

8.

APPROVAL

The Record Series Retention/Disposition Schedule listed on the front of this form is approved. At the authorized date for the disposition of the record series, either by destruction or transfer to the Department of Archives and History, the agency to whom the records belong and the Department of Archives and History will be notified by the State Records Center. If the agency or the Department of Archives and History find it necessary to retain these records in the State Records Center beyond the scheduled disposition period or determine that they are of permanent value, they shall notify the Director of the Department of Archives and History and the schedule shall be modified accordingly. Records schedules not requiring destruction need only be approved by the agency concerned and the Department of Archives and History.

DATE_____
DIRECTOR, DEPARTMENT OF ARCHIVES AND HISTORY_____
DATE_____
STATE BUDGET AND CONTROL BOARD_____
OFFICIAL TITLE

9. Remarks:

10. Verification of Approval

Schedule Approved MAR 10 1975

DO NOT WRITE IN THIS SPACE
SCHEDULE NUMBER
SEC.S-57

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

1. Agency

Secretary of State

2a. Division

b. Subdivision

3. Title of Record Series:

State and District Officers of South Carolina

4. Description of Records: This series is comprised of post bound ledgers which are used to record the names of those persons who have held, or those who are presently holding state or district offices in South Carolina. Information also listed in this series is the respective post offices of the officers' home town, the date they were appointed, and the date they were commissioned.

(a) Retention Schedule: Break file when ledger is complete. Retain completed ledger in the agency for ten additional years, then transfer to the Department of Archives and History for permanent retention.

(b) Restrictions: None

6. Justification: After the retention period in 5(a) above, this series will no longer be of administrative value to the agency. These records have historical and research value and should be retained permanently by the Department of Archives and History.

7.

CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the records series schedule is for records of no further administrative, fiscal or legal value to this agency after the expiration of the period indicated in item 5 (a) above.

11-14-78

DATE

O. Gary Shenton

AGENCY REPRESENTATIVE

Joe. E. Holt

OFFICIAL TITLE

DO NOT WRITE IN THIS SPACE
SCHEDULE NUMBER
SEC.S-58

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

1. Agency

Secretary of State

2a. Division

b. Subdivision

3. Title of Record Series:

County Officers of South Carolina

4. Description of Records: This series is comprised of post bound ledgers which are used to list the names of those persons who have held county offices in South Carolina. Information also included in these records is a list of the respective post offices of the officers' home town, the date they were appointed, and the date they were commissioned. This series is filed alphabetically by county.

5. (a) Retention Schedule: Break file when ledger is complete. Retain completed ledger in the agency for ten additional years, then transfer to the Department of Archives and History for permanent retention.

(b) Restrictions: None

6. Justification: After the retention period in 5(a) above, this series will no longer be of administrative value to the agency. These records have historical and research value and should be retained permanently by the Department of Archives and History.

7. CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the records series schedule is for records of no further administrative, fiscal or legal value to this agency after the expiration of the period indicated in Item 5 (a) above.

11-14-78
DATE

O. Frank Johnston
AGENCY REPRESENTATIVE

Sec. P. Stiles
OFFICIAL TITLE



South Carolina Department of Archives & History
Division of Archives and Records Management

APPROVAL OF RECORDS RETENTION SCHEDULE

In accordance with provisions of Title 30, *Code of Laws of South Carolina, 1976*, Sections 30-1-10 through 30-1-140, as amended, the attached Records Retention Schedule is submitted for approval. This schedule supersedes any previously approved schedule for these same records series.

**PART I
Agency**

SECRETARY OF STATE
NOTARY PUBLIC
RECORD GROUP NUMBER: 213

I certify that I am authorized to act for this agency in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this agency after the expiration of the prescribed retention periods. Records series included in this approval are numbered:

07072 (Second Revision)

Nov. 4, 2008 Patricia Hamby Director
Date Signature of Agency Representative Title

**PART II
Department of Archives and History**

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in this schedule.

10 Nov. 2008 Raj A. Juyon
Date Director, Department of Archives and History
STATE ARCHIVIST AND
RECORDS ADMINISTRATOR



SECRETARY OF STATE

Record Group Number: 213

NOTARY PUBLIC

07072 PETITION TO GOVERNOR TO BE APPOINTED NOTARY PUBLIC FOR SOUTH
CAROLINA

Description

Series consists of the form "Petition to Governor to be Appointed Notary Public for South Carolina." The application includes applicant's name, birth date, occupation, voter registration number (if applicable), "Oath of Notary Public" (for approved persons), signature of notary, date, and signature of notary's legislative delegation.

Retention

Agency: 10 years, destroy.

(SECOND REVISION)

10 Nov. 2008
Schedule Approved



South Carolina Department of Archives & History
Division of Archives and Records Management

APPROVAL OF RECORDS RETENTION SCHEDULE

In accordance with provisions of Title 30, *Code of Laws of South Carolina, 1976*, Sections 30-1-10 through 30-1-140, as amended, the attached Records Retention Schedule is submitted for approval. This schedule supersedes any previously approved schedule for these same records series.

**PART I
Agency**

SECRETARY OF STATE'S OFFICE
CHARITIES SECTION

RECORD GROUP # 213

I certify that I am authorized to act for this agency in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this agency after the expiration of the prescribed retention periods. Records series included in this approval are numbered:

(15870

2/1/2012

Date

Kimberly S. Wacker

Signature of Agency Representative

Director, Public Charities
Div.

Title

Div.

PART II

Department of Archives and History

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in this schedule.

(2/9/12

Date

W. E. Emerson

Director, Department of Archives and History



SECRETARY OF STATE'S OFFICE

Record Group Number: 213

CHARITIES SECTION

15870 REGISTRATION FILE

Description

This series is used to record the registration of all charitable organizations operating within the state of South Carolina. Included in this series is a registration statement and other documentation for each organization which may reflect the following information: name of charity, address, telephone number, South Carolina branch offices, state and date of incorporation, IRS tax exempt status, purpose of the organization, names and addresses of officers and/or board of directors, charitable contributions in the previous year, amount paid to professional fundraisers, and total fundraising costs.

Retention

Records prior to 1 March 2009

Agency: 6 months.

State Records Center: 9 years, 6 months.

State Archives: Selection of needed documentation. PERMANENT.

Records 1 March 2009 and after

Agency: 10 years.

State Archives: Selection of needed documentation. PERMANENT.

Supersedes: 9374

SCHEDULE APPROVED 02/09/12



February 9, 2012

Ms. Kimberly Wickersham
Secretary of State
Edgar Brown Building
1205 Pendleton Street, Suite 525
Columbia, SC 29201

Dear Ms. Wickersham:

Enclosed is the final approved schedule for the Secretary of State Office Charities Section series number 15870 Registration File. Please note that this schedule supersedes schedule 9374, and a copy of this schedule along with a letter regarding the database transfer to accompany the records coming to Archives will be sent to Larry Hubbard. The enclosed schedule is the agency's official copy and can now be implemented. Please distribute to agency staff as necessary.

Please contact me at (803) 896-6128 if you have any questions.

Sincerely,

Erin L. Lowry
Records Analyst

Enclosures: 1

DO NOT WRITE IN THIS SPACE
SCHEDULE NUMBER

SEC. S-3

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

1. Agency:

Secretary of State

2a. Division

b. Subdivision

3. Title of Record Series:

Rules and Regulations

4. Description of Records: This series is comprised of certified copies of rules and regulations. These rules and regulations were adopted under the authority of a general or permanent law of the state, and have been certified by the office or agency sponsoring their adoption. Rules and Regulations will be in effect as soon as they are filed with the Secretary of State. File numbers are assigned by agency and/or department. Included also in this series are publications related to Rules and Regulations.

5. (a) Retention Schedule Retain in the agency until no longer needed for administrative procedure. Transfer to the Department of Archives and History for permanent retention.

(b) Restrictions: NONE

6. Justification: These records document the policies and procedures of the various state agencies. This information is of historical and research value and should be retained permanently.

7.

CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the record series schedule is for records of no further administrative, fiscal or legal value to this agency after the expiration of the period indicated in item 5 (a) above.

DATE

AGENCY REPRESENTATIVE

OFFICIAL TITLE

STATE RECORDS MANAGEMENT FORM-2 (March 30, 1972)

SRM-2

8.

APPROVAL

The Record Series Retention/Disposition Schedule listed on the front of this form is approved. At the authorized date for the disposition of the record series, either by destruction or transfer to the Department of Archives and History, the agency to whom the records belong and the Department of Archives and History will be notified by the State Records Center. If the agency or the Department of Archives and History find it necessary to retain these records in the State Records Center beyond the scheduled disposition period or determine that they are of permanent value, they shall notify the Director of the Department of Archives and History and the schedule shall be modified accordingly. Records schedules not requiring destruction need only be approved by the agency concerned and the Department of Archives and History.

DATE_____
DIRECTOR, DEPARTMENT OF ARCHIVES AND HISTORY_____
DATE_____
STATE BUDGET AND CONTROL BOARD_____
OFFICIAL TITLE

9. Remarks:

10. Verification of Approval

Schedule Approved MAR 10 1975

DO NOT WRITE IN THIS SPACE
SCHEDULE NUMBER
SEC.S-55

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

1. Agency
Secretary of State

2a. Division

b. Subdivision

3. Title of Record Series:
Miscellaneous Records

4. Description of Records: This series is used to maintain documents filed with the Secretary of State's Office. Reflected in this series are legal documents such as declarations and petitions for charter, declarations for incorporation, applications for certification of organization, declarations of trust, certification certificates for political parties, executive orders and executive agreements.

5. (a) Retention Schedule: Break file at the end of each calendar year. Retain in the agency for ten additional years. Transfer to the Department of Archives and History for permanent retention.

(b) Restrictions: None

6. Justification: After the retention period in 5(a) above, this series will no longer be of administrative or legal value to the agency. These records have historical and research value and should be retained permanently by the Department of Archives and History.

7. CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the records series schedule is for records of no further administrative, fiscal or legal value to this agency after the expiration of the period indicated in item 5 (a) above.

DATE

AGENCY REPRESENTATIVE

OFFICIAL TITLE

8.

APPROVAL

The Record Series Retention/Disposition Schedule listed on the front of this form is approved. At the authorized date for the disposition of the record series, either by destruction or transfer to the Department of Archives and History, the agency to whom the records belong and the Department of Archives and History will be notified by the State Records Center. If the agency or the Department of Archives and History find it necessary to retain these records in the State Records Center beyond the scheduled disposition period or determine that they are of permanent value, they shall notify the Director of the Department of Archives and History and the schedule shall be modified accordingly. Records schedules not requiring destruction need only be approved by the agency concerned and the Department of Archives and History.

DATECharles E. Lep
DIRECTOR, DEPARTMENT OF ARCHIVES AND HISTORY_____
DATE_____
STATE BUDGET AND CONTROL BOARD_____
OFFICIAL TITLE

9. Remarks:

10. Verification of Approval

Schedule Approved JUN 30 1978

DO NOT WRITE IN THIS SPACE
SCHEDULE NUMBER

SEC. 9-46

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

1. Agency:
Secretary of State

2a. Division

b. Subdivision

3. Title of Record Series:
Collections Ledger

4. Description of Records: This yearly ledger records the agency's collection of fees, that are required by law. This series, which is divided monthly, lists the type of collection, name of corporation, cash debit or credit, miscellaneous collections, domestic corporations, amendments to domestic corporations, dissolutions, eleemosynary corporations, foreign corporations, amendments to foreign corporations, trademarks, notary public, electric coops, securities, and uniform commercial code. At the end of each month the monthly totals are reflected. At the beginning of the ledger the summarized yearly and monthly totals for the fiscal year is listed.

5. (a) Retention Schedule Break file at the end of each fiscal year. Retain in the agency until all questions concerning state audits have been resolved, then transfer to the Department of Archives and History for permanent retention.

(b) Restrictions:
None

6. Justification: These records provide statistical information as well as evidence of fiscal responsibility. They should be retained permanently for research and historical purposes.

7. CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the record series schedule is for records of no further administrative, fiscal or legal value to this agency after the expiration of the period indicated in item 5 (a) above.

DATE

AGENCY REPRESENTATIVE

OFFICIAL TITLE

8.

APPROVAL

The Record Series Retention/Disposition Schedule listed on the front of this form is approved. At the authorized date for the disposition of the record series, either by destruction or transfer to the Department of Archives and History, the agency to whom the records belong and the Department of Archives and History will be notified by the State Records Center. If the agency or the Department of Archives and History find it necessary to retain these records in the State Records Center beyond the scheduled disposition period or determine that they are of permanent value, they shall notify the Director of the Department of Archives and History and the schedule shall be modified accordingly. Records schedules not requiring destruction need only be approved by the agency concerned and the Department of Archives and History.

DATE_____
DIRECTOR, DEPARTMENT OF ARCHIVES AND HISTORY_____
DATE_____
STATE BUDGET AND CONTROL BOARD_____
OFFICIAL TITLE

9. Remarks:

10. Verification of Approval

Schedule Approved MAR 10 1975

DO NOT WRITE IN THIS SPACE
SCHEDULE NUMBER

SEC. S-49

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

1. Agency:
Secretary of State

2a. Division

b. Subdivision

3. Title of Record Series:
Audit Reports

4. Description of Records: This series consists of Audit Reports of the Office of the Secretary of State. These reports are used to record the financial audit of the agency by the State Auditor's office. Included in the report are audit comment, appropriation account, statement of collections and remittance, Cemetery Perpetual Care Fund, and schedule of employee's bond.

5. (a) Retention Schedule Break file at the end of each fiscal year. Retain in the agency for one additional year. Transfer to the Department of Archives and History for permanent retention.

(b) Restrictions:
None

6. Justification: This series is concerned with the fiscal documentation of the agency's program. This information has archival and reference value and should be retained permanently.

7. CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the record series schedule is for records of no further administrative, fiscal or legal value to this agency after the expiration of the period indicated in item 5 (a) above.

DATE

AGENCY REPRESENTATIVE

OFFICIAL TITLE

8.

APPROVAL

The Record Series Retention/Disposition Schedule listed on the front of this form is approved. At the authorized date for the disposition of the record series, either by destruction or transfer to the Department of Archives and History, the agency to whom the records belong and the Department of Archives and History will be notified by the State Records Center. If the agency or the Department of Archives and History find it necessary to retain these records in the State Records Center beyond the scheduled disposition period or determine that they are of permanent value, they shall notify the Director of the Department of Archives and History and the schedule shall be modified accordingly. Records schedules not requiring destruction need only be approved by the agency concerned and the Department of Archives and History.

DATE_____
DIRECTOR, DEPARTMENT OF ARCHIVES AND HISTORY_____
DATE_____
STATE BUDGET AND CONTROL BOARD_____
OFFICIAL TITLE

9. Remarks:

10. Verification of Approval

Schedule Approved MAR 10 1975

DO NOT WRITE IN THIS SPACE
SCHEDULE NUMBER

SEC.S-50

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

1. Agency

Secretary of State

2a. Division

b. Subdivision

3. Title of Record Series:

Office Expenses Ledger / Payables

4. Description of Records: This series consists of ledgers which list all general office expenses, vouchers, ledgers which list deposits made to the State Treasurer by the Secretary of State showing date, amount, monthly and yearly totals, and copies of receipts from the State Treasurer to the Secretary of State for deposits.

(a) Retention Schedule: Break file at the end of each fiscal year. Retain in the agency for two additional years. Transfer to the Department of Archives and History for permanent retention.

(b) Restrictions:

None

6. Justification: These records document fiscal responsibility and agency policy, and should be retained permanently by the Archives.

7. CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the record series schedule is for records of no further administrative, fiscal or legal value to this agency after the expiration of the period indicated in item 5 (a) above.

DATE

AGENCY REPRESENTATIVE

OFFICIAL TITLE

8.

APPROVAL

The Record Series Retention/Disposition Schedule listed on the front of this form is approved. At the authorized date for the disposition of the record series, either by destruction or transfer to the Department of Archives and History, the agency to whom the records belong and the Department of Archives and History will be notified by the State Records Center. If the agency or the Department of Archives and History find it necessary to retain these records in the State Records Center beyond the scheduled disposition period or determine that they are of permanent value, they shall notify the Director of the Department of Archives and History and the schedule shall be modified accordingly. Records schedules not requiring destruction need only be approved by the agency concerned and the Department of Archives and History.

DATE_____
DIRECTOR, DEPARTMENT OF ARCHIVES AND HISTORY_____
DATE_____
STATE BUDGET AND CONTROL BOARD_____
OFFICIAL TITLE

9. Remarks:

10. Verification of Approval

Schedule Approved MAR 10 1975

DO NOT WRITE IN THIS SPACE
SCHEDULE NUMBER

SEC.S-51

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

1. Agency

Secretary of State

2a. Division

b. Subdivision

3. Title of Record Series:

Payroll Information for Secretary of State Employees

4. Description of Records: This series consists of payroll reference information on employee's of the Secretary of State. Included in the series are copies of Employer's Tax Guide, showing income tax withholding tables, "Employee's Withholding Exemptions Certificate," "Employee's Contribution Authorization," health insurance estimates, and proposed salaries.

(a) Retention Schedule: Break file at the end of each fiscal year. Transfer to the State Records Center, hold there for four years, then destroy.

(b) Restrictions:

None

6. Justification: After four years these records will no longer have evidential or informational value and may be destroyed. Information concerning salaries is summarized in the Comptroller General's Payroll Warrant Register, which is being retained permanently.

7. CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the record series schedule is for records of no further administrative, fiscal or legal value to this agency after the expiration of the period indicated in item 5 (a) above.

DATE

AGENCY REPRESENTATIVE

OFFICIAL TITLE

8.

APPROVAL

The Record Series Retention/Disposition Schedule listed on the front of this form is approved. At the authorized date for the disposition of the record series, either by destruction or transfer to the Department of Archives and History, the agency to whom the records belong and the Department of Archives and History will be notified by the State Records Center. If the agency or the Department of Archives and History find it necessary to retain these records in the State Records Center beyond the scheduled disposition period or determine that they are of permanent value, they shall notify the Director of the Department of Archives and History and the schedule shall be modified accordingly. Records schedules not requiring destruction need only be approved by the agency concerned and the Department of Archives and History.

DATE_____
DIRECTOR, DEPARTMENT OF ARCHIVES AND HISTORY_____
DATE_____
STATE BUDGET AND CONTROL BOARD_____
OFFICIAL TITLE

9. Remarks:

10. Verification of Approval

Schedule Approved MAR 10 1975

DO NOT WRITE IN THIS SPACE
SCHEDULE NUMBER

SEC. S-52

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

1. Agency:

Secretary of State

2a. Division

b. Subdivision

3. Title of Record Series:

Vouchers

4. Description of Records: This series is comprised of records, compiling the yearly expenditures of the agency. Contained in this series are copies of invoices from various vendors for supplies or services that were purchased by the Secretary of State. Included also in these records are correspondence and computer print-outs related to the purchase of the supplies and services. These invoices are filed by the agency department.

5. (a) Retention Schedule Break file at the end of each fiscal year. Retain in the agency for two additional years. Transfer to the State Records Center, hold there for three years, then destroy.

(b) Restrictions: NONE

6. Justification: After five years, any expenditure question or problem will have been resolved, and these records can be destroyed. This information is summarized in the agency's Annual Report.

7. CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the record series schedule is for records of no further administrative, fiscal or legal value to this agency after the expiration of the period indicated in item 5 (a) above.

DATE

AGENCY REPRESENTATIVE

OFFICIAL TITLE

8.

APPROVAL

The Record Series Retention/Disposition Schedule listed on the front of this form is approved. At the authorized date for the disposition of the record series, either by destruction or transfer to the Department of Archives and History, the agency to whom the records belong and the Department of Archives and History will be notified by the State Records Center. If the agency or the Department of Archives and History find it necessary to retain these records in the State Records Center beyond the scheduled disposition period or determine that they are of permanent value, they shall notify the Director of the Department of Archives and History and the schedule shall be modified accordingly. Records schedules not requiring destruction need only be approved by the agency concerned and the Department of Archives and History.

DATE_____
DIRECTOR, DEPARTMENT OF ARCHIVES AND HISTORY_____
DATE_____
STATE BUDGET AND CONTROL BOARD_____
OFFICIAL TITLE

9. Remarks:

10. Verification of Approval

Schedule Approved MAR 10 1970

DO NOT WRITE IN THIS SPACE
SCHEDULE NUMBER
SEC. 9-53

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

1. Agency:

Secretary of State

2a. Division

b. Subdivision

3. Title of Record Series:

Requisitions

4. Description of Records: This series consists of requisitions for general office purchases. Information on the requisitions includes the name of the company where the item is to be purchased, a description of the purchased item, and the number and price of the item. The series is filed chronologically by date.

5. (a) Retention Schedule Break file at the end of each fiscal year. Retain in the agency for two additional years, then destroy.

(b) Restrictions: NONE

6. Justification: These records document office purchases and expenditures. After three years these records will no longer be needed for reference. Information is summarized in the Office Expense Ledger which is retained permanently in the Archives.

7. CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the record series schedule is for records of no further administrative, fiscal or legal value to this agency after the expiration of the period indicated in item 5 (a) above.

DATE

AGENCY REPRESENTATIVE

OFFICIAL TITLE

8.

APPROVAL

The Record Series Retention/Disposition Schedule listed on the front of this form is approved. At the authorized date for the disposition of the record series, either by destruction or transfer to the Department of Archives and History, the agency to whom the records belong and the Department of Archives and History will be notified by the State Records Center. If the agency or the Department of Archives and History find it necessary to retain these records in the State Records Center beyond the scheduled disposition period or determine that they are of permanent value, they shall notify the Director of the Department of Archives and History and the schedule shall be modified accordingly. Records schedules not requiring destruction need only be approved by the agency concerned and the Department of Archives and History.

DATE_____
DIRECTOR, DEPARTMENT OF ARCHIVES AND HISTORY_____
DATE_____
STATE BUDGET AND CONTROL BOARD_____
OFFICIAL TITLE

9. Remarks:

10. Verification of Approval

Schedule Approved MAR 10 1975

RECORD SERIES RETENTION/DISPOSITION SCHEDULE		SCHEDULE NUMBER
1. AGENCY		Sec. S-54-R
Secretary of State		
A. DIVISION		B. SUBDIVISION
3. TITLE OF RECORD SERIES		
Invoices		
4. DESCRIPTION OF RECORDS		
<p>This series consists of invoices used for the Office of the Secretary of State. Information listed on the forms includes the place of purchase, date, itemized list of purchases, and amount of check. Examples of purchased items include notary lists, registered voters lists, and certified charter forms. The series is filed consecutively by date.</p>		
A. RETENTION SCHEDULE		
<p>Keep file at the end of each fiscal year. Retain in the agency for three additional years, then destroy.</p>		
B. RESTRICTIONS		
None		
6. JUSTIFICATION		
<p>After the retention period in 5(a) above, this series will no longer have fiscal or administrative value to the agency and should be destroyed. Fiscal transactions are summarized in the agency's Office Expenses Ledger which is being retained permanently by the Department of Archives and History. This schedule supersedes Record Series Retention/Disposition Schedule Sec. S-54, Invoices, which was approved by the State Budget and Control Board on March 10, 1975.</p>		

7.

CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the retention schedule in item 5a above is for records of no further administrative, fiscal or legal value to this agency after the expiration of the time period indicated.

DATE

1/28/81

OFFICIAL TITLE

Deputy Secretary of State

SIGNATURE (AGENCY REPRESENTATIVE)



8.

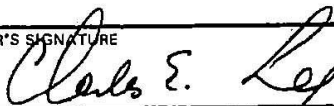
APPROVAL - S. C. DEPARTMENT OF ARCHIVES AND HISTORY

The Record Series Retention/Disposition Schedule stated on the front of this form is approved. When the record series becomes eligible for destruction or transfer to the Department of Archives and History the disposition instructions in Section 5(a) of this form will be followed. If the records pending disposition are stored in the State Records Center the agency to whom the records belong and the Department of Archives and History will be notified by the State Records Center. If the agency or the Department of Archives and History find it necessary to retain these records beyond the scheduled disposition period or determine that they are of permanent value, the Director of the Department of Archives and History may modify the schedule accordingly. Records stored in the agency that become eligible for destruction or transfer to the Department of Archives and History will be disposed of in accordance with the retention schedule and the disposition reported to the Department of Archives and History in such a manner as they may direct.

DATE APPROVED

3/27/81

DIRECTOR'S SIGNATURE



9.

APPROVAL - S. C. STATE BUDGET AND CONTROL BOARD

Under the provisions of the Public Records Act (Code of Laws of S. C., 1976, Section 30) this Record Series Retention/Disposition Schedule has been prepared and approved for implementation according to law.

DATE APPROVED

4/13/81

TITLE OF APPROVING OFFICIAL

Division Director

SIGNATURE OF APPROVING OFFICIAL



10. REMARKS

11. VERIFICATION OF APPROVAL

DO NOT WRITE IN THIS SPACE
SCHEDULE NUMBER
SEC.S-59

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

1. Agency

Secretary of State

2a. Division

b. Subdivision

3. Title of Record Series:

Deposit Slips

4. Description of Records: This series consists of deposit slips listing the bank, date, Secretary of State's name, the amount deposited, the amount in checks, money orders and cash deposited. The deposit slip is stamped with the date by the bank teller to secure its validity. Attached to each deposit slip is a receipt signed by the State Treasurer acknowledging the deposit into his account.

5. (a) Retention Schedule: Break file at the end of each fiscal year. Retain in the agency for two additional years. Transfer to the State Records Center, hold there for three years, then destroy.

(b) Restrictions: None

6. Justification: After the retention period in 5(a) above, this series will have no further administrative or fiscal value to the agency and should be destroyed. Information in this series is summarized in the agency's Annual Report and in the Comptroller General's Account Detail Ledger.

7. CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the record series schedule is for records of no further administrative, fiscal or legal value to this agency after the expiration of the period indicated in item 5 (a) above.

DATE

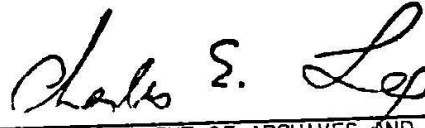
AGENCY REPRESENTATIVE

OFFICIAL TITLE

8.

APPROVAL

The Record Series Retention/Disposition Schedule listed on the front of this form is approved. At the authorized date for the disposition of the record series, either by destruction or transfer to the Department of Archives and History, the agency to whom the records belong and the Department of Archives and History will be notified by the State Records Center. If the agency or the Department of Archives and History find it necessary to retain these records in the State Records Center beyond the scheduled disposition period or determine that they are of permanent value, they shall notify the Director of the Department of Archives and History and the schedule shall be modified accordingly. Records schedules not requiring destruction need only be approved by the agency concerned and the Department of Archives and History.

DATE

DIRECTOR, DEPARTMENT OF ARCHIVES AND HISTORY_____
DATE_____
STATE BUDGET AND CONTROL BOARD_____
OFFICIAL TITLE

9. Remarks:

10. Verification of Approval

Schedule Approved JUN 30 1978

DO NOT WRITE IN THIS SPACE
SCHEDULE NUMBER
SEC.S-60

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

1. Agency
Secretary of State

2a. Division

b. Subdivision

3. Title of Record Series;
Payroll Voucher

4. Description of Records: This series consists of "State of South Carolina Payroll Vouchers" used to record the biweekly payroll. Listed on these forms are the name of the department, the dates to which the vouchers correspond, the names and titles of the people affected by the deductions, their gross salary, the various deductions, total amount deducted, and their net salary. Attached to each voucher is a "State of South Carolina Insurance Deductions" form which lists the date, department, names and titles of the persons affected by the deductions, and the total amount deducted.

(a) Retention Schedule: Break file at the end of each fiscal year. Retain in the agency for two additional years. Transfer to the State Records Center, hold there for three years, then destroy.

(b) Restrictions: None

6. Justification: After the retention period in 5(a) above, this series will have no further administrative or fiscal value to the agency and should be destroyed. Information in this series is contained in the Comptroller General's Payroll Warrant Register which is being retained permanently by the Department of Archives and History.

7.

CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the records series schedule is for records of no further administrative, fiscal or legal value to this agency after the expiration of the period indicated in item 5 (a) above.

DATE

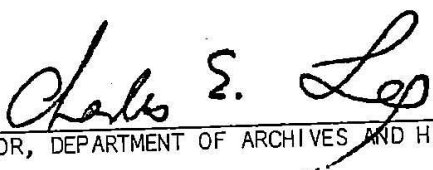
AGENCY REPRESENTATIVE

OFFICIAL TITLE

8.

APPROVAL

The Record Series Retention/Disposition Schedule listed on the front of this form is approved. At the authorized date for the disposition of the record series, either by destruction or transfer to the Department of Archives and History, the agency to whom the records belong and the Department of Archives and History will be notified by the State Records Center. If the agency or the Department of Archives and History find it necessary to retain these records in the State Records Center beyond the scheduled disposition period or determine that they are of permanent value, they shall notify the Director of the Department of Archives and History and the schedule shall be modified accordingly. Records schedules not requiring destruction need only be approved by the agency concerned and the Department of Archives and History.

DATE

DIRECTOR, DEPARTMENT OF ARCHIVES AND HISTORY_____
DATE_____
STATE BUDGET AND CONTROL BOARD_____
OFFICIAL TITLE

9. Remarks

10. Verification of Approval

Schedule Approved JUN 30 1978

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

SCHEDULE NUMBER

Sec. S-63

1. AGENCY

Secretary of State

2 A. DIVISION

B. SUBDIVISION

3. TITLE OF RECORD SERIES

Official Receipts

4. DESCRIPTION OF RECORDS

This series consists of official receipts for all fees or funds derived from any source in connection with the function of the office of the Secretary of State. The series includes pink and yellow copies of receipts reflecting the following: title, Office of Secretary of State, date, receipt number, account number, title, and signature of the preparer of the receipt.

5. RETENTION SCHEDULE

Break file at the end of each fiscal year. Retain in the agency for three additional years, then destroy.

8. RESTRICTIONS

None

6. JUSTIFICATION

After the retention period in 5(a) above, this series will no longer have fiscal or reference value to the agency and should be destroyed. Information concerning the collections of fees is summarized in the Collections Ledger which is being retained permanently by the Department of Archives and History.

SRM-2 (80)

(Over)

7.

CERTIFICATE OF AGENCY REPRESENTATIVE

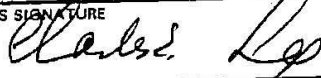
I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the retention schedule in item 5a above is for records of no further administrative, fiscal or legal value to this agency after the expiration of the time period indicated.

DATE 1/28/81	OFFICIAL TITLE Deputy Secretary of State	SIGNATURE (AGENCY REPRESENTATIVE) 
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8.

APPROVAL - S. C. DEPARTMENT OF ARCHIVES AND HISTORY


The Record Series Retention/Disposition Schedule stated on the front of this form is approved. When the record series becomes eligible for destruction or transfer to the Department of Archives and History the disposition instructions in Section 5(a) of this form will be followed. If the records pending disposition are stored in the State Records Center the agency to whom the records belong and the Department of Archives and History will be notified by the State Records Center. If the agency or the Department of Archives and History find it necessary to retain these records beyond the scheduled disposition period or determine that they are of permanent value, the Director of the Department of Archives and History may modify the schedule accordingly. Records stored in the agency that become eligible for destruction or transfer to the Department of Archives and History will be disposed of in accordance with the retention schedule and the disposition reported to the Department of Archives and History in such a manner as they may direct.

DATE APPROVED 3/27/81	DIRECTOR'S SIGNATURE 
--------------------------	---

9.

APPROVAL - S. C. STATE BUDGET AND CONTROL BOARD

Under the provisions of the Public Records Act (Code of Laws of S. C., 1976, Section 30) this Record Series Retention/Disposition Schedule has been prepared and approved for implementation according to law.

DATE APPROVED 4/13/81	TITLE OF APPROVING OFFICIAL Division Director	SIGNATURE OF APPROVING OFFICIAL 
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10. REMARKS

11. VERIFICATION OF APPROVAL

DO NOT WRITE IN THIS SPACE
SCHEDULE NUMBER
SEC. S-45

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

1. Agency:
Secretary of State

2a. Division

b. Subdivision

3. Title of Record Series:

Uniform Commercial Code Cash Sheets

4. Description of Records: **This series consists of the daily cash sheets of the Uniform Commercial Code Department. These sheets reflect date, number, a list of the various types of transactions, total deposits, and the initials of the employee filing the report. The Uniform Commercial Code Department used these cash sheets to record daily transactions.**

5. (a) Retention Schedule **Break file at the end of each fiscal year. Remove and destroy all records involved in state audit. after all questions concerning this audit have been resolved.**

(b) Restrictions: **NONE**

6. Justification: **These records are needed to document fiscal responsibility concerning state audits and should not be destroyed until all questions have been resolved. Information concerning these daily transactions is reflected in the Collections Ledger, which is being permanently retained. Total collections are summarized in the agency's Annual Report.**

7. CERTIFICATE OF AGENCY REPRESENTATIVE.

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the record series schedule is for records of no further administrative, fiscal or legal value to this agency after the expiration of the period indicated in item 5 (a) above.

DATE

AGENCY REPRESENTATIVE

OFFICIAL TITLE

8.

APPROVAL

The Record Series Retention/Disposition Schedule listed on the front of this form is approved. At the authorized date for the disposition of the record series, either by destruction or transfer to the Department of Archives and History, the agency to whom the records belong and the Department of Archives and History will be notified by the State Records Center. If the agency or the Department of Archives and History find it necessary to retain these records in the State Records Center beyond the scheduled disposition period or determine that they are of permanent value, they shall notify the Director of the Department of Archives and History and the schedule shall be modified accordingly. Records schedules not requiring destruction need only be approved by the agency concerned and the Department of Archives and History.

DATE_____
DIRECTOR, DEPARTMENT OF ARCHIVES AND HISTORY_____
DATE_____
STATE BUDGET AND CONTROL BOARD_____
OFFICIAL TITLE

9. Remarks:

10. Verification of Approval

Schedule Approved ~~MAR 10 1975~~

DO NOT WRITE IN THIS SPACE
SCHEDULE NUMBER

SEC.S-47

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

1. Agency:

Secretary of State

2a. Division

b. Subdivision

3. Title of Record Series:

Notary Cash Sheets

4. Description of Records: This series consists of "Daily Summary of Notary Commissions Issued." The form reflects date, fee paid, beginning certificate number, ending certificate number, void certificate number, net commissions issued, date commissions issued, and initials of issuing clerk. These forms are used in compiling a record of the activities of the agency.

5. (a) Retention Schedule Break file at the end of each fiscal year. Remove and destroy all records involved in state audit, after all questions concerning this audit have been resolved.

(b) Restrictions: NONE

6. Justification: These records are needed to document fiscal responsibility concerning state audits and should not be destroyed until all questions have been resolved. Information concerning notary commission fees is reflected in the Collection Ledger, which is being permanently retained, and is summarized in the agency's Annual Report.

7. CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the record series schedule is for records of no further administrative, fiscal or legal value to this agency after the expiration of the period indicated in item 5 (a) above.

DATE

AGENCY REPRESENTATIVE

OFFICIAL TITLE



South Carolina Department of Archives and History
Division of Archives and Records Management

APPROVAL OF RECORDS RETENTION SCHEDULE

In accordance with provisions of Title 30, Code of Laws of South Carolina, 1976, Sections 30-1-10 through 30-1-140, as amended, the attached Records Retention Schedule is submitted for approval. This schedule supersedes any previously approved schedule for these same records series.

See copy available

PART I

Agency

SECRETARY OF STATE
SOUTH CAROLINA CEMETERY BOARD

Record Group Number: 213

SEE ALSO R6.115WT

I certify that I am authorized to act for this agency in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this agency after the expiration of the prescribed retention periods. Records series included in this approval are numbered:

00570 - 00581

MAR 24 1992

Date

Robert A. Knight
Signature of Agency Representative

Dep. Sec. of State
Title

PART II

Department of Archives and History

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in this schedule.

MAR 25 1992

Date

George L. Voss
Director, Department of Archives and History

PART III

State Budget and Control Board

The attached Records Retention Schedule is approved.

3/27/92
Date

Richard W. Kelly
State Budget and Control Board

Dep. Dir.
Title



SECRETARY OF STATE

Record Group Number 213

SOUTH CAROLINA CEMETERY BOARD

00570 CEMETERY LICENSE APPLICANT FILES

Description

Document the application or renewal for licensure of cemeteries, during 1954-1991. Information includes application, Financial Report on Merchandise Trust Fund, Application for Authority to Establish a Cemetery, Request for Change for Renewal, correspondence, complaints and other related records.

Retention

State Records Center: 6 years.

State Archives: Selection of needed documentation. PERMANENT.

00571 LICENSE FILE

Description

Documents cemetery licenses issued by the agency, during 1954-1991. License reflects authorization, date of issue and name of cemetery.

Retention

State Records Center: 6 years.

State Archives: PERMANENT.

00572 TRAVEL VOUCHERS

Description

Vouchers prepared to request reimbursement for employee travel expenses, during 1980-1991. Information includes name, address, social security number, agency and amount of reimbursement.

Retention

State Records Center: 6 years; destroy.

Schedule Approved MAR 27 1992

The approval and implementation of this records retention schedule should comply with the Department of Archives and History's Guidelines for Understanding and Implementing Records Retention Schedules.



00573 BANK DEPOSITS

Description

Used to document the deposit of funds into agency bank accounts during 1985-1991. Included in the series are bank deposit forms, deposit slips or receipts.

Retention

State Records Center: 6 years, destroy.

00574 SOUTH CAROLINA CEMETERY BOARD MEETING MINUTES

Description

Minutes of South Carolina Cemetery Board meetings, including agendas and attachments, during 1954-1991. Information includes date, place, attendees, those absent, topics discussed and decisions affecting board policy and administration.

Retention

State Archives: PERMANENT.

00575 ADMINISTRATIVE FILES

Description

Document administrative actions of the board, during 1954-1991. Information includes memoranda and reports concerning board policy, organizational and program development records, non-routine fiscal data and personnel information. Records reflect administration of policy, coordination of functions, and management of program activity.

Retention

State Archives: Selection of needed documentation. PERMANENT.



00576 ADMINISTRATIVE CORRESPONDENCE

Description

Documents the administration of the Cemetery Board. Communications concern board policy, and responsibilities of a non-routine nature that impact on the board and its activities.

Retention

State Archives: Selection of needed documentation. PERMANENT.

00577 PROGRAM PROCEDURES AND REGULATIONS

Description

Procedures concerning the general operation of the South Carolina Cemetery Board. The series includes rules, regulations, or other issuances, that establish methods to administer the Board's mission, functions, and responsibilities.

Retention

State Archives: Selection of needed documentation. PERMANENT.

00578 MAILING LISTS / DIRECTORIES

Description

Used to record addresses during 1954-1991. Included are mailing lists, directories, and registers concerning employees, officials, and constituents, whom board staff communicate with regularly.

Retention

State Records Center: 6 years; destroy.

00579 BOARD PUBLICATIONS

Description

Used to record material published for internal and external distribution during 1954-1991. Information includes board publications such as Cemetery Board regulations and the Cemetery Act of 1984.



Retention

State Library: PERMANENT.

State Archives: Selection of needed documentation. PERMANENT.

00580 SOUTH CAROLINA CEMETERY BOARD ANNUAL REPORTS

Description

Document reports of activities made annually to the General Assembly during 1954-1991. Information includes financial summaries, objectives, goals, and other data concerning the agency during the fiscal year.

Retention

State Records Center: 6 years; destroy.

00581 LEGISLATIVE REFERENCE FILE

Description

Used to file copies of bills, prospective legislation and laws regarding the Cemetery Board during 1954-1991. Information includes bill and supporting material concerning proposed legislation, such as newspaper clippings, reports, and correspondence. The series also includes copies of approved legislation.

Retention

State Archives: Selection of needed documentation. PERMANENT.

DO NOT WRITE IN THIS SPACE
SCHEDULE NUMBER

SEC. S-32

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

1. Agency:
Secretary of State

2a. Division

b. Subdivision

3. Title of Record Series:
Cemetery Board Reference Papers

4. Description of Records: This series is comprised of reference materials and correspondence concerning the State Cemetery Board, of which the Secretary of State is a member ex officio and serves as chairman. Reference material included in this series are receipts from the Treasurer's office for funds received from the Secretary of State for cemetery perpetual care operation fund, lists of perpetual care cemeteries, and papers reflecting the amount of traveling expense allowance paid to the board members. The State Cemetery Board Correspondence is concerned with such topics as dissolution of corporations, report of audit, requests for reports, certified statements, court summons, and other problems or questions involving cemeteries.

5. (a) Retention Schedule Break file at the end of each fiscal year. Retain in the agency for one additional year. Transfer to the Department of Archives and History for permanent retention.

(b) Restrictions:
None

6. Justification: The information contained in these records reflects the operation and policy of the Cemetery Board and should be retained permanently for archival purposes.

7. CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the record series schedule is for records of no further administrative, fiscal or legal value to this agency after the expiration of the period indicated in item 5 (a) above.

DATE

AGENCY REPRESENTATIVE

OFFICIAL TITLE

STATE RECORDS MANAGEMENT FORM-2 (March 30, 1972)

SRM-2

8.

APPROVAL

The Record Series Retention/Disposition Schedule listed on the front of this form is approved. At the authorized date for the disposition of the record series, either by destruction or transfer to the Department of Archives and History, the agency to whom the records belong and the Department of Archives and History will be notified by the State Records Center. If the agency or the Department of Archives and History find it necessary to retain these records in the State Records Center beyond the scheduled disposition period or determine that they are of permanent value, they shall notify the Director of the Department of Archives and History and the schedule shall be modified accordingly. Records schedules not requiring destruction need only be approved by the agency concerned and the Department of Archives and History.

DATE_____
DIRECTOR, DEPARTMENT OF ARCHIVES AND HISTORY_____
DATE_____
STATE BUDGET AND CONTROL BOARD_____
OFFICIAL TITLE

9. Remarks:

10. Verification of Approval

Schedule Approved MAR 10 1975



South Carolina Department of Archives and History
Division of Archives and Records Management

APPROVAL OF RECORDS RETENTION SCHEDULE

In accordance with provisions of Title 30, *Code of Laws of South Carolina, 1976*, Sections 30-1-10 through 30-1-140, as amended, the attached Records Retention Schedule is submitted for approval. This schedule supersedes any previously approved schedule for these same records series.

elec. copy available

**PART I
Agency**

SECRETARY OF STATE
UNIFORM COMMERCIAL CODE
RECORD GROUP NO. 213

I certify that I am authorized to act for this agency in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this agency after the expiration of the prescribed retention periods. Records series included in this approval are numbered:

07612

12/20/93

Date

Robert A. Knight III

Signature of Agency Representative

Dep Sec & State

Title

**PART II
Department of Archives and History**

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in this schedule.

10/13/93

Date

George L. Vogt

Director, Department of Archives and History

**PART III
State Budget and Control Board**

The attached Records Retention Schedule is approved.

1-4-94

Date

Richard W. Kelly Blue

State Budget and Control Board

Dir. Dir

Title



SECRETARY OF STATE

Record Group Number 213

UNIFORM COMMERCIAL CODE

07612 DEBTOR FILE

Description

Used to track personal property collateral offered by borrowers to secure loans. To be recorded in this file, the borrower would be a resident of South Carolina or the collateral would be located in this state. The file contains uniform commercial code financing statements which includes debtor name and address, secured party name and address, filing date, file number, description of collateral, signature of debtor, and signature of secured party. The records include financing statements filed by the secured parties of regulated public utilities and rural electric cooperatives.

Retention

Files where transmitting utility is the debtor: 1 year after termination statement has been filed, destroy.

All other files: 1 year after statement has lapsed or termination statement has been filed, destroy.

Supersedes: SEC.S-67R

Schedule Approved

1-4-94

RECORD SERIES RETENTION/DISPOSITION SCHEDULE		SCHEDULE NUMBER SEC. S-66
1. AGENCY Secretary of State		
2 A. DIVISION Uniform Commercial Code		B. SUBDIVISION
3. TITLE OF RECORD SERIES Debtor File Index (Database)		
4. DESCRIPTION OF RECORDS This series is used for reference to track personal property collateral offered by borrowers to secure loans. The information is recorded into the database from financing statements filed in this office by parties involved in the collateral transactions. For each transaction, the database lists debtor name and address, secured party name and address, filing date, and file number.		
5. RETENTION SCHEDULE Retain data concerning each transaction in the agency for five years from date of perfection of the security interest, or until termination of the security interest by the secured party, then delete.		
B. RESTRICTIONS None		
6. JUSTIFICATION After five years, security interests recorded in this series will be unperfected, and the information will no longer be of reference value to the agency and should be deleted.		

SRM-2 (80)

(Over)



South Carolina Department of Archives and History
Division of Archives and Records Management

APPROVAL OF RECORDS RETENTION SCHEDULE

also copy available

In accordance with provisions of Title 30, Code of Laws of South Carolina, 1976, Sections 30-1-10 through 30-1-140, as amended, the attached Records Retention Schedule is submitted for approval. This schedule supersedes any previously approved schedule for these same records series.

PART I

Agency
Secretary of State
Corporate Charter
Record Group Number: 213

I certify that I am authorized to act for this agency in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this agency after the expiration of the prescribed retention periods. Records series included in this approval are numbered:

10699

4-27-98

Date

[Signature]
Signature of Agency Representative

DIRECTOR, BUSINESS
Title FILE

PART II

Department of Archives and History

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in this schedule.

1/7/98

Date

[Signature]
Director, Department of Archives and History
STATE ARCHIVIST AND
RECORDS ADMINISTRATOR

PART III

State Budget and Control Board

The attached Records Retention Schedule is approved.

5/4/98

Date

[Signature]
State Budget and Control Board

[Signature]
Title



SECRETARY OF STATE

Record Group Number: 213

CORPORATE CHARTER

10699 GENERAL CORRESPONDENCE

Description

Consists of general correspondence to and from the division. This series includes acknowledgements of the forwarding of Declaration and Petition for Incorporation forms, requests concerning the status of a business, advisements from this office that a business is operating without a charter, and other matters concerning charters of incorporation.

Retention

1 year, destroy.

SUPERSEDES: SEC.S-24R

Schedule Approved 5/4/98



61 DAILY CORPORATE DOCUMENT FILES (REVISED)

Description

Used in administering the registration process for corporations doing business in South Carolina. Documents include but are not limited to Surrender of Authority to do Business in South Carolina, Articles of Merger or Share Exchange, Application to Register Corporate Name by Foreign Corporation, Application for Reinstatement of Corporation Dissolved by Administrative Action. Articles of Correction, Restated Articles of Incorporation, Statement of Intent to Dissolve, and Declaration and Petition for Incorporation (Eleemosynary Corporation Applications).

Retention

Paper records: Agency: 1 year after scanning and verification.

State Archives: PERMANENT.

Optical images: Until no longer needed for reference, Delete.

~~7075 EMPLOYMENT AGENCIES (REVISED)~~

~~Description~~

~~Used to retain information on private employment agencies. Information includes name of employment agency, application license number, address, and related correspondence.~~

~~Retention~~

~~1 year after becoming inactive, destroy:~~

Schedule Approved 12-2-99



South Carolina Department of Archives and History
Division of Archives and Records Management

APPROVAL OF RECORDS RETENTION SCHEDULE

In accordance with provisions of Title 30, Code of Laws of South Carolina, 1976, Sections 30-1-10 through 30-1-140, as amended, the attached Records Retention Schedule is submitted for approval. This schedule supersedes any previously approved schedule for these same records series.

PART I

Agency

SECRETARY OF STATE
CORPORATE CHARTER

Record Group Number: 213

I certify that I am authorized to act for this agency in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this agency after the expiration of the prescribed retention periods. Records series included in this approval are numbered:

Revised 12/21/99
00061, 00062

1-7-92

Date

Robert A. Knight III

Signature of Agency Representative

Dep Sec S.H.H.

Title

PART II

Department of Archives and History

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in this schedule.

1/7/92

Date

George L. Vezt

Director, Department of Archives and History

PART III

State Budget and Control Board

The attached Records Retention Schedule is approved.

1/24/92

Date

Richard W. Kelly

State Budget and Control Board

Director

Title



SECRETARY OF STATE

Record Group Number 213

CORPORATE CHARTERS

00061 DAILY CORPORATE DOCUMENT FILES

REVISED 12-2-99

Description

Records used in administering the registration process for corporations doing business in South Carolina. Documents include but are not limited to Surrender of Authority to do Business in South Carolina, Articles of Merger or Share Exchange, Application to Register Corporate Name by Foreign Corporation, Application for Reinstatement of Corporation Dissolved by Administrative Action, Articles of Correction, Restated Articles of Incorporation, Summons and Complaints, Statement of Intent to Dissolve, Declaration and Petition for Incorporation (Eleemosynary Corporation Applications).

Retention

Agency: Until no longer needed for reference. Microfilm.
State Archives: PERMANENT.

Supersedes SEC.S-4R, SEC.S-5R, SEC.S-6R, SEC.S-11R, SEC.S-13R, SEC.S-14R, SEC.S-15, SEC.S-16R, SEC.S-17R, SEC.S-19, SEC.S-20R, SEC.S-21R, SEC.S-22R, SEC.S-25, SEC.S-26, SEC.S-27, SEC.S-28, SEC.S-29, SEC.S-40R, SEC.S-41R

00062 DAILY CORPORATE DOCUMENTS INDEX

Description

Computer generated record used to access the Daily Corporate Documents retained on microfilm. Information includes name and address of corporation, document number, agent's name and address, type stock, shares issued, director's name and address, corporate headquarters, code (incorporation or amendment), effective dates of amendments, and alternate names.

Retention

Agency: Until no longer needed for reference. Microfilm.
State Archives: PERMANENT.

Records Approved

JAN 24 1992

DO NOT WRITE IN THIS SPACE
SCHEDULE NUMBER
SEC. S-10

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

1. Agency

Secretary of State

2a. Division

b. Subdivision

3. Title of Record Series:

Declaration of Charter (Cooperative Credit Union)

4. Description of Records: This series consists of "Declaration of Charter" for the purpose of forming a cooperative credit union. The charter lists directors, name of company where employed, name of cooperative credit union, location, officers, signatures of directors, and date. Attached to these records is a certificate of approval from the chief examiner of Board of Bank Control. Upon receipt of these records the Secretary of State is enabled to issue to the cooperative credit union a certificate of Incorporation.

(a) Retention Schedule: Break file at the end of each fiscal year. Retain in the agency for one additional year. Transfer to the Department of Archives and History for permanent retention.

(b) Restrictions:

None

6. Justification: The information contained in this series is reflected in the charters of the Cooperative Credit Union. Upon issue of the certificate of Incorporation in the credit union, these records would be of no value, and after one year, should be destroyed.

7.

CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the record series schedule is for records of no further administrative, fiscal or legal value to this agency after the expiration of the period indicated in item 5 (a) above.

DATE

AGENCY REPRESENTATIVE

OFFICIAL TITLE

8.

APPROVAL

The Record Series Retention/Disposition Schedule listed on the front of this form is approved. At the authorized date for the disposition of the record series, either by destruction or transfer to the Department of Archives and History, the agency to whom the records belong and the Department of Archives and History will be notified by the State Records Center. If the agency or the Department of Archives and History find it necessary to retain these records in the State Records Center beyond the scheduled disposition period or determine that they are of permanent value, they shall notify the Director of the Department of Archives and History and the schedule shall be modified accordingly. Records schedules not requiring destruction need only be approved by the agency concerned and the Department of Archives and History.

DATE_____
DIRECTOR, DEPARTMENT OF ARCHIVES AND HISTORY_____
DATE_____
STATE BUDGET AND CONTROL BOARD_____
OFFICIAL TITLE

9. Remarks:

10. Verification of Approval

Schedule Approved MAR 10 1975

DO NOT WRITE IN THIS SPACE
SCHEDULE NUMBER

SEC. S-30

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

1. Agency:

Secretary of State

2a. Division

b. Subdivision

3. Title of Record Series:

Mutual Cooperatives

4. Description of Records: This series consists of papers and documents concerning cooperatives formed under the Rural Electric Cooperative Act. Records enclosed in this series are articles of incorporation, amendments to articles, articles of merger, certification of resolutions, certificate of compliance, and other related documents. Included also are forms, which reflect the amount of annual fees the cooperative has paid. All of these documents of the cooperatives must be filed with the Secretary of State, who insures that these papers conform to the requirements of the Rural Electric Cooperative Act.

5. (a) Retention Schedule Break file at the end of each fiscal year. Retain in the agency for one additional year. Transfer to the Department of Archives and History for permanent retention.

(b) Restrictions: NONE

6. Justification: These records document the various aspects of the creation and administration of rural electric cooperatives and should be permanently retained.

7. CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the record series schedule is for records of no further administrative, fiscal or legal value to this agency after the expiration of the period indicated in item 5 (a) above.

DATE

AGENCY REPRESENTATIVE

OFFICIAL TITLE

8.

APPROVAL

The Record Series Retention/Disposition Schedule listed on the front of this form is approved. At the authorized date for the disposition of the record series, either by destruction or transfer to the Department of Archives and History, the agency to whom the records belong and the Department of Archives and History will be notified by the State Records Center. If the agency or the Department of Archives and History find it necessary to retain these records in the State Records Center beyond the scheduled disposition period or determine that they are of permanent value, they shall notify the Director of the Department of Archives and History and the schedule shall be modified accordingly. Records schedules not requiring destruction need only be approved by the agency concerned and the Department of Archives and History.

DATE_____
DIRECTOR, DEPARTMENT OF ARCHIVES AND HISTORY_____
DATE_____
STATE BUDGET AND CONTROL BOARD_____
OFFICIAL TITLE

9. Remarks:

10. Verification of Approval

Scheduled for destruction MAR 10 1975

DO NOT WRITE IN THIS SPACE
SCHEDULE NUMBER

SEC. 5-12

RECORD SERIES RETENTION/DISPOSITION SCHEDULE

1. Agency:

Secretary of State

2a. Division

b. Subdivision

3. Title of Record Series:

Resignation of Agents

4. Description of Records: This series consists of forms entitled "Resignation of Agent Upon Whom Process May Be Served." Form reflects corporation name, state by which corporation is organized, date, agent, and address of corporation. A registered agent of a corporation must file a statement to the office of Secretary of State informing the agency that the agent is resigning as a registered agent of the corporation. Correspondence related to the resignation of agents is also included in this series.

5. (a) Retention Schedule Break file at the end of each fiscal year. Retain in the agency for one additional year. Transfer to the Department of Archives and History for permanent retention.

(b) Restrictions: NONE

6. Justification: This series documents the various aspects of the administration and supervision of agents of corporations. These records have historical and research value and should be retained permanently.

7.

CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the record series schedule is for records of no further administrative, fiscal or legal value to this agency after the expiration of the period indicated in item 5 (a) above.

DATE

AGENCY REPRESENTATIVE

OFFICIAL TITLE

8.

APPROVAL

The Record Series Retention/Disposition Schedule listed on the front of this form is approved. At the authorized date for the disposition of the record series, either by destruction or transfer to the Department of Archives and History, the agency to whom the records belong and the Department of Archives and History will be notified by the State Records Center. If the agency or the Department of Archives and History find it necessary to retain these records in the State Records Center beyond the scheduled disposition period or determine that they are of permanent value, they shall notify the Director of the Department of Archives and History and the schedule shall be modified accordingly. Records schedules not requiring destruction need only be approved by the agency concerned and the Department of Archives and History.

DATE_____
DIRECTOR, DEPARTMENT OF ARCHIVES AND HISTORY_____
DATE_____
STATE BUDGET AND CONTROL BOARD_____
OFFICIAL TITLE

9. Remarks:

10. Verification of Approval

Schedule Approved MAR 10 1975

RECORD SERIES RETENTION/DISPOSITION SCHEDULE		SCHEDULE NUMBER
1. AGENCY Secretary of State		
2 A. DIVISION Corporation Charter	B. SUBDIVISION	
3. TITLE OF RECORD SERIES Dissolutions By Forfeiture		
4. DESCRIPTION OF RECORDS <p>This series consists of forms entitled "Declaration of Dissolution by Forfeiture." The forms are used when a corporation's charter has been dissolved due to the failure of a corporation to file an annual report, pay the franchise tax, appoint and maintain an agent, or notify the Secretary of State of a change of office or agent. Information contained in the forms includes the date, name of the corporation, and code number for the reason for dissolution. The series is filed chronologically by date of receipt.</p>		
RETENTION SCHEDULE <p>Microfilm and create three microcopies: the master negative, reproduction duplicate and copy for office use. At the front of each roll of microfilm, a key to the code numbers for reasons for dissolution should be filmed. Upon certification by the Department of Archives and History that all microfilm copies meet the required Standards For The Microfilming Of Public Records, for records of permanent value, destroy the paper records reproduced on the film. Transfer the master negative to the Department of Archives and History for permanent retention as the agency's security copy and duplication for research purposes. Retain the third generation negative in the agency for use as the agency's working copy. Retain the reproduction duplicate in a secure and environmentally safe location, for use to create additional working copies as needed. When no longer needed for administrative use by the agency, both copies of film may be destroyed.</p>		
B. RESTRICTIONS <p>None.</p>		
6. JUSTIFICATION <p>This series constitutes primary documentation and product of this agency's responsibility to document the dissolution of corporations which have been registered to operate in the state. The records are of long term value to the agency. The records contain unique information about corporations which have operated in the state and should be retained permanently by the Department of Archives and History. The schedule supersedes Record Series Retention/Disposition Schedule SEC.S-18, Dissolutions By Forfeiture, which was approved by the State Budget and Control Board on March 10, 1975.</p>		

7.

CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the retention schedule in item 5a above is for records of no further administrative, fiscal or legal value to this agency after the expiration of the time period indicated.

DATE

OFFICIAL TITLE

SIGNATURE (AGENCY REPRESENTATIVE)

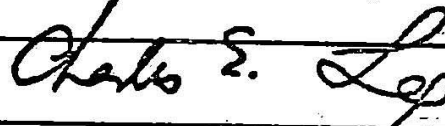
8.

APPROVAL - S. C. DEPARTMENT OF ARCHIVES AND HISTORY

The Record Series Retention/Disposition Schedule stated on the front of this form is approved. When the record series becomes eligible for destruction or transfer to the Department of Archives and History the disposition instructions in Section 5(a) of this form will be followed. If the records pending disposition are stored in the State Records Center the agency to whom the records belong and the Department of Archives and History will be notified by the State Records Center. If the agency or the Department of Archives and History find it necessary to retain these records beyond the scheduled disposition period or determine that they are of permanent value, the Director of the Department of Archives and History may modify the schedule accordingly. Records stored in the agency that become eligible for destruction or transfer to the Department of Archives and History will be disposed of in accordance with the retention schedule and the disposition reported to the Department of Archives and History in such a manner as they may direct.

DATE APPROVED

DIRECTOR'S SIGNATURE



9.

APPROVAL - S. C. STATE BUDGET AND CONTROL BOARD

Under the provisions of the Public Records Act (Code of Laws of S. C., 1976, Section 30) this Record Series Retention/Disposition Schedule has been prepared and approved for implementation according to law.

DATE APPROVED

TITLE OF APPROVING OFFICIAL

SIGNATURE OF APPROVING OFFICIAL

10. REMARKS

11. VERIFICATION OF APPROVAL

MAY 14 1985

RECORD SERIES RETENTION/DISPOSITION SCHEDULE		SCHEDULE NUMBER SEC.S-28R
1. AGENCY Secretary of State		
2 A. DIVISION Corporation Charter	B. SUBDIVISION	
3. TITLE OF RECORD SERIES Eleemosynary Corporation Applications		
4. DESCRIPTION OF RECORDS <p>This series consists of applications for incorporation of Eleemosynary organizations. The forms are entitled "Declaration and Petition for Incorporation," and contain such information as names and addresses of declarants and petitioners, the name of the proposed corporation, the name of the newspaper where the notice of intent to incorporate was printed, and the number of years it plans to be incorporated. Attached to these forms is a notarized letter from the local corporation lawyer verifying that all of the information given is correct. Also included in the series are newspaper clippings of the notice of intent to incorporate, and amendments to the original charter. The series is filed numerically by charter number.</p>		
5. RETENTION SCHEDULE <p>Microfilm and create three microcopies: the master negative, reproduction duplicate and copy for office use. Upon certification by the Department of Archives and History that all microfilm copies meet the required Standards For The Microfilming Of Public Records, for records of permanent value, destroy the paper records reproduced on the film. Transfer the master negative to the Department of Archives and History for permanent retention as the agency's security copy and duplication for research purposes. Retain the third generation negative in the agency for use as the agency's working copy. Retain the reproduction duplicate in a secure and environmentally safe location, for use to create additional working copies as needed. When no longer needed for administrative use by the agency, both copies of film may be destroyed.</p> <p>B. RESTRICTIONS</p> <p>None.</p>		
6. JUSTIFICATION <p>This series constitutes the primary documentation and product of this agency's responsibility to legally register eleemosynary organizations that wish to incorporate for operation in the state. The records are of long term value to the agency. The records contain unique information about eleemosynary corporations which are operating or have operated in the state and should be retained permanently by the Department of Archives and History. This schedule supersedes Record Series Retention/Disposition Schedule SEC.S-28, Eleemosynary Corporations, which was approved by the State Budget and Control Board on March 10, 1975.</p>		

7.

CERTIFICATE OF AGENCY REPRESENTATIVE

I certify that I am authorized to act for the head of this agency in the disposition of non-current records and the retention schedule in item 5a above is for records of no further administrative, fiscal or legal value to this agency after the expiration of the time period indicated.

DATE

OFFICIAL TITLE

SIGNATURE (AGENCY REPRESENTATIVE)

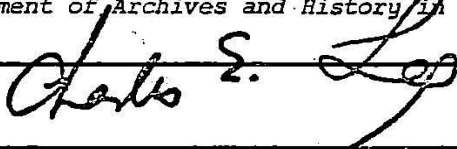
8.

APPROVAL - S. C. DEPARTMENT OF ARCHIVES AND HISTORY

The Record Series Retention/Disposition Schedule stated on the front of this form is approved. When the record series becomes eligible for destruction or transfer to the Department of Archives and History the disposition instructions in Section 5(a) of this form will be followed. If the records pending disposition are stored in the State Records Center the agency to whom the records belong and the Department of Archives and History will be notified by the State Records Center. If the agency or the Department of Archives and History find it necessary to retain these records beyond the scheduled disposition period or determine that they are of permanent value, the Director of the Department of Archives and History may modify the schedule accordingly. Records stored in the agency that become eligible for destruction or transfer to the Department of Archives and History will be disposed of in accordance with the retention schedule and the disposition reported to the Department of Archives and History in such a manner as they may direct.

DATE APPROVED

DIRECTOR'S SIGNATURE



9.

APPROVAL - S. C. STATE BUDGET AND CONTROL BOARD

Under the provisions of the Public Records Act (Code of Laws of S. C., 1976, Section 30) this Record Series Retention/Disposition Schedule has been prepared and approved for implementation according to law.

DATE APPROVED

TITLE OF APPROVING OFFICIAL

SIGNATURE OF APPROVING OFFICIAL

10. REMARKS

11. VERIFICATION OF APPROVAL

MAY 14 1985

EXHIBIT B

State of South Carolina
Office of the Secretary of State
The Honorable Mark Hammond

1205 PENDLETON STREET, SUITE 525
COLUMBIA, SC 29201

803-734-2170
www.sos.sc.gov



April 27, 2017

The Honorable Henry McMaster
State House
1100 Gervais Street
Columbia, South Carolina 29201

Dear Governor McMaster:

Enclosed is a copy of the 2017 report on regulations filed by the Secretary of State's Office with the Code Commissioner pursuant to S.C. Code of Laws §1-23-120(J). I am providing your office with a copy of this report as provided under Executive Order No. 2017-09. If you have any questions or need any additional information, please let me know. Thank you for your service to the citizens of South Carolina.

Sincerely,

Mark Hammond

Corporations
803-734-2158

UCC
803-734-2175

Charities
803-734-1790

Boards & Commissions
803-734-2512

Notaries
803-734-2512

Trademarks
803-734-0629

EXHIBIT C

State of South Carolina
Office of the Secretary of State
The Honorable Mark Hammond

1205 PENDLETON STREET, SUITE 525
COLUMBIA, SC 29201

803-734-2170
www.sos.sc.gov



April 27, 2017

The Honorable James H. Harrison
Code Commissioner and Director
South Carolina Legislative Council
Post Office Box 11489
Columbia, South Carolina 29211

Dear Mr. Harrison:

Pursuant to S.C. Code of Laws §1-23-120(J), the Secretary of State's Office has conducted a formal review of all regulations under its authority. Below is a list of those regulations and a statement as to whether the regulations should be repealed or amended.

- Securities Division, 113-1 through 113-26: Since the Secretary of State no longer administers the Securities Division, our office has formally begun the process of repealing these regulations. Document 4649, which would repeal the regulations, is currently pending in the General Assembly.
- Municipal Corporations, 113-200: This regulation provides requirements for information to be included in a petition for municipal incorporation filed with the Secretary of State. At this time, this regulation does not require repeal or amendment.
- Uniform Real Property Recording Act, 113-300 through 113-350: These regulations implement the electronic recording standards issued by the Property Records Industry Association, and are used by local governments in recording real property transactions. At this time, these regulations do not require repeal or amendment.

Please accept this letter as the report of regulations administered by the Secretary of State, as required under S.C. Code of Laws §1-23-120(J). If you have any questions or need any additional information, please let me know.

Sincerely,

Mark Hammond

Corporations
803-734-2158

UCC
803-734-2175

Charities
803-734-1790

Boards & Commissions
803-734-2512

Notaries
803-734-2512

Trademarks
803-734-0629

EXHIBIT D

22 PROPOSED REGULATIONS

Document No. 4876
SECRETARY OF STATE
CHAPTER 113

Statutory Authority: 1976 Code Sections 30-6-10 et seq.

113-325. Electronic Transmissions.

Preamble:

The Office of the Secretary of State proposes to amend Regulation 113-325 of the Uniform Real Property Electronic Recording Act regulations found in Chapter 113, Article 3 of the South Carolina Code of State Regulations. The General Assembly passed the Uniform Real Property Electronic Recording Act (Section 30-6-10, et seq.) which became effective May 13, 2008. Pursuant to the authority conferred by the Act, the Office of the Secretary of State promulgated regulations to adopt standards to implement the Act which went into effect on April 23, 2010. The proposed changes to Regulation 113-325 would allow for XML data to satisfy the transmittal sheet requirement set forth in the regulations. The Notice of Drafting of this change was published in the *State Register* on December 28, 2018.

Notice of Public Hearing and Opportunity for Public Comment:

The Office of the Secretary of State proposes to amend Regulation 113-325 related to the Uniform Real Property Electronic Recording Act. Interested persons may submit comments to Ms. Melissa Dunlap, Deputy Secretary of State & Chief Legal Counsel, Office of the Secretary of State, 1205 Pendleton Street, Suite 525, Columbia, SC 29201. To be considered, comments must be received no later than 5:00 p.m. on March 25, 2019, the close of the comment period.

If requested by twenty-five or more persons, by an individual representing a group of twenty-five or more persons, by a governmental subdivision or agency, or by an association having at least twenty-five members, a public hearing will be held on Monday, April 1, 2019 at 10:00 a.m. at the Administrative Law Court, Suite 224, Edgar A. Brown Building, 1205 Pendleton Street, Columbia, South Carolina.

Preliminary Fiscal Impact Statement:

The Office of the Secretary of State anticipates that there will be no costs incurred by the State and its political subdivisions in complying with the proposed amendment of regulations.

Statement of Need and Reasonableness:

DESCRIPTION OF REGULATION: Chapter 113, Regulation 113-325, Electronic Transmissions.

Purpose: To amend regulations promulgated by the Secretary of State for Uniform Real Property Electronic Recording Act to allow for acceptance of XML data to satisfy the transmittal sheet requirement.

Legal Authority: 1976 Code Sections 30-6-10 et seq.

Plan for Implementation: The implementation of the amendment of Regulation 113-325 will allow recorders to accept XML data in addition to a traditional transmittal sheet. No specific implementation procedures are required.

DETERMINATION OF NEED AND REASONABLENESS OF THE PROPOSED REGULATION BASED ON ALL FACTORS HEREIN AND EXPECTED BENEFITS:

As electronic documents filed with county recorders increase, it is in the interest of both the recorders and filers to allow for required data to be transmitted as XML data as a convenient alternative to the traditional transmittal sheet.

DETERMINATION OF COSTS AND BENEFITS:

There are no costs anticipated in the amendment of the Regulation 113-325. Amendment of this regulation will allow registers to accept XML data for instruments submitted for filing.

UNCERTAINTIES OF ESTIMATES:

None.

EFFECT ON ENVIRONMENT AND PUBLIC HEALTH:

There are no known effects of the regulation on the environment and public health.

DETRIMENTAL EFFECT ON THE ENVIRONMENT AND PUBLIC HEALTH IF THE REGULATION IS NOT IMPLEMENTED:

There are no known effects on the environment and public health if the regulation is not implemented.

Statement of Rationale:

The proposed amendment will broaden the language of Regulation 113-325 regarding the transmittal sheet requirement for electronic transmissions to make clear that XML data is acceptable to fulfill this requirement. This language is needed to expand the methods allowed for transmittal of required data for the convenience and ease of both county recorders and filers.

Text:

The full text of this regulation is available on the South Carolina General Assembly Home Page: <http://www.scstatehouse.gov/regnsrch.php>. Full text may also be obtained from the promulgating agency.

EXHIBIT E

Agency Name: SECRETARY OF STATE'S OFFICE

Fiscal Year 2018-2019

Accountability Report

Agency Code: E080 Section: 096

Updated Report and External Review Template

Item	Is this a Report, Review, or both?	Report or Review Name	Name of Entity Requesting the Report or Conducting Review	Type of Entity	Reporting Frequency	Current Fiscal Year, Submission Date or Review Timeline (MM/DD/YYYY)	Summary of Information Requested in the Report or Reviewed	Method to Access the Report or Information from the Review
1	External Review and Report	Accountability Report	Executive Budget Office	State	Annually	September 14, 2019	Report on agency performance, goals, and objectives.	www.sos.sc.gov
2	External Review and Report	High Growth Small Business Job Creation Act	House Ways & Means, Senate Finance, & the Governor	State	Annually	January 31, 2019	Pursuant to SC Code §11-44-80, the Secretary of State publishes an aggregated statewide report with the number of qualified businesses, amount of capital raised, number of jobs created, and average wages.	www.sos.sc.gov
3	External Review and Report	Agency Fines and Fee Report	Chair of Senate Finance and House Ways & Means	State	Annually	September 1, 2019	Agency fees and fines collected.	www.sos.sc.gov
4	External Review and Report	Agency Debt Collection Report	Executive Budget Office	State	Annually	February 27, 2019	This report details the amounts of outstanding debt and all methods used to collect debt.	Contact the agency
5	External Review and Report	Other Funds Survey	Revenue and Fiscal Affairs & Executive Budget Office	State	Annually	October 31, 2019	This report gathers information about agency other funds to be used when writing the budget.	Contact the agency
6	External Review and Report	Procurement Report	State Fiscal Accountability Authority (SFAA)	State	Quarterly	The 1st week after each quarter	Reporting on any illegal and sole sourced procurements by the agency.	Contact the agency
7	External Review and Report	Wage & Contribution Report	Department of Employment Workforce (DEW)	State	Quarterly	1st month of each quarter	Employee's wages of covered employees for unemployment insurance.	Contact the agency
8	External Review and Report	MBE Utilization Plan	Small and Minority Business Contracting and Certification (SMBCC)	State	Annually	September 16, 2019	Pursuant to SC Code §11-35-5240, agency's goal to spend certain percentage of the fiscal years operating income with small and minority businesses.	Contact the agency
9	External Review and Report	MBE Progress Report	Small and Minority Business Contracting and Certification (SMBCC)	State	Quarterly	October, January, April and July	Agency minority spending progress to meet utilization plan.	Contact the agency
10	External Review and Report	EEO Progress Report	South Carolina Human Affairs	State	Annually	October 17, 2019	Report on agency's progress required by Proviso 117.14 of Appropriations Act (Affirmative Action).	Contact the agency
11	External Review and Report	Payroll Report	South Carolina State Accident Fund	State	Annually	Each pay period	Reports of agency's gross payroll and number of employees, along with agency's Drug and Alcohol Free Workplace Policy.	Contact the agency
12	External Review and Report	Capital Assets Report	Comptroller General's Office	State	Annually	September 14, 2019	Reports on the agency's capital assets for the fiscal year. Informs the Comptroller General's Office that a physical inventory was done and if any adjustments were needed to the asset ledger.	Contact the agency
13	External Review and Report	Cash and Investments Report	Comptroller General's Office	State	Annually	July 20, 2019	This report gathers information regarding the types of cash and investments owned by an agency.	Contact the agency
14	External Review and Report	Operating Lease Report	Comptroller General's Office	State	Annually	August 24, 2019	The report focuses on the terms of noncancelable operating leases.	Contact the agency
15	External Review and Report	Litigation Report	Comptroller General's Office	State	Annually	July 20, 2019	This report provides information relating to any legal matter that may arise during the year requiring the agency to consult outside counsel for legal advice or representation.	Contact the agency

Agency Name	SECRETARY OF STATE'S OFFICE
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Fiscal Year 2018-2019

Accountability Report

Agency Code	E080	Section:	096
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Updated Report and External Review Template

Item	Is this a Report, Review, or both?	Report or Review Name	Name of Entity Requesting the Report or Conducting Review	Type of Entity	Reporting Frequency	Current Fiscal Year Submission Date or Review Timeline (MM/DD/YYYY)	Summary of Information Requested in the Report or Reviewed	Method to Access the Report or Information from the Review
16	External Review and Report	Fund Balance Report	Comptroller General's Office	State	Annually	August 24, 2019	This report gathers information regarding constraints on the use of revenue sources and resulting fund balance.	Contact the agency
17	External Review and Report	Subsequent Events Report	Comptroller General's Office	State	Annually	October 22, 2019	This report identifies information obtained subsequent to submission of the Master Reporting Package which impacts the accuracy of the information provided	Contact the agency
18	External Review and Report	Bank Account Transparency and Accountability	State Fiscal Accountability Authority (SFAA)	State	Annually	October 1, 2019	This report discloses every transaction of the composite reservoir bank account that is not included in SCEIS.	Contact the agency
19	External Review and Report	Agreed-Upon Procedures Engagement	SC Office of the State Auditor	State	Annually	January 23, 2019	Reports the results from the performance of the agreed-upon procedures to the accounting records of the Secretary of State's Office.	www.osa.sc.gov
20	External Review and Report	HR Audit	Department of Administration	State	Annually	July 26, 2019	Reports the results from the performance of the agreed-upon procedures to the HR records of the Secretary of State's Office.	Contact agency
21	External Review and Report	IT Planning and Data Collection	Department of Administration	State	Annually	August 3, 2019	This report gathers information to aid with IT planning.	Contact agency
22	External Review and Report	Master Report	Comptroller General's Office	State	Annually	July 6, 2019	Pursuant to Proviso 117.26, the master report helps agencies to determine which reporting packages are required, and informs the Comptroller General's Office which reporting packages to expect from an agency.	Contact agency
23	External Review and Report	Travel Report	Comptroller General's Office	State	Annually	September 21, 2019	The travel report provides information on state travel expenditures during the fiscal year.	Contact agency

Organizational Unit Details

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Name of organizational unit

Administration & Internal Operations

Purpose of organizational unit

The Administration and Internal Operations Division performs executive functions as well as internal support functions for the agency as a whole. Members of this unit include the Secretary of State and Deputy Secretary, as well as finance, procurement, and human resources staff.

Exit interviews or surveys performed?

2017-18	No
2016-17	No
2015-16	No

Employee satisfaction tracked?

2017-18	No
2016-17	No
2015-16	No

Anonymous employee feedback allowed?

2017-18	No
2016-17	No
2015-16	No

Number of employees (all types) in the unit

<u>Start of fiscal year</u>	
2017-18	6
2016-17	6
2015-16	6
<u>End of fiscal year</u>	
2017-18	6
2016-17	6
2015-16	6
<u>Leave the unit during fiscal year</u>	
2017-18	0
2016-17	0
2015-16	0

Turnover rate

2017-18	0.00%
2016-17	0.00%
2015-16	0.00%

Agency Comments (Optional)

A staff member in this unit assists with deliverables for Trademarks.

Agency Wide

Has the agency ever conducted an employee engagement, climate, or similar survey?
No
If yes, when was last one and who conducted it?
Agency has never conducted an employee engagement, climate, or similar survey. The Human Resources Director has conducted Exit Interviews since 2015.
Does the agency conduct employee engagement, climate, or similar surveys on a regular basis?
No
If yes, what is the frequency?
Agency has never conducted an employee engagement, climate, or similar survey agency wide, but the agency has an open door policy up to and including the Secretary of State. There is also constant communication between employees and division directors, as well as the Deputy Secretary of State.

Organizational Unit Details

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Name of organizational unit	Legal
------------------------------------	--------------

Purpose of organizational unit	The Legal Division provides legal advice and support to all units of the agency. Legal staff is also responsible for filing all charities enforcement actions in the Administrative Law Court, as well as responding to Freedom of Information Act requests.
---------------------------------------	--

Exit interviews or surveys performed?

	2017-18	No
	2016-17	No
	2015-16	No

Employee satisfaction tracked?

	2017-18	No
	2016-17	No
	2015-16	No

Anonymous employee feedback allowed?

	2017-18	No
	2016-17	No
	2015-16	No

Number of employees (all types) in the unit

<u>Start of fiscal year</u>		
	2017-18	3
	2016-17	3
	2015-16	3
<u>End of fiscal year</u>		
	2017-18	2
	2016-17	3
	2015-16	3
<u>Leave the unit during fiscal year</u>		
	2017-18	1
	2016-17	0
	2015-16	0

Turnover rate

	2017-18	40.00%
	2016-17	0.00%
	2015-16	0.00%

Agency Comments (Optional)

Employee transferred to new Investigations unit in FY 2017-18.
--

Agency Wide

Has the agency ever conducted an employee engagement, climate, or similar survey?
No
If yes, when was last one and who conducted it?
Agency has never conducted an employee engagement, climate, or similar survey. The Human Resources Director has conducted Exit Interviews since 2015.
Does the agency conduct employee engagement, climate, or similar surveys on a regular basis?
No
If yes, what is the frequency?
Agency has never conducted an employee engagement, climate, or similar survey agency wide, but the agency has an open door policy up to and including the Secretary of State. There is also constant communication between employees and division directors, as well as the Deputy Secretary of State.

Organizational Unit Details

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Name of organizational unit	Notaries, Authentications, Boards & Commissions
------------------------------------	--

Purpose of organizational unit	The Notaries, Authentications, Boards and Commissions Division is responsible for issuing commissions to elected and appointed public officials, including notaries public. The unit also authenticates documents to be sent to foreign countries, and files ratified acts and executive orders.
---------------------------------------	--

Exit interviews or surveys performed?

	2017-18	Yes
	2016-17	No
	2015-16	No

Employee satisfaction tracked?

	2017-18	No
	2016-17	No
	2015-16	No

Anonymous employee feedback allowed?

	2017-18	No
	2016-17	No
	2015-16	No

Number of employees (all types) in the unit

<u>Start of fiscal year</u>		
	2017-18	3
	2016-17	4
	2015-16	4
<u>End of fiscal year</u>		
	2017-18	3
	2016-17	3
	2015-16	4
<u>Leave the unit during fiscal year</u>		
	2017-18	1
	2016-17	1
	2015-16	1

Turnover rate

	2017-18	33.33%
	2016-17	28.57%
	2015-16	25.00%

Agency Comments (Optional)

Agency Wide

Has the agency ever conducted an employee engagement, climate, or similar survey?
No
If yes, when was last one and who conducted it?
Agency has never conducted an employee engagement, climate, or similar survey. The Human Resources Director has conducted Exit Interviews since 2015.
Does the agency conduct employee engagement, climate, or similar surveys on a regular basis?
No
If yes, what is the frequency?
Agency has never conducted an employee engagement, climate, or similar survey agency wide, but the agency has an open door policy up to and including the Secretary of State. There is also constant communication between employees and division directors, as well as the Deputy Secretary of State.

Organizational Unit Details

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Name of organizational unit

Public Charities & Municipalities

Purpose of organizational unit

The Public Charities Division registers charitable organizations, professional fundraisers, commercial co-venturers, and nonprofit raffles operating within South Carolina. In addition, the Charities Division enforces the Solicitation of Charitable Funds Act in conjunction with the Investigations and Legal Divisions. The Municipalities unit encompasses multiple agency functions, including but not limited to service of process, cable franchise authority, municipal and special purpose district filings, employment agencies and business opportunities.

Exit interviews or surveys performed?

2017-18	No
2016-17	Yes
2015-16	Yes

Employee satisfaction tracked?

2017-18	No
2016-17	No
2015-16	No

Anonymous employee feedback allowed?

2017-18	No
2016-17	No
2015-16	No

Number of employees (all types) in the unit

<u>Start of fiscal year</u>	
2017-18	6
2016-17	6
2015-16	6
<u>End of fiscal year</u>	
2017-18	7
2016-17	6
2015-16	6
<u>Leave the unit during fiscal year</u>	
2017-18	0
2016-17	1
2015-16	2

Turnover rate

2017-18	0.00%
2016-17	16.67%
2015-16	33.33%

Agency Comments (Optional)

New position created in FY 2017-18. Also, the Municipalities unit referenced in the deliverables is included under Public Charities because the Municipal Coordinator is supervised by the Director of Public Charities.

Agency Wide

Has the agency ever conducted an employee engagement, climate, or similar survey?
No
If yes, when was last one and who conducted it?
Agency has never conducted an employee engagement, climate, or similar survey. The Human Resources Director has conducted Exit Interviews since 2015.
Does the agency conduct employee engagement, climate, or similar surveys on a regular basis?
No
If yes, what is the frequency?
Agency has never conducted an employee engagement, climate, or similar survey agency wide, but the agency has an open door policy up to and including the Secretary of State. There is also constant communication between employees and division directors, as well as the Deputy Secretary of State.

Organizational Unit Details

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Name of organizational unit	Investigations & Trademarks
Purpose of organizational unit	The Investigations Division investigates all charities-related complaints received by the agency, as well as audits and reviews data to ensure compliance with the Solicitation of Charitable Funds Act. The Investigations Division also assists law enforcement on the federal, state and local level with counterfeit trafficking investigations. The Trademarks Division examines and files trademark and service mark applications.
Exit interviews or surveys performed?	
2017-18	No
2016-17	No
2015-16	No
Employee satisfaction tracked?	
2017-18	No
2016-17	No
2015-16	No
Anonymous employee feedback allowed?	
2017-18	No
2016-17	No
2015-16	No
Number of employees (all types) in the unit	
<u>Start of fiscal year</u>	
2017-18	0
2016-17	DNE
2015-16	DNE
<u>End of fiscal year</u>	
2017-18	2
2016-17	DNE
2015-16	DNE
<u>Leave the unit during fiscal year</u>	
2017-18	0
2016-17	DNE
2015-16	DNE
Turnover rate	
2017-18	0.00%
2016-17	Agency did not have employees in this unit
2015-16	Agency did not have employees in this unit
Agency Comments (Optional)	Investigations unit created in FY 2017-18.

Agency Wide

Has the agency ever conducted an employee engagement, climate, or similar survey?
No
If yes, when was last one and who conducted it?
Agency has never conducted an employee engagement, climate, or similar survey. The Human Resources Director has conducted Exit Interviews since 2015.
Does the agency conduct employee engagement, climate, or similar surveys on a regular basis?
No
If yes, what is the frequency?
Agency has never conducted an employee engagement, climate, or similar survey agency wide, but the agency has an open door policy up to and including the Secretary of State. There is also constant communication between employees and division directors, as well as the Deputy Secretary of State.

Organizational Unit Details

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Name of organizational unit	Business Filings
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Purpose of organizational unit	The Business Filings Division files documents for business entities operating in the state, including corporations, limited liability companies, limited partnerships, limited liability partnerships, and other types of business entities.
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Exit interviews or surveys performed?

2017-18	Yes
2016-17	Yes
2015-16	Yes

Employee satisfaction tracked?

2017-18	No
2016-17	Yes
2015-16	No

Anonymous employee feedback allowed?

2017-18	No
2016-17	No
2015-16	No

Number of employees (all types) in the unit

<u>Start of fiscal year</u>	
2017-18	11
2016-17	9
2015-16	10
<u>End of fiscal year</u>	
2017-18	11
2016-17	11
2015-16	9
<u>Leave the unit during fiscal year</u>	
2017-18	3
2016-17	4
2015-16	7

Turnover rate

2017-18	27.27%
2016-17	40.00%
2015-16	73.68%

Agency Comments (Optional)

In FY 2015-2016, there was very high turnover in this division. One employee became deceased; one became a stay-at-home parent; two employees returned to school; and two employees left for other employment, including one who moved out of state. In FY 2016-2017, two employees left for other employment opportunities and one became a stay-at-home parent. These positions are entry level positions that will have turnover as employees either advance within the agency, move to another division in the agency, return to school or seek higher paying employment.

Agency Wide

Has the agency ever conducted an employee engagement, climate, or similar survey?
No
If yes, when was last one and who conducted it?
Agency has never conducted an employee engagement, climate, or similar survey. The Human Resources Director has conducted Exit Interviews since 2015.
Does the agency conduct employee engagement, climate, or similar surveys on a regular basis?
No
If yes, what is the frequency?
Agency has never conducted an employee engagement, climate, or similar survey agency wide, but the agency has an open door policy up to and including the Secretary of State. There is also constant communication between employees and division directors, as well as the Deputy Secretary of State.

Organizational Unit Details

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Name of organizational unit

Information Technology

Purpose of organizational unit

The Information Technology Division provides support to all divisions of the agency, as well as develops and maintains agency databases and applications. In addition, the Information Technology Division maintains the agency's website. The Information Technology Division also performs cybersecurity functions along with the Department of Administration's Division of Information Security.

Exit interviews or surveys performed?

2017-18	Yes
2016-17	No
2015-16	No

Employee satisfaction tracked?

2017-18	No
2016-17	No
2015-16	No

Anonymous employee feedback allowed?

2017-18	No
2016-17	No
2015-16	No

Number of employees (all types) in the unit

<u>Start of fiscal year</u>	
2017-18	2
2016-17	1
2015-16	1
<u>End of fiscal year</u>	
2017-18	2
2016-17	2
2015-16	1
<u>Leave the unit during fiscal year</u>	
2017-18	0
2016-17	0
2015-16	0

Turnover rate

2017-18	0.00%
2016-17	0.00%
2015-16	0.00%

Agency Comments (Optional)

Agency Wide

Has the agency ever conducted an employee engagement, climate, or similar survey?
No
If yes, when was last one and who conducted it?
Agency has never conducted an employee engagement, climate, or similar survey. The Human Resources Director has conducted Exit Interviews since 2015.
Does the agency conduct employee engagement, climate, or similar surveys on a regular basis?
No
If yes, what is the frequency?
Agency has never conducted an employee engagement, climate, or similar survey agency wide, but the agency has an open door policy up to and including the Secretary of State. There is also constant communication between employees and division directors, as well as the Deputy Secretary of State.

Finance Overview

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

	<u>2017-18</u>	<u>2016-17</u>	<u>2015-16</u>
How much was the agency appropriated and authorized to spend by the end of the fiscal year?	\$3,074,846	\$2,744,577	\$2,566,010
How much did the agency actually spend?	\$3,073,110	\$2,743,327	\$2,561,442
How much did the agency not spend?	\$1,736	\$1,250	\$4,568
How much cash did the agency have at the end of the fiscal year that it was not authorized to spend?	\$1,142,847	\$1,102,561	\$970,913

The contents of this chart are considered sworn testimony from the agency director.

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable				
Item number	1	2	3	4
Associated laws	Section 33-56-30	Section 33-56-40	Section 33-56-45	Section 33-56-50
Does state or federal law specifically require this deliverable?	Yes	Yes	No	No
Deliverable description	Charitable Organization Registration Statement Filing - Charitable organizations soliciting in South Carolina are required to file a registration statement that discloses specific information required by statute. Children's Trust Fund of South Carolina Registration Statement Filing - The Children's Trust Fund of South Carolina is required to file a registration statement that discloses specific information required by statute, but is not required to pay the filing fee of \$50.00. Fire Department Registration Statement Filings - Fire departments soliciting contributions in South Carolina are required to file a registration statement that discloses specific information required by statute, but the local governing body of multiple fire departments (e.g. the county) may pay a single \$50.00 registration fee for all of the fire departments within its jurisdiction. Charitable Organization Annual Registration Exemption Application Filing - Some types of charitable organizations may file an annual application for registration exemption in lieu of a registration statement. The annual application for registration exemption does not include a filing fee, and exempts qualifying charitable organizations from filing an annual financial report.			
Responsible organizational unit (primary)	Public Charities & Municipalities	Public Charities & Municipalities	Public Charities & Municipalities	Public Charities & Municipalities
Results Sought	Yes	Yes	Yes	Yes
Does the legislature state intent, findings, or purpose?	Yes	Yes	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)

Associated performance measure item numbers from the Performance Measures Chart, if any	1; 4; 6; 10	1; 4	1; 4	1; 4
Customer Details				
Customer description	Charitable Organizations	Children's Trust Fund of South Carolina	Fire Departments	Charitable Organizations
Does the agency evaluate customer satisfaction?	No	No	No	No
Counties served in last completed fiscal year	Unknown	Richland	Unknown	Unknown
Number of customers served in last completed FY	10,761	1	39	2,783
Percentage change in customers served predicted for current FY	3.00% increase	0.00%	0.00%	2% increase
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	1	Unknown	Unknown

Units Provided and Amounts Charged to Customers				
Description of a single deliverable unit	Registration Statement for a Charitable Organization	Registration Statement for a Charitable Organization	Registration Statement for a Charitable Organization	Annual Application for Registration Exemption
Number of units provided	10,761	1	39	2,783
	9,810	1	39	2,753
	9,646	1	40	2,734
Does law prohibit charging the customer for the deliverable?	No	Yes	No	Yes
If yes, provide law	No applicable law	Section 33-56-40	No applicable law	Section 33-56-50
If yes, provide law	No	Yes	No	Yes
If yes, provide law	No applicable law	Section 33-56-40	No applicable law	Section 33-56-50
If yes, provide law	No	Yes	No	Yes
If yes, provide law	No applicable law	Section 33-56-40	No applicable law	Section 33-56-50
Amount charged to customer per deliverable unit	\$50.00	\$0.00	\$0.00	\$0.00
	\$50.00	\$0.00	\$0.00	\$0.00
	\$50.00	\$0.00	\$0.00	\$0.00

Costs				
Total employee equivalents required (37.5 hour per week units)	0.82	0.01	0.01	0.30
	0.87	0.01	0.01	0.38
	0.61	0.01	0.01	0.21
Total deliverable expenditures each year (operational and employee salary/fringe)	\$37,974.48	\$485.28	\$866.26	\$15,025.57
	\$38,307.23	\$441.27	\$806.82	\$19,675.31
	\$28,665.37	\$413.93	\$798.11	\$12,508.61
Total deliverable expenditures as a percentage of total agency expenditures	1.24%	0.02%	0.03%	0.49%
	1.40%	0.02%	0.03%	0.72%
	1.12%	0.02%	0.03%	0.49%
Agency expenditures per unit of the deliverable	\$3.53	\$485.28	\$22.21	\$5.40
	\$3.90	\$441.27	\$20.69	\$7.15
	\$2.97	\$413.93	\$19.95	\$4.58

Amount generated from providing deliverable				
Total collected from charging customers	\$538,050.00	\$0.00	\$0.00	\$0.00
	\$490,500.00	\$0.00	\$0.00	\$0.00
	\$482,300.00	\$0.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	\$538,050.00	\$0.00	\$0.00	\$0.00
	\$490,500.00	\$0.00	\$0.00	\$0.00
	\$482,300.00	\$0.00	\$0.00	\$0.00

Agency Comments				
Additional comments from agency (optional)				

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		5	6	7	8
Item number	Associated laws	Section 33-56-60	Section 33-56-60(A)	Section 8-11-92	Section 33-56-110
Does state or federal law specifically require this deliverable?		Yes	No	Yes	Yes
Deliverable description		Charitable Organization Annual Financial Report - Charitable organizations that have filed a registration statement or that are soliciting contributions in South Carolina are required to file an annual financial report.	Charitable Organization Annual Financial Report Extension Request Filings - Charitable organizations may request up to a six month extension to file their annual financial report.	Charitable Organization Application to Participate in State Payroll Deduction - The Secretary of State shall determine on an annual basis if a charitable organization meets the criteria to receive charitable contributions from state employees through payroll deduction.	Professional Solicitor Company Registration Application - Professional solicitors are required to file with the Secretary of State a registration application that discloses specific information required by statute, and that includes a professional solicitor's bond.
Responsible organizational unit (primary)		Public Charities & Municipalities	Public Charities & Municipalities	Public Charities & Municipalities	Public Charities & Municipalities
Results Sought		Yes	Yes	Yes	Yes
Does the legislature state intent, findings, or purpose?		Yes	Yes	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	The Comptroller General, and the governing body of any school district may, upon written authorization by any officer or employee, deduct from the salary or wages of any such officer or employee contributions to be paid over to eligible nonprofit charitable organization, or groups of such organizations, in the manner prescribed by Sections 8-11-92 through 8-11-07. (Section 8-11-91)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)
Associated performance measure item numbers from the Performance Measures Chart, if any		1; 4	1; 4	None	1; 8
Customer Details		Charitable Organizations	Charitable Organizations	Charitable Organizations; Comptroller General's Office	Professional Solicitor Companies
Does the agency evaluate customer satisfaction?	2017-18	No	No	No	No
Counties served in last completed fiscal year	2017-18	Unknown	Unknown	None	Unknown
Number of customers served in last completed FY	2017-18	10,062	5,663	1	105
Percentage change in customers served predicted for current FY	2018-19	7% increase	12% increase	0.00%	5% decrease
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unknown	Unknown	Unknown
Units Provided and Amounts Charged to Customers		Annual Financial Report	Extension to File an Annual Financial Report	Application for Payroll Deduction	Registration Application for a Professional Solicitor Company
Description of a single deliverable unit		Annual Financial Report	Extension to File an Annual Financial Report	Application for Payroll Deduction	Registration Application for a Professional Solicitor Company
Number of units provided	2017-18	10,062	5,663	1	105
	2016-17	8,166	6,619	1	105
	2015-16	8,490	6,787	1	111
Does law prohibit charging the customer for the deliverable?	2017-18	No	No	No	No
If yes, provide law	2016-17	No applicable law	No applicable law	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00	\$0.00	\$50.00
	2016-17	\$0.00	\$0.00	\$0.00	\$50.00
	2015-16	\$0.00	\$0.00	\$0.00	\$50.00
Costs		1.05	1.29	0.01	0.04
Total employee equivalents required (37.5 hour per week units)	2017-18	1.05	1.29	0.01	0.04
	2016-17	0.99	1.21	0.01	0.05
	2015-16	0.61	1.09	0.01	0.04
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$61,261.54	\$71,285.13	\$866.26	\$2,758.08
	2016-17	\$46,147.08	\$64,363.95	\$806.82	\$3,204.93
	2015-16	\$40,319.89	\$66,373.13	\$798.11	\$2,467.66
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	1.99%	2.32%	0.03%	0.09%
	2016-17	1.68%	2.35%	0.03%	0.12%
	2015-16	1.57%	2.59%	0.03%	0.10%
Agency expenditures per unit of the deliverable	2017-18	\$6.09	\$12.59	\$866.26	\$26.27
	2016-17	\$5.65	\$9.72	\$806.82	\$30.52
	2015-16	\$4.75	\$9.78	\$798.11	\$22.23
Amount generated from providing deliverable		\$0.00	\$0.00	\$0.00	\$5,250.00
Total collected from charging customers	2017-18	\$0.00	\$0.00	\$0.00	\$5,250.00
	2016-17	\$0.00	\$0.00	\$0.00	\$5,250.00
	2015-16	\$0.00	\$0.00	\$0.00	\$5,550.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00	\$0.00	\$5,250.00
	2016-17	\$0.00	\$0.00	\$0.00	\$5,250.00
	2015-16	\$0.00	\$0.00	\$0.00	\$5,550.00
Agency Comments					
Additional comments from agency (optional)					

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		9	10	11	12
Item number		9	10	11	12
Associated laws		Section 33-56-110	Section 33-56-110	Section 33-56-110	Section 33-56-70
Does state or federal law specifically require this deliverable?		Yes	Yes	Yes	Yes
Deliverable description		Professional Solicitor Registration Application for Individual Employed by Company - Individual professional solicitors that are employed by a professional solicitor company are required to file with the Secretary of State a registration application that discloses specific information required by statute.	Professional Fundraising Counsel Registration Application - Professional fundraising counsel are required to file with the Secretary of State a registration application that discloses specific information required by statute.	Commercial Co-venturer Registration Application Filing - Commercial co-venturers are required to file with the Secretary of State a registration application that discloses specific information required by statute.	Professional Fundraising Contracts and Notices of Solicitation - Professional solicitors, professional fundraising counsel, and commercial co-venturers that are soliciting or providing services in South Carolina are required to file their professional fundraising contracts with the Secretary of State. Professional solicitors and commercial co-venturers are also required to file a notice of solicitation with their contracts.
Responsible organizational unit (primary)		Public Charities & Municipalities	Public Charities & Municipalities	Public Charities & Municipalities	Public Charities & Municipalities
Results Sought					
Does the legislature state intent, findings, or purpose?		Yes	Yes	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)
Associated performance measure item numbers from the Performance Measures Chart, if any		1; 8	1; 8	1; 8	1; 4
Customer Details					
Customer description		Individual Professional Solicitors employed by Professional Solicitor Companies	Professional Fundraising Counsel	Commercial Co-venturers	Professional Solicitors; Professional Fundraising Counsel; Commercial Co-venturers
Does the agency evaluate customer satisfaction?	2017-18	No	No	No	No
Counties served in last completed fiscal year	2017-18	Unknown	Unknown	Unknown	Unknown
Number of customers served in last completed FY	2017-18	933	255	294	1,401
Percentage change in customers served predicted for current FY	2018-19	8% decrease	13% increase	3% increase	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unknown	Unknown	Unknown
Units Provided and Amounts Charged to Customers					
Description of a single deliverable unit		Registration Application for an Individual Professional Solicitor	Registration Application for a Professional Fundraising Counsel	Registration Application for a Commercial Co-venturer	Contract and Notice of Solicitation
Number of units provided	2017-18	933	225	294	366
	2016-17	1,246	221	280	358
	2015-16	1,380	226	264	357
Does law prohibit charging the customer for the deliverable?	2017-18	No	No	No	No
If yes, provide law	2016-17	No applicable law	No applicable law	No applicable law	No applicable law
If yes, provide law	2016-17	No	No	No	No
If yes, provide law	2015-16	No applicable law	No	No	No
If yes, provide law	2015-16	No applicable law	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$50.00	\$50.00	\$50.00	\$0.00
	2016-17	\$50.00	\$50.00	\$50.00	\$0.00
	2015-16	\$50.00	\$50.00	\$50.00	\$0.00
Costs					
Total employee equivalents required (37.5 hour per week units)	2017-18	0.20	0.07	0.05	0.22
	2016-17	0.14	0.03	0.05	0.17
	2015-16	0.23	0.05	0.05	0.27
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$10,640.55	\$4,170.20	\$3,312.93	\$12,516.20
	2016-17	\$7,262.45	\$2,144.07	\$3,102.59	\$9,478.23
	2015-16	\$10,531.56	\$2,893.16	\$2,936.49	\$13,165.59
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.35%	0.14%	0.11%	0.41%
	2016-17	0.26%	0.08%	0.11%	0.35%
	2015-16	0.41%	0.11%	0.11%	0.51%
Agency expenditures per unit of the deliverable	2017-18	\$11.40	\$18.53	\$11.27	\$34.20
	2016-17	\$5.83	\$9.70	\$11.08	\$26.48
	2015-16	\$7.63	\$12.80	\$11.12	\$36.88
Amount generated from providing deliverable					
Total collected from charging customers	2017-18	\$46,650.00	\$11,250.00	\$14,700.00	\$0.00
	2016-17	\$62,300.00	\$11,050.00	\$14,000.00	\$0.00
	2015-16	\$69,000.00	\$11,300.00	\$13,200.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$46,650.00	\$11,250.00	\$14,700.00	\$0.00
	2016-17	\$62,300.00	\$11,050.00	\$14,000.00	\$0.00
	2015-16	\$69,000.00	\$11,300.00	\$13,200.00	\$0.00
Agency Comments					
Additional comments from agency (optional)					

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable			
Item number	13	14	15
Associated laws	Section 33-56-70	Section 33-56-140(D); Section 33-56-30; Section 33-56-50; Section 33-56-60; Section 33-56-70; Section 33-56-110	Section 33-56-140(B)
Does state or federal law specifically require this deliverable?	Yes	No	Yes
Deliverable description	Professional Solicitor and Commercial Co-venturer Joint Financial Report Filing - Professional solicitors and commercial co-venturers are required to file joint financial reports with the Secretary of State within 90 days of the end of their fundraising campaign, or within 90 days of each anniversary of a fundraising campaign lasting more than one year. Solicitation of Charitable Funds Act Filing Rejection - The Secretary of State may reject any registration application, statement, report, or other information filed by a charitable organization, professional solicitor, professional fundraising counsel, or commercial co-venturer that contains false or misleading statements. The Secretary of State also rejects registration forms, applications for registration exemption, and financial reports that do not include the information required under the Solicitation of Charitable Funds Act. Solicitation of Charitable Funds Act Notice of Violation - The Secretary of State must send notices via certified mail to charitable organizations, professional solicitors, professional fundraising counsel, and commercial co-venturers for violations of the Solicitation of Charitable Funds Act.		
Responsible organizational unit (primary)	Public Charities & Municipalities	Public Charities & Municipalities	Public Charities & Municipalities
Results Sought			
Does the legislature state intent, findings, or purpose?	Yes	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)

Associated performance measure item numbers from the Performance Measures Chart, if any	1; 4	1; 4	1; 4
Customer Details			
Customer description	Professional Solicitors; Commercial Co-venturers	Charitable Organizations; Professional Solicitors; Professional Fundraising Counsel; Commercial Co-venturers	Charitable Organizations; Professional Solicitors; Professional Fundraising Counsel; Commercial Co-
Does the agency evaluate customer satisfaction?	No	No	No
Counties served in last completed fiscal year	Unknown	Unknown	Unknown
Number of customers served in last completed FY	1,174	3,481	3,561
Percentage change in customers served predicted for current FY	3% increase	33% increase	8% increase
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown

Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Joint Financial Report	Rejection of Filing	Notice of Violation
Number of units provided	2017-18 339	3,481	3,561
	2016-17 280	2,147	3,293
	2015-16 274	4,075	3,419
Does law prohibit charging the customer for the deliverable?	2017-18 No	No	No
If yes, provide law	2016-17 No	No applicable law	No applicable law
If yes, provide law	2016-17 No	No	No
If yes, provide law	2015-16 No	No applicable law	No applicable law
If yes, provide law	2015-16 No	No	No
Amount charged to customer per deliverable unit	2017-18 \$0.00	\$0.00	\$0.00
	2016-17 \$0.00	\$0.00	\$0.00
	2015-16 \$0.00	\$0.00	\$0.00

Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18 0.23	0.70	0.48
	2016-17 0.18	0.74	0.57
	2015-16 0.32	0.61	0.50
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$12,911.75	\$42,812.97	\$24,835.23
	2016-17 \$9,612.71	\$38,376.81	\$24,796.05
	2015-16 \$17,473.23	\$36,034.43	\$17,348.75
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.42%	1.39%	0.81%
	2016-17 0.35%	1.40%	0.90%
	2015-16 0.68%	1.41%	0.68%
Agency expenditures per unit of the deliverable	2017-18 \$38.09	\$12.30	\$6.97
	2016-17 \$34.33	\$17.87	\$7.53
	2015-16 \$63.77	\$8.84	\$5.07

Amount generated from providing deliverable			
Total collected from charging customers	2017-18 \$0.00	\$0.00	\$0.00
	2016-17 \$0.00	\$0.00	\$0.00
	2015-16 \$0.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00	\$0.00	\$0.00
	2016-17 \$0.00	\$0.00	\$0.00
	2015-16 \$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18 \$0.00	\$0.00	\$0.00
	2016-17 \$0.00	\$0.00	\$0.00
	2015-16 \$0.00	\$0.00	\$0.00

Agency Comments	
Additional comments from agency (optional)	

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		16	17	18	19
Item number		16	17	18	19
Associated laws		Section 33-56-140(B); Section 33-56-60(E); Section 33-56-70(G); Section 33-56-75(D); Section 33-56-90(C); Section 33-56-110(H)	Section 33-56-140(E)	Section 33-56-140(E)	Section 33-56-140(C); Section 33-56-140(E)
Does state or federal law specifically require this deliverable?		No	No	No	No
Deliverable description		Solicitation of Charitable Funds Act Notice of Administrative Fine - The Secretary of State may assess administrative fines of up to \$2,000.00 per violation of the Solicitation of Charitable Funds Act, and notify the customer of the imposition of fine via certified mail.	Solicitation of Charitable Funds Act Notice of Suspension - The Secretary of State may suspend the registration of a charitable organization or professional fundraiser that has failed to pay an administrative fine or request an evidentiary hearing within 30 days of receipt of the certified notice of fine.	Appeal of Administrative Action - A person who has been assessed an administrative fine, or has had their registration suspended or rejected, may file an appeal with the Administrative Law Court within 30 days of receipt of the certified notice.	Petition for Injunctive Relief - The Secretary of State may bring an action before the Administrative Law Court to enjoin a charitable organization, professional fundraiser, or other person from violating the Solicitation of Charitable Funds Act, or against a charitable organization or professional fundraiser who has been suspended for failure to pay an administrative fine.
Responsible organizational unit (primary)		Public Charities & Municipalities	Public Charities & Municipalities	Legal	Legal
Results Sought					
Does the legislature state intent, findings, or purpose?		Yes	Yes	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)
Associated performance measure item numbers from the Performance Measures Chart, if any		1; 4	10	10	10
Customer Details					
Customer description		Charitable Organizations; Professional Solicitors; Professional Fundraising Counsel; Commercial Co-	Charitable Organizations; Professional Solicitors; Professional Fundraising Counsel; Commercial Co-	Charitable Organizations; Professional Solicitors; Professional Fundraising	Charitable Organizations; Professional Solicitors; Professional Fundraising Counsel; Commercial Co-venturers; Other
Does the agency evaluate customer satisfaction?	2017-18	No	No	No	No
Counties served in last completed fiscal year	2017-18	Unknown	Unknown	Unknown	Unknown
Number of customers served in last completed FY	2017-18	2,113	482	2	7
Percentage change in customers served predicted for current FY	2018-19	9% increase	7% increase	0.00%	100% increase
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unknown	Unknown	Unknown
Units Provided and Amounts Charged to Customers					
Description of a single deliverable unit		Notice of Administrative Fine	Notice of Suspension	Appeal of Administrative Action	Petition for Injunctive Relief
Number of units provided	2017-18	2,113	482	2	7
	2016-17	1,941	451	3	5
	2015-16	1,690	394	1	1
Does law prohibit charging the customer for the deliverable?	2017-18	No	No	No	No
If yes, provide law	2016-17	No applicable law	No applicable law	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	Up to \$2,000.00	\$0.00	\$0.00	\$0.00
	2016-17	Up to \$2,000.00	\$0.00	\$0.00	\$0.00
	2015-16	Up to \$2,000.00	\$0.00	\$0.00	\$0.00
Costs					
Total employee equivalents required (37.5 hour per week units)	2017-18	0.58	0.10	0.01	0.07
	2016-17	0.61	0.12	0.02	0.05
	2015-16	0.58	0.13	0.01	0.01
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$44,160.68	\$6,675.02	\$1,124.27	\$7,869.91
	2016-17	\$39,466.93	\$6,932.14	\$2,105.93	\$5,264.81
	2015-16	\$39,837.02	\$7,334.30	\$995.25	\$1,124.27
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	1.44%	0.22%	0.04%	0.26%
	2016-17	1.44%	0.25%	0.08%	0.19%
	2015-16	1.56%	0.29%	0.04%	0.04%
Agency expenditures per unit of the deliverable	2017-18	\$20.90	\$13.85	\$562.14	\$1,124.27
	2016-17	\$20.33	\$15.37	\$701.98	\$1,052.96
	2015-16	\$23.57	\$18.61	\$995.25	\$1,124.27
Amount generated from providing deliverable					
Total collected from charging customers	2017-18	\$301,182.00	\$0.00	\$0.00	\$0.00
	2016-17	\$282,190.00	\$0.00	\$0.00	\$0.00
	2015-16	\$277,180.00	\$0.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$301,182.00	\$0.00	\$0.00	\$0.00
	2016-17	\$282,190.00	\$0.00	\$0.00	\$0.00
	2015-16	\$277,180.00	\$0.00	\$0.00	\$0.00
Agency Comments					
Additional comments from agency (optional)				The Administrative Law Court charges a \$150.00 filing fee to persons filing an appeal.	

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable		20	21	22
Item number		20	21	22
Associated laws		Section 33-56-140(A); Section 33-56-160(A); Section 33-57-160(A)	Section 33-56-140(A)	Section 33-56-140(A)
Does state or federal law specifically require this deliverable?		No	No	No
Deliverable description		Charitable Solicitation Complaint Form - The Secretary of State provides a charitable solicitation complaint form on its website to facilitate the filing of complaints regarding charitable solicitation activities. The form may be filed online, or the customer may print out a form and mail it to the Secretary of State's Investigations Division.	Investigations of Charitable Organizations and Professional Fundraisers - The Secretary of State may investigate charitable organizations and professional fundraisers to determine if they have violated the Solicitation of Charitable Funds Act or have filed false information with the Division of Public Charities. Investigations may result from complaints received from the public, law enforcement, other state or federal agencies including charity regulators; media inquiries and reports; and review of the Internal Revenue Service exempt organization master list, newly formed nonprofit corporations, and expired and suspended lists of charitable organizations.	Investigative Subpoenas - The Secretary of State may subpoena or audit persons and require production of documents to aid in the investigation of alleged violations of the Solicitation of Charitable Funds Act.
Responsible organizational unit (primary)		Investigations & Trademarks	Investigations & Trademarks	Legal
Results Sought				
Does the legislature state intent, findings, or purpose?		Yes	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)
Associated performance measure item numbers from the Performance Measures Chart, if any		1; 4; 8	4	4
Customer Details				
Customer description		General Public	Charitable Organizations; Professional Solicitors; Professional Fundraising Counsel; Commercial Co-venturers	Charitable Organizations; Professional Fundraisers; Other persons providing
Does the agency evaluate customer satisfaction?	2017-18	No	No	No
Counties served in last completed fiscal year	2017-18	Unknown	Unknown	Unknown
Number of customers served in last completed FY	2017-18	78	537	4
Percentage change in customers served predicted for current FY	2018-19	0.00%	2% increase	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unknown	Unknown
Units Provided and Amounts Charged to Customers				
Description of a single deliverable unit		Charitable Solicitation Complaint Form	Investigation of a Charitable Organization or Professional Fundraiser	Investigative Subpoena
Number of units provided	2017-18	78	537	4
	2016-17	14	197	19
	2015-16	0	170	12
Does law prohibit charging the customer for the deliverable?	2017-18	No	No	No
If yes, provide law	2016-17	No applicable law	No applicable law	No applicable law
If yes, provide law	2015-16	No	No	No
If yes, provide law	2015-16	No	No	No
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Costs				
Total employee equivalents required (37.5 hour per week units)	2017-18	0.02	1.32	0.01
	2016-17	0.02	0.56	0.02
	2015-16	DNE	0.58	0.01
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$1,732.60	\$83,563.32	\$1,124.27
	2016-17	\$1,621.48	\$45,401.20	\$2,105.93
	2015-16	\$0.00	\$42,956.47	\$995.25
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.06%	2.72%	0.04%
	2016-17	0.06%	1.65%	0.08%
	2015-16	0.00%	1.68%	0.04%
Agency expenditures per unit of the deliverable	2017-18	\$22.21	\$155.61	\$281.07
	2016-17	\$115.82	\$230.46	\$110.84
	2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$252.69	\$82.94
Amount generated from providing deliverable				
Total collected from charging customers	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Agency Comments				
Additional comments from agency (optional)				

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable			
Item number	23	24	25
Associated laws	Section 33-56-190	Proviso 96.2; Section 33-56-90	Proviso 96.3; Section 33-56-120
Does state or federal law specifically require this deliverable?	No	Yes	Yes
Deliverable description	Multistate Enforcement Actions and Initiatives - The Secretary of State may share information and engage in joint enforcement actions and public education initiatives with other states with respect to charitable organizations, professional solicitors, professional fundraising counsel, and commercial co-venturers.		
	Referral of Disclosure Violations to Attorney General - The Secretary of State shall refer to the Attorney General for investigation any persons who have violated Section 33-56-90 (Disclosures to solicited parties; penalties) of the Solicitation of Charitable Funds Act and have been fined \$10,000 or more.		
	Referral of Misrepresentation Violations to Attorney General - The Secretary of State shall refer to the Attorney General for investigation any persons who have violated Section 33-56-120 (Misrepresentations prohibited) of the Solicitation of Charitable Funds Act and have been fined \$10,000 or more.		
Responsible organizational unit (primary)	Legal	Legal	Legal
Results Sought			
Does the legislature state intent, findings, or purpose?	Yes	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To refer professional solicitors who have been fined \$10,000.00 or more disclosure violations to the Attorney General's Office for criminal investigation.	To refer charitable organizations, professional solicitors, professional fundraising counsel, commercial co-venturers, and other persons who have been fined \$10,000 or more misrepresentation violations to the Attorney General Office for criminal investigation.

Associated performance measure item numbers from the Performance Measures Chart, if any	6	4	4
Customer Details			
Customer description	Other State and Federal Agencies; General Public; Charitable Organizations; Professional Solicitors;	Attorney General	Attorney General
Does the agency evaluate customer satisfaction? 2017-18	No	No	No
Counties served in last completed fiscal year 2017-18	Unknown	None	None
Number of customers served in last completed FY 2017-18	4	None	0
Percentage change in customers served predicted for current FY 2018-19	50% increase	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown

Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Multistate Enforcement Action and/or Public Education Campaign	Referral to Attorney General of professional solicitors who have been fined \$10,000 or more for violations of Section 33-56-90 of the Solicitation of Charitable Funds Act	Referral to Attorney General of professional solicitors who have been fined \$10,000 or more for violations of Section 33-56-120 of the Solicitation of Charitable Funds Act
Number of units provided 2017-18	4	0	0
2016-17	5	0	0
2015-16	3	0	0
Does law prohibit charging the customer for the deliverable? 2017-18	No	No	No
If yes, provide law 2016-17	No applicable law	No applicable law	No applicable law
If yes, provide law 2016-17	No	No	No
If yes, provide law 2015-16	No applicable law	No applicable law	No applicable law
If yes, provide law 2015-16	No	No	No
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00

Costs			
Total employee equivalents required (37.5 hour per week units) 2017-18	0.08	0.00	0.00
2016-17	0.10	0.00	0.00
2015-16	0.08	0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$8,994.18	\$0.00	\$0.00
2016-17	\$10,529.62	\$0.00	\$0.00
2015-16	\$7,962.00	\$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.29%	0.00%	0.00%
2016-17	0.38%	0.00%	0.00%
2015-16	0.31%	0.00%	0.00%
Agency expenditures per unit of the deliverable 2017-18	\$2,248.55	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2016-17	\$2,105.92	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2015-16	\$2,654.00	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.

Amount generated from providing deliverable			
Total collected from charging customers 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00

Agency Comments			
Additional comments from agency (optional)		Agency recommends deletion of Proviso 96.2.	Agency recommends deletion of Proviso 96.3.

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable		
Item number	26	27
Associated laws	Section 33-56-80	Section 33-56-80
Does state or federal law specifically require this deliverable?	No	No
Deliverable description	Bingo Report to Department of Revenue - The Secretary of State periodically provides a report to the Department of Revenue of the registration status of charitable organizations and bingo promoters registered as professional solicitors, to assist with enforcement of the Bingo Tax Act. Charitable Organization Website Search Engine - The Secretary of State is required to publish and disseminate information to the public regarding the requirements and enforcement of the Solicitation of Charitable Funds Act. To fulfill this duty, the Secretary of State provides a Charity Search feature on its website, through which members of the public can search to see if a charitable organization is properly registered to solicit in South Carolina, and review the most recent information provided in the organization's annual financial report including total revenue, total expenses, program expenses and fundraising expenses.	
Responsible organizational unit (primary)	Public Charities & Municipalities	Public Charities & Municipalities
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)

Associated performance measure item numbers from the Performance Measures Chart, if any	None	1; 8
Customer Details		
Customer description	Department of Revenue	General Public
Does the agency evaluate customer satisfaction? 2017-18	No	No
Counties served in last completed fiscal year 2017-18	None	All
Number of customers served in last completed FY 2017-18	1	27,140
Percentage change in customers served predicted for current FY 2018-19	0.00%	Unknown
Maximum number of potential customers, if unlimited resources available to the agency	1	Unknown

Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Bingo Report	Charity Search Engine on Website
Number of units provided 2017-18	12	1
2016-17	12	1
2015-16	12	1
Does law prohibit charging the customer for the deliverable? 2017-18	No	No
If yes, provide law 2016-17	No applicable law	No applicable law
If yes, provide law 2016-17	No	No
If yes, provide law 2015-16	No applicable law	No applicable law
If yes, provide law 2015-16	No	No
If yes, provide law 2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00

Costs		
Total employee equivalents required (37.5 hour per week units) 2017-18	0.01	0.00
2016-17	0.01	0.00
2015-16	0.01	0.00
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$866.26	\$0.00
2016-17	\$806.82	\$0.00
2015-16	\$798.11	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.03%	0.00%
2016-17	0.03%	0.00%
2015-16	0.03%	0.00%
Agency expenditures per unit of the deliverable 2017-18	\$72.19	\$0.00
2016-17	\$67.23	\$0.00
2015-16	\$66.51	\$0.00

Amount generated from providing deliverable		
Total collected from charging customers 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00

Agency Comments		
Additional comments from agency (optional)	The number of customers served represents the number of unique pageviews of the Charity Search Engine on the agency's website in FY 2017-18.	

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable		
Item number	28	29
Associated laws	Section 33-56-80	Section 33-56-80
Does state or federal law specifically require this deliverable?	No	No
Deliverable description	Suspended Charitable Organization Website Listing - The Secretary of State is required publish and disseminate information to the public regarding the requirements and enforcement of the Solicitation of Charitable Funds Act. To fulfill this duty, the Secretary of State provides a listing of charitable organizations on its website that have been suspended from soliciting in the State of South Carolina for violations of the Solicitation of Charitable Funds Act.	Charitable Organization Angel Announcement - The Secretary of State is required to publish and disseminate information to the public regarding the requirements and enforcement of the Solicitation of Charitable Funds Act. To fulfill this duty, each year the Secretary of State names 10 charitable organizations as Angels to recognize their efficient use of donor contributions.
Responsible organizational unit (primary)	Public Charities & Municipalities	Public Charities & Municipalities
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)
Associated performance measure item numbers from the Performance Measures Chart, if any	1; 8; 9	8; 9
Customer Details		
Customer description	General Public	General Public
Does the agency evaluate customer satisfaction?	No	No
Counties served in last completed fiscal year	All	All
Number of customers served in last completed FY	3,259	Unknown
Percentage change in customers served predicted for current FY	Unknown	Unknown
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Suspended List on Website	Annual Angel Announcement
Number of units provided	2017-18 1	1
	2016-17 1	1
	2015-16 1	1
Does law prohibit charging the customer for the deliverable?	2017-18 No	No
If yes, provide law	2016-17 No	No applicable law
If yes, provide law	2016-17 No	No
If yes, provide law	2015-16 No	No applicable law
If yes, provide law	2015-16 No	No
If yes, provide law	2015-16 No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18 \$0.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18 0.00	0.30
	2016-17 0.00	0.24
	2015-16 0.00	0.24
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$0.00	\$24,682.02
	2016-17 \$0.00	\$20,854.24
	2015-16 \$0.00	\$19,796.28
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.00%	0.80%
	2016-17 0.00%	0.76%
	2015-16 0.00%	0.77%
Agency expenditures per unit of the deliverable	2017-18 \$0.00	\$24,682.02
	2016-17 \$0.00	\$20,854.24
	2015-16 \$0.00	\$19,796.28
Amount generated from providing deliverable		
Total collected from charging customers	2017-18 \$0.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18 \$0.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00
Agency Comments		
Additional comments from agency (optional)	The number of customers served represents the number of unique pageviews of the Suspended Charities List on the agency's website in FY 2017-18.	The agency listed the number of customers served in FY 2017-18 as "unknown" because it is unable to determine how many persons viewed media reports of the Angel Announcement.

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable				
Item number	30		31	
Associated laws	Section 33-56-80		Section 33-56-80	
Does state or federal law specifically require this deliverable?	No		No	
Deliverable description	Solicitation of Charitable Funds Information Publication (Wise Giving and Professional Solicitor Report) - The Secretary of State is required to publish and disseminate information to the public regarding the requirements and enforcement of the Solicitation of Charitable Funds Act. To fulfill this duty, the Secretary of State releases a report listing the financial information provided in all joint financial reports filed by professional solicitors in the previous calendar year, as well as a listing of current professional solicitor contracts on file. The report includes the percentage that the professional solicitor remits to the charitable organization. The Wise Giving and Professional Solicitor Report is released in conjunction with the Angel Announcement.		Solicitation of Charitable Funds Information Publication (Wise Charitable Giving Brochure) - The Secretary of State is required publish and disseminate information to the public regarding the requirements and enforcement of the Solicitation of Charitable Funds Act. To fulfill this duty, the Secretary of State has developed and published a brochure on Wise Charitable Giving to distribute to the public.	
Responsible organizational unit (primary)	Public Charities & Municipalities		Public Charities & Municipalities	
Results Sought				
Does the legislature state intent, findings, or purpose?	Yes		Yes	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)		To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	
Associated performance measure item numbers from the Performance Measures Chart, if any	8; 9		8; 9	
Customer Details				
Customer description	General Public		General Public	
Does the agency evaluate customer satisfaction? 2017-18	No		No	
Counties served in last completed fiscal year 2017-18	All		Unknown	
Number of customers served in last completed FY 2017-18	Unknown		Unknown	
Percentage change in customers served predicted for current FY 2018-19	Unknown		Unknown	
Maximum number of potential customers, if unlimited resources available to the agency	Unknown		Unknown	
Units Provided and Amounts Charged to Customers				
Description of a single deliverable unit	Wise Giving and Professional Solicitor Report		Wise Charitable Giving Brochure	
Number of units provided 2017-18	1		4,000	
2016-17	1		0	
2015-16	0		1,000	
Does law prohibit charging the customer for the deliverable? 2017-18	No		No	
If yes, provide law 2016-17	No applicable law		No applicable law	
If yes, provide law 2016-17	No		No	
If yes, provide law 2015-16	No applicable law		No applicable law	
If yes, provide law 2015-16	No		No	
Amount charged to customer per deliverable unit 2017-18	\$0.00		\$0.00	
2016-17	\$0.00		\$0.00	
2015-16	\$0.00		\$0.00	
Costs				
Total employee equivalents required (37.5 hour per week units) 2017-18	0.05		0.01	
2016-17	0.06		0.00	
2015-16	0.03		0.00	
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$4,425.32		\$1,124.27	
2016-17	\$5,302.96		\$0.00	
2015-16	\$2,219.22		\$0.00	
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.14%		0.04%	
2016-17	0.19%		0.00%	
2015-16	0.09%		0.00%	
Agency expenditures per unit of the deliverable 2017-18	\$4,425.32		\$0.28	
2016-17	\$5,302.96		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	
2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.		\$0.00	
Amount generated from providing deliverable				
Total collected from charging customers 2017-18	\$0.00		\$0.00	
2016-17	\$0.00		\$0.00	
2015-16	\$0.00		\$0.00	
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00		\$0.00	
2016-17	\$0.00		\$0.00	
2015-16	\$0.00		\$0.00	
Total collected from charging customers and non-state sources 2017-18	\$0.00		\$0.00	
2016-17	\$0.00		\$0.00	
2015-16	\$0.00		\$0.00	
Agency Comments				
Additional comments from agency (optional)	The agency listed the number of customers served in FY 2017-18 as "unknown" because it is unable to determine how many persons viewed the report on the agency's website during that time period due to the formatting of the report.		The agency listed the number of customers served in FY 2017-18 as "unknown" because the Wise Charitable Giving Brochure is offered at speaking engagements, in the agency's lobby, and on the agency's website.	

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable	
Item number	32
Associated laws	Section 33-56-80
Does state or federal law specifically require this deliverable?	No
Deliverable description	Solicitation of Charitable Funds Information Publication (Wise Charitable Giving Public Service Announcement) - The Secretary of State is required publish and disseminate information to the public regarding the requirements and enforcement of the Solicitation of Charitable Funds Act. To fulfill this duty, the Secretary of State runs a public service announcement on Wise Charitable Giving on radio and television stations statewide during the holiday season.
Responsible organizational unit (primary)	Public Charities & Municipalities
Results Sought	
Does the legislature state intent, findings, or purpose?	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)

Associated performance measure item numbers from the Performance Measures Chart, if any	9
Customer Details	
Customer description	General Public
Does the agency evaluate customer satisfaction?	No
Counties served in last completed fiscal year	All
Number of customers served in last completed FY	2,621 paid ads with the addition of 2,372 free or "comp" ads; 10,846,800 estimated total impressions
Percentage change in customers served predicted for current FY	Unknown (2,621 paid ads with the addition of 2,372 free or "comp" ads; estimated total impressions unavailable at this time)
Maximum number of potential customers, if unlimited resources available to the agency	Unknown

Units Provided and Amounts Charged to Customers	
Description of a single deliverable unit	Public Service Announcement. This deliverable unit can be evaluated as either number of media impressions or number of ads, or both. A media impression is a comprehensive calculation of the number of people who have heard about a media campaign within a given time period. For instance, if an advertisement was mentioned on a TV show that had 1 million viewers, that would count as 1 million media impressions. The number of ads refers to the number of 30-second television or radio advertisements.
Number of units provided	2,621 paid ads with the addition of 2,372 free or "comp" ads; 10,846,800 estimated network television, cable television, and radio impressions.
	1,313 paid ads with the addition of 945 free or "comp" ads; 17,603,100 estimated network television, cable television, and radio impressions.
	1,801 paid ads with the addition of 689 free or "comp" ads; 8,224,600 estimated network television and radio impressions.
Does law prohibit charging the customer for the deliverable?	No
If yes, provide law	No applicable law
If yes, provide law	No
If yes, provide law	No applicable law
If yes, provide law	No
If yes, provide law	No applicable law
Amount charged to customer per deliverable unit	\$0.00
	\$0.00
	\$0.00

Costs	
Total employee equivalents required (37.5 hour per week units)	0.00
	0.00
	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	\$0.00
	\$0.00
	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	0.00%
	0.00%
	0.00%
Agency expenditures per unit of the deliverable	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.

Amount generated from providing deliverable	
Total collected from charging customers	\$0.00
	\$0.00
	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	\$0.00
	\$0.00
	\$0.00
Total collected from charging customers and non-state sources	\$0.00
	\$0.00
	\$0.00

Agency Comments	
Additional comments from agency (optional)	The actual costs of this deliverable were included in the agency operations deliverable. The agency spent the following amounts on this deliverable for the fiscal years included in this report: FY 2018-19 - \$59,999.50; FY 2017-18 - \$80,900.00; FY 2016-17 - \$39,985.00; FY 2015-16 - \$39,980.50. The amount for FY 2017-18 included production costs for the public service announcement.

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable				
	Item number	33	34	35
	Associated laws	Section 33-56-80; Section 33-57-110; Section 33-57-120; Section 33-57-130; Section 33-57-140; Section 33-57-150; Section 33-57-160	Section 33-57-120	Section 33-57-150
	Does state or federal law specifically require this deliverable?	No	Yes	Yes
	Deliverable description	Solicitation of Charitable Funds Act Training and Education (Wise Charitable Giving Presentations) - The Secretary of State is required to publish and disseminate information to the public regarding the requirements and enforcement of the Solicitation of Charitable Funds Act. To fulfill this duty, the Secretary of State conducts presentations throughout the state on wise charitable giving and the requirements of the Solicitation of Charitable Funds Act. Audiences include professional associations, civic organizations, and social clubs. Since 2015, the Secretary of State has provided information on nonprofit raffles as well.	Nonprofit Raffle Annual Registration Form - Nonprofit organizations that intend to conduct raffles that are not exempt under Section 33-57-120(B) are required to file an annual raffle registration form with the Secretary of State.	Nonprofit Raffle Annual Financial Report - Nonprofit organizations that conduct raffles that are not exempt under Section 33-57-120(B) are required to file an annual financial report that contains itemized information for each non-exempt raffle held during the fiscal year.
	Responsible organizational unit (primary)	Investigations & Trademarks	Public Charities & Municipalities	Public Charities & Municipalities
Results Sought				
	Does the legislature state intent, findings, or purpose?	Yes	Yes	Yes
	What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To enact provisions regulating the manner, conditions, and procedures under which solicitation of charitable funds may be undertaken in South Carolina. (1994 Act. No 461)	It is the intent of the General Assembly that only qualified tax-exempt entities, which are organized and operated for charitable purposes and which dedicate raffle proceeds to charitable purposes, shall operate and conduct raffles authorized under Chapter 57, Title 33. [Section 33-57-100(B)].	It is the intent of the General Assembly that only qualified tax-exempt entities, which are organized and operated for charitable purposes and which dedicate raffle proceeds to charitable purposes, shall operate and conduct raffles authorized under Chapter 57, Title 33. [Section 33-57-100(B)].
	Associated performance measure item numbers from the Performance Measures Chart, if any	7; 8; 9; 17	1	1
Customer Details				
	Customer description	General Public; Professional Associations; Civic Organizations; Other Entities with an Interest in the Solicitation of Charitable Funds Act	Nonprofit Organizations	Nonprofit Organizations
	Does the agency evaluate customer satisfaction?	No	No	No
	Counties served in last completed fiscal year	Beaufort; Chesterfield; Florence; Marion; Richland	Unknown	Unknown
	Number of customers served in last completed FY	17	639	763
	Percentage change in customers served predicted for current FY	0.00%	10% increase	7% increase
	Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown
Units Provided and Amounts Charged to Customers				
	Description of a single deliverable unit	Wise Charitable Giving Presentations	Annual Raffle Registration Form	Annual Raffle Financial Report
	Number of units provided			
	2017-18	17	639	763
	2016-17	13	545	534
	2015-16	8	450	166
	Does law prohibit charging the customer for the deliverable?	No	No	No
	If yes, provide law	No applicable law	No applicable law	No applicable law
	If yes, provide law	No	No	No
	If yes, provide law	No applicable law	No applicable law	No applicable law
	Amount charged to customer per deliverable unit			
	2017-18	\$0.00	\$50.00	\$0.00
	2016-17	\$0.00	\$50.00	\$0.00
	2015-16	\$0.00	\$50.00	\$0.00
Costs				
	Total employee equivalents required (37.5 hour per week units)			
	2017-18	0.03	0.08	0.08
	2016-17	0.04	0.07	0.09
	2015-16	0.06	0.08	0.06
	Total deliverable expenditures each year (operational and employee salary/fringe)			
	2017-18	\$2,856.83	\$4,732.60	\$4,783.36
	2016-17	\$3,481.25	\$3,246.45	\$4,784.37
	2015-16	\$4,755.88	\$4,505.57	\$3,679.71
	Total deliverable expenditures as a percentage of total agency expenditures			
	2017-18	0.09%	0.15%	0.16%
	2016-17	0.13%	0.12%	0.17%
	2015-16	0.19%	0.18%	0.14%
	Agency expenditures per unit of the deliverable			
	2017-18	\$168.05	\$7.41	\$6.27
	2016-17	\$267.79	\$5.96	\$8.96
	2015-16	\$594.49	\$10.01	\$22.17
Amount generated from providing deliverable				
	Total collected from charging customers			
	2017-18	\$0.00	\$31,950.00	\$0.00
	2016-17	\$0.00	\$27,250.00	\$0.00
	2015-16	\$0.00	\$22,250.00	\$0.00
	Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)			
	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
	Total collected from charging customers and non-state sources			
	2017-18	\$0.00	\$31,950.00	\$0.00
	2016-17	\$0.00	\$27,250.00	\$0.00
	2015-16	\$0.00	\$22,250.00	\$0.00
Agency Comments				
	Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable			
Item number	36	37	38
Associated laws	Section 33-57-120(C); Section 33-57-150(C); Section 33-57-160(C)	Section 33-57-160(B); Section 33-57-160(C); Section 33-57-120; Section 33-57-130; Section 33-57-140; Section 33-57-150	Section 33-57-160(C)
Does state or federal law specifically require this deliverable?	No	No	No
Deliverable description	Nonprofit Raffle Filing Rejection - The Secretary of State may reject raffle registration forms and raffle financial reports that do not meet the requirements of Chapter 57, Title 33 (Nonprofit Raffles for Charitable Purposes) or include the specific information required under Section 33-57-120 and Section 33-57-150. Nonprofit Raffle Notice of Administrative Fine - The Secretary of State may assess administrative fines of up to \$500.00 per violation of Chapter 57, Title 33 (Nonprofit Raffles for Charitable Purposes), or up to \$2,000.00 per violation for late raffle financial reports. The Secretary of State must notify the customer of the imposition of fine via certified mail. Nonprofit Raffle Notice of Suspension - The Secretary of State may suspend the registration of a nonprofit organization that has failed to pay an administrative fine or request an evidentiary hearing within 30 days of receipt of the certified notice of fine.		
Responsible organizational unit (primary)	Public Charities & Municipalities	Public Charities & Municipalities	Public Charities & Municipalities
Results Sought			
Does the legislature state intent, findings, or purpose?	Yes	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	It is the intent of the General Assembly that only qualified tax-exempt entities, which are organized and operated for charitable purposes and which dedicate raffle proceeds to charitable purposes, shall operate and conduct raffles authorized under Chapter 57, Title 33. [Section 33-57-100(B)].	It is the intent of the General Assembly that only qualified tax-exempt entities, which are organized and operated for charitable purposes and which dedicate raffle proceeds to charitable purposes, shall operate and conduct raffles authorized under Chapter 57, Title 33. [Section 33-57-100(B)].	It is the intent of the General Assembly that only qualified tax-exempt entities, which are organized and operated for charitable purposes and which dedicate raffle proceeds to charitable purposes, shall operate and conduct raffles authorized under Chapter 57, Title 33. [Section 33-57-100(B)].
Associated performance measure item numbers from the Performance Measures Chart, if any	1	1; 10	1; 10
Customer Details			
Customer description	Nonprofit Organizations; Persons operating raffles for charitable purposes	Nonprofit Organizations; Persons operating raffles for charitable purposes	Nonprofit Organizations; Persons operating raffles for charitable purposes
Does the agency evaluate customer satisfaction?	No	No	No
Counties served in last completed fiscal year	Unknown	Unknown	Unknown
Number of customers served in last completed FY	31	187	16
Percentage change in customers served predicted for current FY	0.00%	24% increase	33% increase
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Rejection of Raffle Filing	Notice of Administrative Fine	Notice of Suspension
Number of units provided	31	187	16
	38	151	12
	58	11	2
Does law prohibit charging the customer for the deliverable?	No	No	No
If yes, provide law	No applicable law	No applicable law	No applicable law
	No	No	No
If yes, provide law	No applicable law	No applicable law	No applicable law
	No	No	No
If yes, provide law	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	\$0.00	Up to \$2,000.00	\$0.00
	\$0.00	Up to \$2,000.00	\$0.00
	\$0.00	Up to \$2,000.00	\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units)	0.03	0.09	0.01
	0.03	0.04	0.01
	0.01	0.02	0.01
Total deliverable expenditures each year (operational and employee salary/fringe)	\$1,906.40	\$6,879.48	\$866.26
	\$1,778.52	\$3,041.94	\$806.82
	\$413.93	\$1,793.36	\$798.11
Total deliverable expenditures as a percentage of total agency expenditures	0.06%	0.22%	0.03%
	0.06%	0.11%	0.03%
	0.02%	0.07%	0.03%
Agency expenditures per unit of the deliverable	\$61.50	\$36.79	\$54.14
	\$46.80	\$20.15	\$67.24
	\$7.14	\$163.03	\$399.06
Amount generated from providing deliverable			
Total collected from charging customers	\$0.00	\$6,370.00	\$0.00
	\$0.00	\$10,790.00	\$0.00
	\$0.00	\$1,250.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	\$0.00	\$6,370.00	\$0.00
	\$0.00	\$10,790.00	\$0.00
	\$0.00	\$1,250.00	\$0.00
Agency Comments			
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable			
Item number	39	40	41
Associated laws	Section 33-57-160(C)	Section 33-57-160(B); Section 33-57-160(C)	Section 33-57-160(A)
Does state or federal law specifically require this deliverable?	No	No	No
Deliverable description	Appeal of Administrative Action - A person who has been assessed an administrative fine under Chapter 57, Title 33 (Nonprofit Raffles for Charitable Purposes), or has had their registration suspended or rejected, may file an appeal with the Administrative Law Court within 30 days of receipt of the certified notice. Petition for Injunctive Relief - The Secretary of State may bring an action before the Administrative Law Court to enjoin a nonprofit organization or other person from violating Chapter 57, Title 33 (Nonprofit Raffles for Charitable Purposes), or against a nonprofit organization or other person who has been suspended for failure to pay an administrative fine. Investigations of Nonprofit Raffles - The Secretary of State may investigate nonprofit organizations to determine if they have violated the provisions of Chapter 57, Title 33 (Nonprofit Raffles for Charitable Purposes), or have filed false information with the Division of Public Charities. Investigations may result from complaints received from the public, law enforcement, other state or federal agencies including charity regulators; and media inquiries and reports.		
Responsible organizational unit (primary)	Legal	Legal	Investigations & Trademarks
Results Sought			
Does the legislature state intent, findings, or purpose?	Yes	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	It is the intent of the General Assembly that only qualified tax-exempt entities, which are organized and operated for charitable purposes and which dedicate raffle proceeds to charitable purposes, shall operate and conduct raffles authorized under Chapter 57, Title 33. [Section 33-57-100(B)].	It is the intent of the General Assembly that only qualified tax-exempt entities, which are organized and operated for charitable purposes and which dedicate raffle proceeds to charitable purposes, shall operate and conduct raffles authorized under Chapter 57, Title 33. [Section 33-57-100(B)].	It is the intention of the General Assembly that only qualified tax-exempt entities, which are organized and operated for charitable purposes and which dedicate raffle proceeds to charitable purposes, shall operate and conduct raffles authorized under Chapter 57, Title 33. [Section 33-57-100(B)].
Associated performance measure item numbers from the Performance Measures Chart, if any	10	10	4
Customer Details			
Customer description	Nonprofit Organizations; Other persons who have been assessed an administrative fine under Chapter 57, Title 33.	Nonprofit Organizations; Persons operating raffles for charitable purposes	Nonprofit Organizations; Persons operating raffles for charitable purposes
Does the agency evaluate customer satisfaction?	2017-18 No	No	No
Counties served in last completed fiscal year	2017-18 Unknown	None	Unknown
Number of customers served in last completed FY	2017-18 1	0	10
Percentage change in customers served predicted for current FY	2018-19 100% decrease	0.00%	100% increase
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Appeal of Administrative Action	Petition for Injunctive Relief	Investigation of a Nonprofit Raffle
Number of units provided	2017-18 1	0	10
	2016-17 1	0	15
	2015-16 0	0	11
Does law prohibit charging the customer for the deliverable?	2017-18 No	No	No
If yes, provide law	2016-17 No applicable law	No applicable law	No applicable law
	2016-17 No	No	No
If yes, provide law	2015-16 No applicable law	No applicable law	No applicable law
	2015-16 No	No	No
If yes, provide law	2015-16 No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18 \$0.00	\$0.00	\$0.00
	2016-17 \$0.00	\$0.00	\$0.00
	2015-16 \$0.00	\$0.00	\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18 0.01	0.00	0.03
	2016-17 0.01	0.00	0.03
	2015-16 0.00	0.00	0.02
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$1,124.27	\$0.00	\$1,832.51
	2016-17 \$1,052.96	\$0.00	\$2,432.21
	2015-16 \$0.00	\$0.00	\$1,481.26
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.04%	0.00%	0.06%
	2016-17 0.04%	0.00%	0.09%
	2015-16 0.00%	0.00%	0.06%
Agency expenditures per unit of the deliverable	2017-18 \$1,124.27	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$183.25
	2016-17 \$1,052.96	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$162.15
	2015-16 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$134.66
Amount generated from providing deliverable			
Total collected from charging customers	2017-18 \$0.00	\$0.00	\$0.00
	2016-17 \$0.00	\$0.00	\$0.00
	2015-16 \$0.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00	\$0.00	\$0.00
	2016-17 \$0.00	\$0.00	\$0.00
	2015-16 \$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18 \$0.00	\$0.00	\$0.00
	2016-17 \$0.00	\$0.00	\$0.00
	2015-16 \$0.00	\$0.00	\$0.00
Agency Comments			
Additional comments from agency (optional)	The Administrative Law Court charges a \$150.00 filing fee to persons filing an appeal.		

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable			
Item number	42	43	44
Associated laws	Section 33-57-160(A)	Section 33-57-110; Section 33-57-120; Section 33-57-130; Section 33-57-140; Section 33-57-150; Section 33-57-160	Section 33-57-110; Section 33-57-120; Section 33-57-130; Section 33-57-140; Section 33-57-150; Section 33-57-160
Does state or federal law specifically require this deliverable?	No	No	No
Deliverable description	Investigative Subpoenas - The Secretary of State may subpoena or audit persons and organizations and require the production of documents to aid in the investigation of alleged violations of Chapter 57, Title 33 (Nonprofit Raffles for Charitable Purposes).	Nonprofit Raffle Training and Education Webinar - In order to provide information to nonprofit organizations and the general public regarding requirements for nonprofit raffles, the Secretary of State provides a raffles webinar on its website.	Nonprofit Raffle Education (Brochure) - In order to provide information to nonprofit organizations and the general public regarding requirements for nonprofit raffles, the Secretary of State has developed, published, and distributed an educational brochure on nonprofit raffles.
Responsible organizational unit (primary)	Legal	Legal	Public Charities & Municipalities
Results Sought			
Does the legislature state intent, findings, or purpose?	Yes	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	It is the intent of the General Assembly that only qualified tax-exempt entities, which are organized and operated for charitable purposes and which dedicate raffle proceeds to charitable purposes, shall operate and conduct raffles authorized under Chapter 57, Title 33. [Section 33-57-100(B)].	It is the intent of the General Assembly that only qualified tax-exempt entities, which are organized and operated for charitable purposes and which dedicate raffle proceeds to charitable purposes, shall operate and conduct raffles authorized under Chapter 57, Title 33. [Section 33-57-100(B)].	It is the intent of the General Assembly that only qualified tax-exempt entities, which are organized and operated for charitable purposes and which dedicate raffle proceeds to charitable purposes, shall operate and conduct raffles authorized under Chapter 57, Title 33. [Section 33-57-100(B)].
Associated performance measure item numbers from the Performance Measures Chart, if any	4; 10	1; 8; 9	1; 8; 9
Customer Details			
Customer description	Nonprofit Organizations; Persons operating raffles for charitable purposes	Nonprofit Organizations; General Public	Nonprofit Organizations; General Public
Does the agency evaluate customer satisfaction?	No	No	No
Counties served in last completed fiscal year	Unknown	All	Unknown
Number of customers served in last completed FY	1	Unknown	Unknown
Percentage change in customers served predicted for current FY	100% increase	Unknown	Unknown
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Investigative Subpoena	Webinar Nonprofit Raffles	Raffles Brochure
Number of units provided	2017-18 1	1	2,000
	2016-17 0	1	0
	2015-16 0	1	0
Does law prohibit charging the customer for the deliverable?	2017-18 No	No	No
If yes, provide law	2016-17 No applicable law	No applicable law	No applicable law
If yes, provide law	2016-17 No	No	No
If yes, provide law	2015-16 No applicable law	No applicable law	No applicable law
If yes, provide law	2015-16 No	No	No
If yes, provide law	2015-16 No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18 \$0.00	\$0.00	\$0.00
	2016-17 \$0.00	\$0.00	\$0.00
	2015-16 \$0.00	\$0.00	\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18 0.01	0.00	0.01
	2016-17 0.00	0.00	0.01
	2015-16 0.00	0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$1,124.27	\$0.00	\$1,124.27
	2016-17 \$0.00	\$0.00	\$1,052.96
	2015-16 \$0.00	\$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.04%	0.00%	0.04%
	2016-17 0.00%	0.00%	0.04%
	2015-16 0.00%	0.00%	0.00%
Agency expenditures per unit of the deliverable	2017-18 \$1,124.27	\$0.00	\$0.56
	2016-17 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$0.00	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2015-16 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$0.00	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable			
Total collected from charging customers	2017-18 \$0.00	\$0.00	\$0.00
	2016-17 \$0.00	\$0.00	\$0.00
	2015-16 \$0.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00	\$0.00	\$0.00
	2016-17 \$0.00	\$0.00	\$0.00
	2015-16 \$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18 \$0.00	\$0.00	\$0.00
	2016-17 \$0.00	\$0.00	\$0.00
	2015-16 \$0.00	\$0.00	\$0.00
Agency Comments			
Additional comments from agency (optional)	The agency listed the number of customers served in FY 2017-18 as "unknown" because it is unable to determine at this time how many persons viewed the webinar in FY 2017-18. According to YouTube, there have been 379 views of the webinar through its website since the webinar was posted on April 3, 2015.		The agency listed the number of customers served in FY 2017-18 as "unknown" because the Nonprofit Raffles Brochure is offered at speaking engagements, in the agency's lobby, and on the agency's website.

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable		
Item number	45	46
Associated laws	Section 39-15-1190	Section 39-15-1190
Does state or federal law specifically require this deliverable?	No	No
Deliverable description	Investigations of Distribution, Trafficking, and Production of Counterfeit Marks - The Secretary of State independently investigates and assists law enforcement in investigations of illegal distribution, trafficking, and production of counterfeit marks, as well as refers evidence to solicitors and the Department of Revenue for prosecution.	Training and Education on Distribution, Trafficking, and Production of Counterfeit Marks - The Secretary of State provides training to law enforcement agencies as well as members of the general public on identification of counterfeit goods, the harm caused by counterfeit goods, and resources offered by the Secretary of State.
Responsible organizational unit (primary)	Investigations & Trademarks	Investigations & Trademarks
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To provide a system of state trademark registration and protection substantially consistent with the federal system of trademark registration and protection under the Trademark Act of 1946, as amended. (Section 4, 1994 Act. No 486)	To provide a system of state trademark registration and protection substantially consistent with the federal system of trademark registration and protection under the Trademark Act of 1946, as amended. (Section 4, 1994 Act. No 486)

Associated performance measure item numbers from the Performance Measures Chart, if any	4	4
Customer Details		
Customer description	Law Enforcement Agencies; Solicitors; Department of Revenue	Law Enforcement Agencies; General Public
Does the agency evaluate customer satisfaction?	No	No
Counties served in last completed fiscal year	Unknown	Beaufort; Charleston; Cherokee; Chester; Chesterfield; Marion; Richland; Sumter; York
Number of customers served in last completed FY	35	9
Percentage change in customers served predicted for current FY	30% decrease	46% decrease
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown

Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Investigation of Counterfeit Distribution, Trafficking and Production	Training and Public Education on Counterfeit Distribution, Trafficking and Production
Number of units provided	2017-18 35	9
	2016-17 26	4
	2015-16 29	3
Does law prohibit charging the customer for the deliverable?	2017-18 No	No
If yes, provide law	2016-17 No applicable law	No applicable law
If yes, provide law	2016-17 No	No
If yes, provide law	2015-16 No applicable law	No applicable law
If yes, provide law	2015-16 No	No
If yes, provide law	2015-16 No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18 \$0.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00

Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18 0.24	0.03
	2016-17 0.16	0.04
	2015-16 0.18	0.01
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$17,221.56	\$2,598.91
	2016-17 \$12,971.77	\$3,242.94
	2015-16 \$11,850.06	\$740.63
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.56%	0.08%
	2016-17 0.47%	0.12%
	2015-16 0.46%	0.03%
Agency expenditures per unit of the deliverable	2017-18 \$492.04	\$288.77
	2016-17 \$498.91	\$810.74
	2015-16 \$408.62	\$246.88

Amount generated from providing deliverable		
Total collected from charging customers	2017-18 \$0.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18 \$0.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00

Agency Comments		
Additional comments from agency (optional)		During the FY 2016-17 the Secretary of State's Office conducted a statewide training with the International Anti-Counterfeiting Coalition.

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable		
Item number	47	48
Associated laws	Section 26-1-230; Section 36-9-516(b)(8); Section 36-9-516(b)(9)	Section 41-25-110
Does state or federal law specifically require this deliverable?	No	No
Deliverable description	Sovereign Citizen Document Rejection - The Secretary of State's Office is authorized under statute to reject documents submitted for an Apostille or Uniform Commercial Code filing if it is determined that the documents are being submitted for an improper purpose. Often, sovereign citizens submit documents for improper and/or fraudulent purposes, which are reviewed and rejected by staff with a letter explaining the reason for rejection. In addition, when fraudulent or improper UCC filings are completed online, staff files officer statements indicating that the filings are improper. Attempted fraudulent and improper filings are provided to law enforcement for review.	Investigations of Violations of the South Carolina Private Personnel Placement Services Act - The Secretary of State, along with the Division of Labor, Attorney General, Department of Consumer Affairs, South Carolina Law Enforcement Division, Circuit Solicitors, local law enforcement agencies, and any persons who have been damaged by or is aware of a violation of the South Carolina Private Personnel Placement Services Act, has jurisdiction and authority to enforce the Act.
Responsible organizational unit (primary)	Investigations & Trademarks	Investigations & Trademarks
Results Sought		
Does the legislature state intent, findings, or purpose?	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The outcome sought is to prevent the filing or certification of fraudulent and improper documents.	The outcome sought by the agency is to comply with the duties outlined in the South Carolina Private Personnel Placement Services Act.

Associated performance measure item numbers from the Performance Measures Chart, if any	None	None
Customer Details		
Customer description	General Public; Law Enforcement	Private Personnel Placement Services
Does the agency evaluate customer satisfaction? 2017-18	No	No
Counties served in last completed fiscal year 2017-18	Unknown	Unknown
Number of customers served in last completed FY 2017-18	199	25
Percentage change in customers served predicted for current FY 2018-19	34% increase	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown

Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Rejection of a Submitted Document, UCC Filing, Certification or Apostille	Investigation of Violations of the South Carolina Private Personnel Placement Services Act
Number of units provided 2017-18	199	25
2016-17	182	1
2015-16	87	9
Does law prohibit charging the customer for the deliverable? 2017-18	No	No
If yes, provide law 2016-17	No applicable law	No applicable law
If yes, provide law 2016-17	No	No
If yes, provide law 2015-16	No applicable law	No applicable law
If yes, provide law 2015-16	No	No
If yes, provide law 2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00

Costs		
Total employee equivalents required (37.5 hour per week units) 2017-18	0.09	0.06
2016-17	0.07	0.01
2015-16	0.07	0.01
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$6,512.53	\$2,520.55
2016-17	\$6,314.43	\$810.74
2015-16	\$5,750.58	\$740.63
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.21%	0.08%
2016-17	0.23%	0.03%
2015-16	0.22%	0.03%
Agency expenditures per unit of the deliverable 2017-18	\$32.73	\$100.82
2016-17	\$34.69	\$810.74
2015-16	\$66.10	\$82.29

Amount generated from providing deliverable		
Total collected from charging customers 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00

Agency Comments		
Additional comments from agency (optional)		The Secretary of State recommends that the General Assembly evaluate what outcomes it is seeking in the regulation of employment agencies, and to update the Act to address the changes of the past 35 years.

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable		
Item number	49	50
Associated laws	Section 6-11-1640(A)	Section 39-15-1105; Section 39-15-1120; Section 39-15-1125; Section 39-15-1140; Section 39-15-1185
Does state or federal law specifically require this deliverable?	No	Yes
Deliverable description	Investigation of Failure to File Notification Form and Filing Extensions - The Secretary of State shall investigate failures of special purpose districts to disclose required information and grant filing extensions to special purpose districts not to exceed 60 days.	Trademark and Service Mark Registration Application - The Secretary of State examines trademark and service mark applications and registers trademarks and service marks for use in South Carolina.
Responsible organizational unit (primary)	Investigations & Trademarks	Investigations & Trademarks
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The General Assembly finds that special purpose districts serve a necessary and useful function by providing services to residents and property owners in the State. The General Assembly finds further that special purpose districts operate to serve a public purpose and that this public trust is best secured by certain minimum standards of accountability designed to inform the public and appropriate general purpose local governments of the status and activities of special districts. It is the intent of the General Assembly that this public trust be secured by requiring each independent special district in the State to register and report its financial and other activities. The General Assembly finds further that failure of an independent special purpose district to comply with the minimum disclosure requirements set forth in this act may result in action against officers of such district board. Realizing that special purpose districts are created to serve special purposes, it is the legislative intent of this act that special purpose districts cooperate and coordinate their activities with the units of general purpose government in which they are located. The reporting requirements set forth in this act are the minimum level of cooperation necessary to provide services to the citizens of this State in an efficient and equitable fashion. It is not the intent of this act to confer budgetary powers upon county councils for those independent special purpose districts which file financial and other activity information with the county auditor, unless otherwise provided by law. (1984 Act No. 488)	To provide a system of state trademark registration and protection substantially consistent with the federal system of trademark registration and protection under the Trademark Act of 1946, as amended, (Section 4, 1994 Act. No 486)
Associated performance measure item numbers from the Performance Measures Chart, if any	5	4
Customer Details		
Customer description	Special Purpose Districts	Persons seeking to register a trademark or service mark
Does the agency evaluate customer satisfaction? 2017-18	No	No
Counties served in last completed fiscal year 2017-18	None	Unknown
Number of customers served in last completed FY 2017-18	0	589
Percentage change in customers served predicted for current FY 2018-19	0.00%	15% decrease
Maximum number of potential customers, if unlimited resources available to the agency	256	Unknown
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Investigation of Special Purpose District	Trademark or Service Mark Registration
Number of units provided 2017-18	0	589
2016-17	0	618
2015-16	0	567
Does law prohibit charging the customer for the deliverable? 2017-18	No	No
If yes, provide law 2016-17	No applicable law	No applicable law
If yes, provide law 2016-17	No	No
If yes, provide law 2015-16	No applicable law	No applicable law
If yes, provide law 2015-16	No	No
If yes, provide law 2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$15.00 per mark, per class
2016-17	\$0.00	\$15.00 per mark, per class
2015-16	\$0.00	\$15.00 per mark, per class
Costs		
Total employee equivalents required (37.5 hour per week units) 2017-18	0.00	0.27
2016-17	0.00	0.27
2015-16	0.00	0.27
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$0.00	\$23,372.02
2016-17	\$0.00	\$22,194.45
2015-16	\$0.00	\$20,804.05
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.00%	0.76%
2016-17	0.00%	0.81%
2015-16	0.00%	0.81%
Agency expenditures per unit of the deliverable 2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$39.68
2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$35.91
2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$36.69
Amount generated from providing deliverable		
Total collected from charging customers 2017-18	\$0.00	\$12,255.00
2016-17	\$0.00	\$13,110.00
2015-16	\$0.00	\$12,210.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$12,255.00
2016-17	\$0.00	\$13,110.00
2015-16	\$0.00	\$12,210.00
Agency Comments		
Additional comments from agency (optional)		The exact total dollars collected from charging customers for initial Trademark and Service Mark filings cannot be broken out as the application fee assessed is in \$15.00 increments depending upon the number of classes/categories in which the applicant wishes to register the mark (\$15.00 per class/category).

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable				
Item number	51	52	53	54
Associated laws	Section 39-15-1130; Section 39-15-1185	Section 39-15-1135; Section 39-15-1185	Section 39-15-1110; Section 39-15-1115; Section 39-15-1120; Section 39-15-1130; Section 39-15-1135; Section 39-15-1185.	Section 39-15-1120
Does state or federal law specifically require this deliverable?	Yes	Yes	No	No
Deliverable description	Trademark and Service Mark Registration Renewal - The owner of a mark may renew its trademark or service mark registration for an additional five years by filing a renewal application with the Secretary of State.	Trademark and Service Mark Registration Assignment - The owner of a trademark or service mark may assign registration of the mark to another person by filing an assignment with the Secretary of State.	Trademark and Service Mark Registration Application, Renewal, or Assignment Rejection - The Secretary of State may reject any trademark or service mark application that does not meet the statutory requirements for registration.	Appeal of a Denial to Register a Trademark or Service Mark - If the Secretary of State refuses to register a mark, the applicant may appeal the decision to the circuit court in Richland County in accordance with the Administrative Procedures Act.
Responsible organizational unit (primary)	Investigations & Trademarks	Investigations & Trademarks	Investigations & Trademarks	Legal
Results Sought				
Does the legislature state intent, findings, or purpose?	Yes	Yes	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To provide a system of state trademark registration and protection substantially consistent with the federal system of trademark registration and protection under the Trademark Act of 1946, as amended. (Section 4, 1994 Act. No 486)	To provide a system of state trademark registration and protection substantially consistent with the federal system of trademark registration and protection under the Trademark Act of 1946, as amended. (Section 4, 1994 Act. No 486)	To provide a system of state trademark registration and protection substantially consistent with the federal system of trademark registration and protection under the Trademark Act of 1946, as amended. (Section 4, 1994 Act. No 486)	To provide a system of state trademark registration and protection substantially consistent with the federal system of trademark registration and protection under the Trademark Act of 1946, as amended. (Section 4, 1994 Act. No 486)
Associated performance measure item numbers from the Performance Measures Chart, if any	4	4	4	4
Customer Details				
Customer description	Owners of previously-registered trademarks or service marks	Owners of registered trademarks and service marks; Persons receiving assignment of the	Persons seeking to register a trademark or service mark	Persons seeking to register a trademark or service mark
Does the agency evaluate customer satisfaction?	2017-18 No	No	No	No
Counties served in last completed fiscal year	2017-18 Unknown	Unknown	Unknown	None
Number of customers served in last completed FY	2017-18 165	29	628	0
Percentage change in customers served predicted for current FY	2018-19 9% decrease	29% decrease	20% decrease	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown	Unknown
Units Provided and Amounts Charged to Customers				
Description of a single deliverable unit	Trademark or Service Mark Renewal	Assignment of Trademark or Service Mark	Rejection of Trademark or Service Mark Application	Appeal of Rejection of Trademark or Service Mark Application
Number of units provided	2017-18 165	29	628	0
	2016-17 148	23	566	0
	2015-16 147	16	536	0
Does law prohibit charging the customer for the deliverable?	2017-18 No	No	No	No
If yes, provide law	2016-17 No applicable law	No applicable law	No applicable law	No applicable law
If yes, provide law	2016-17 No applicable law	No applicable law	No applicable law	No applicable law
If yes, provide law	2015-16 No applicable law	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18 \$5.00 per application	\$3.00 per application	Up to \$15.00 per mark, per class if application is not amended and resubmitted within 15 days.	\$0.00
	2016-17 \$5.00 per application	\$3.00 per application	Up to \$15.00 per mark, per class if application is not amended and resubmitted within 15 days.	\$0.00
	2015-16 \$5.00 per application	\$3.00 per application	\$0.00	\$0.00
Costs				
Total employee equivalents required (37.5 hour per week units)	2017-18 0.05	0.01	0.24	0.00
	2016-17 0.05	0.01	0.24	0.00
	2015-16 0.05	0.01	0.24	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$4,286.07	\$883.43	\$21,202.40	\$0.00
	2016-17 \$4,056.73	\$844.59	\$20,270.18	\$0.00
	2015-16 \$3,756.48	\$811.19	\$19,468.50	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.14%	0.03%	0.69%	0.00%
	2016-17 0.15%	0.03%	0.74%	0.00%
	2015-16 0.15%	0.03%	0.76%	0.00%
Agency expenditures per unit of the deliverable	2017-18 \$25.98	\$30.46	\$33.76	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2016-17 \$27.41	\$36.72	\$35.81	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2015-16 \$25.55	\$50.70	\$36.32	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable				
Total collected from charging customers	2017-18 \$825.00	\$87.00	\$0.00	\$0.00
	2016-17 \$740.00	\$69.00	\$0.00	\$0.00
	2015-16 \$735.00	\$48.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00	\$0.00	\$0.00	\$0.00
	2016-17 \$0.00	\$0.00	\$0.00	\$0.00
	2015-16 \$0.00	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18 \$825.00	\$87.00	\$0.00	\$0.00
	2016-17 \$740.00	\$69.00	\$0.00	\$0.00
	2015-16 \$735.00	\$48.00	\$0.00	\$0.00
Agency Comments				
Additional comments from agency (optional)				

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable				
Item number	55	56	57	58
Associated laws	Section 39-15-1140	Section 47-9-260; Section 47-9-270; Section 47-9-280; Section 47-9-330; Section 47-9-340; Section 47-9-390; Section 47-9-400	Section 47-9-270	Section 33-1-200; Section 33-1-210; Section 33-1-220; Section 33-1-230; Section 33-1-240; Section 33-1-250
Does state or federal law specifically require this deliverable?	No	Yes	Yes	Yes
Deliverable description	Active Trademark and Service Mark List on Website - The Secretary of State provides a listing of all current trademarks and service marks on its website that is updated daily. This allows customers to determine whether the mark they would like to register is currently in use or similar to a mark that is already registered. Livestock Brands and Earmarks Registration Application - The Secretary of State examines and files applications for registration of livestock brands in South Carolina. Livestock Brands and Earmarks Registration Application Rejection - The Secretary of State may reject any livestock brand or earmark application that does not meet the statutory requirements for registration. Business Corporation Filings - The Secretary of State shall file all business corporation filings that meet the legal requirements of Chapters 1 through 20 of Title 33 (Corporations, Partnerships, and Associations), that satisfy formatting requirements and that are properly executed, and collect the statutory fee for each filing.			
Responsible organizational unit (primary)	Investigations & Trademarks	Investigations & Trademarks	Investigations & Trademarks	Business Filings
Results Sought				
Does the legislature state intent, findings, or purpose?	Yes	No	No	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To provide a system of state trademark registration and protection substantially consistent with the federal system of trademark registration and protection under the Trademark Act of 1946, as amended. (Section 4, 1994 Act. No 486)	To record unique livestock brands for owners of cattle, horses, mules, asses, hogs, sheep and goats, in order to facilitate identification of ownership.	To record unique livestock brands for owners of cattle, horses, mules, asses, hogs, sheep and goats, in order to facilitate identification of ownership.	"The purposes of the filing requirements of chapter 1 are: (1) to simplify the filing requirements by the elimination of formal or technical requirements that serve little purpose, (2) to minimize the number of pieces of paper to be processed by the secretary of state, and (3) to eliminate all possible disputes between persons seeking to file documents and the secretary of state as to the legal efficacy of documents." (Official Comment, 1988 Act No. 444)
Associated performance measure item numbers from the Performance Measures Chart, if any	12; 17	4	4	2; 3; 16; 18
Customer Details				
Customer description	Persons seeking to register a trademark or service mark; General Public	Owners or stock owners of cattle, horses, mules, asses, hogs, sheep and goats	Owners or stock owners of cattle, horses, mules, asses, hogs, sheep and goats	Business Corporations
Does the agency evaluate customer satisfaction?	2017-18 No	No	No	No
Counties served in last completed fiscal year	2017-18 All	Unknown	Unknown	Unknown
Number of customers served in last completed FY	2017-18 Unknown	18	2	15,357
Percentage change in customers served predicted for current FY	2018-19 Unknown	13% decrease	200% increase	54% increase
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown	Unknown
Units Provided and Amounts Charged to Customers				
Description of a single deliverable unit	Website Listing of Active Trademarks and Service Marks	Registration of Livestock Brand or Earmark	Rejection of a Livestock Brand or Earmark Application	Business Corporation Filing
Number of units provided	2017-18 1	18	2	15,357
	2016-17 1	22	5	13,453
	2015-16 0	19	5	14,794
Does law prohibit charging the customer for the deliverable?	2017-18 No	No	Yes	No
If yes, provide law	2016-17 No applicable law	No applicable law	Section 47-9-270	No applicable law
	2016-17 No	No	Yes	No
If yes, provide law	2016-17 No applicable law	No applicable law	Section 47-9-270	No applicable law
	2015-16 No	No	Yes	No
If yes, provide law	2015-16 No applicable law	No applicable law	Section 47-9-270	No applicable law
Amount charged to customer per deliverable unit	2017-18 \$0.00	\$3.00	\$0.00	Up to \$135.00
	2016-17 \$0.00	\$3.00	\$0.00	Up to \$135.00
	2015-16 \$0.00	\$3.00	\$0.00	Up to \$135.00
Costs				
Total employee equivalents required (37.5 hour per week units)	2017-18 0.00	0.01	0.01	0.64
	2016-17 0.00	0.01	0.01	0.70
	2015-16 0.00	0.01	0.01	0.88
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$0.00	\$883.43	\$883.43	\$29,800.85
	2016-17 \$0.00	\$844.59	\$844.59	\$33,624.05
	2015-16 \$0.00	\$811.19	\$811.19	\$39,601.25
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.00%	0.03%	0.03%	0.97%
	2016-17 0.00%	0.03%	0.03%	1.23%
	2015-16 0.00%	0.03%	0.03%	1.55%
Agency expenditures per unit of the deliverable	2017-18 \$0.00	\$49.08	\$441.72	\$1.94
	2016-17 \$0.00	\$38.39	\$168.92	\$2.50
	2015-16 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$42.69	\$162.24	\$2.68
Amount generated from providing deliverable				
Total collected from charging customers	2017-18 \$0.00	\$54.00	\$0.00	\$912,580.00
	2016-17 \$0.00	\$66.00	\$0.00	\$868,405.00
	2015-16 \$0.00	\$57.00	\$0.00	\$822,669.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00	\$0.00	\$0.00	\$0.00
	2016-17 \$0.00	\$0.00	\$0.00	\$0.00
	2015-16 \$0.00	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18 \$0.00	\$54.00	\$0.00	\$912,580.00
	2016-17 \$0.00	\$66.00	\$0.00	\$868,405.00
	2015-16 \$0.00	\$57.00	\$0.00	\$822,669.00
Agency Comments				
Additional comments from agency (optional)	The agency listed the number of customers served in FY 2017-18 as "unknown" because it is unable to determine how many persons viewed the list on the agency's website during that time period due to the formatting of the report.			

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable				
Item number	59	60	61	
Associated laws	Section 33-31-120; Section 33-31-121; Section 33-31-122; Section 33-31-123; Section 33-31-124; Section 33-31-125.	Section 33-41-1110; Section 33-41-1160; Section 33-41-1170	Section 33-42-210; Section 33-42-260; Section 33-42-1630	
Does state or federal law specifically require this deliverable?	Yes	Yes	Yes	
Deliverable description	Nonprofit Corporation Filings - The Secretary of State shall file all nonprofit corporation filings that meet the legal requirements of Chapter 31 of Title 33 (S.C. Nonprofit Corporation Act), that satisfy formatting requirements and that are properly executed, and collect the statutory fee for each filing.	Limited Liability Partnership Filings - A partnership or foreign limited liability partnership may file an application or renewal application to form a limited liability partnership or transact business as a limited liability partnership with the Secretary of State.	Limited Partnership Filings - A limited partnership may form by filing a certificate of limited partnership with the Secretary of State. The Secretary of State shall file certificates of limited partnership, amendment, and cancellation if they conform to law and the filing fees are paid.	
Responsible organizational unit (primary)	Business Filings	Business Filings	Business Filings	
Results Sought				
Does the legislature state intent, findings, or purpose?	Yes	No	Yes	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The purposes of the filing requirements of chapter 1 are: (1) to simplify the filing requirements by the elimination of formal or technical requirements that serve little purpose, (2) to minimize the number of pieces of paper to be processed by the Secretary of State, and (3) to eliminate all possible disputes between persons seeking to file documents and the secretary of state as to the legal efficacy of documents. (Official Comment, 1994 Act No. 384)	To provide for the filing of formation and other business documents for limited liability partnerships in the state of South Carolina.	The Uniform Limited Partnership Act was derived from the Revised Uniform Limited Partnership Act originally approved by the National Conference of Commissioners on Uniform State Laws in 1976 and revised in 1985. The Revised Uniform Limited Partnership Act is intended to modernize the Uniform Limited Partnership Act of 1916 while retaining the special character of limited partnerships as compared with corporations. (Comment, 1986 Act. No. 533)	
Associated performance measure item numbers from the Performance Measures Chart, if any	3; 16	2; 3; 16	2; 3; 16	
Customer Details				
Customer description	Nonprofit Corporations	Limited Liability Partnerships	Limited Partnerships	
Does the agency evaluate customer satisfaction? 2017-18	No	No	No	
Counties served in last completed fiscal year 2017-18	Unknown	Unknown	Unknown	
Number of customers served in last completed FY 2017-18	5,162	524	400	
Percentage change in customers served predicted for current FY 2018-19	0.00%	8% increase	0.00%	
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown	
Units Provided and Amounts Charged to Customers				
Description of a single deliverable unit	Nonprofit Corporation Filing	Limited Liability Partnership Filing	Limited Partnership Filing	
Number of units provided 2017-18	5,160	524	400	
	2016-17	5,039	464	601
	2015-16	3,519	377	618
Does law prohibit charging the customer for the deliverable? 2017-18	No	No	No	
If yes, provide law 2016-17	No applicable law	No applicable law	No applicable law	
If yes, provide law 2015-16	No applicable law	No applicable law	No applicable law	
If yes, provide law 2015-16	No applicable law	No applicable law	No applicable law	
Amount charged to customer per deliverable unit 2017-18	Up to \$25.00	Up to \$100.00	\$10.00	
	2016-17	Up to \$25.00	\$10.00	
	2015-16	Up to \$25.00	\$10.00	
Costs				
Total employee equivalents required (37.5 hour per week units) 2017-18	0.22	0.06	0.06	
	2016-17	0.28	0.07	0.07
	2015-16	0.22	0.06	0.08
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$11,130.32	\$4,995.87	\$4,768.67	
	2016-17	\$13,067.07	\$5,030.19	\$5,253.44
	2015-16	\$11,171.12	\$4,647.41	\$5,372.26
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.36%	0.16%	0.16%	
	2016-17	0.48%	0.18%	0.19%
	2015-16	0.44%	0.18%	0.21%
Agency expenditures per unit of the deliverable 2017-18	\$2.16	\$9.53	\$11.92	
	2016-17	\$2.59	\$10.84	\$8.74
	2015-16	\$3.17	\$12.33	\$8.69
Amount generated from providing deliverable				
Total collected from charging customers 2017-18	\$86,270.00	\$47,720.00	\$3,990.00	
	2016-17	\$80,190.00	\$43,575.00	\$6,020.00
	2015-16	\$73,752.00	\$35,375.00	\$6,140.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00	\$0.00	
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$86,270.00	\$47,720.00	\$3,990.00	
	2016-17	\$80,190.00	\$43,575.00	\$6,020.00
	2015-16	\$73,752.00	\$35,375.00	\$6,140.00
Agency Comments				
Additional comments from agency (optional)				

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable		
Item number	62	63
Associated laws	Section 33-44-202; Section 33-44-206; Section 33-44-207	Section 25-1-120
Does state or federal law specifically require this deliverable?	Yes	No
Deliverable description	Limited Liability Company Filings - A limited liability company may organize by filing articles of organization with the Secretary of State. If a limited liability company filing delivered to the Secretary of State meets the form requirements and the filing fees have been paid, the Secretary of State shall file it. Military Corporation Filings - Members of the National Guard may form military corporations for the purpose of social activities and holding property.	
Responsible organizational unit (primary)	Business Filings	Business Filings
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The Uniform Limited Liability Company Act of 1996 was "intended to be flexible with a comprehensive set of default rules designed to substitute as the essence of the bargain for small entrepreneurs and others. The act is flexible in the sense that the vast majority of its provisions may be modified by the owners in a private agreement. To simplify, those nonwaivable provisions are set forth in a single subsection. Thus, sophisticated parties will negotiate their own deal. On the other hand, recognizing that small entrepreneurs without the benefit of counsel should have access to the act, the great bulk of the act sets forth default rules designed to operate a limited liability company without sophisticated agreements and to recognize that members may also modify the default rules by oral agreements defined in part by their own conduct." (1996 Act. No 343)	
Associated performance measure item numbers from the Performance Measures Chart, if any	2; 3; 16	18
Customer Details		
Customer description	Limited Liability Companies	Military Corporations
Does the agency evaluate customer satisfaction?	No	No
Counties served in last completed fiscal year	Unknown	None
Number of customers served in last completed FY	63,811	0
Percentage change in customers served predicted for current FY	8% increase	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Limited Liability Company Filing	Military Corporation Filing
Number of units provided	2017-18 63,811	0
	2016-17 56,037	7
	2015-16 48,268	0
Does law prohibit charging the customer for the deliverable?	2017-18 No	Yes
If yes, provide law	2016-17 No applicable law	Section 25-1-120(A)
If yes, provide law	2016-17 No applicable law	Yes
If yes, provide law	2015-16 No	Section 25-1-120(A)
If yes, provide law	2015-16 No applicable law	Yes
Amount charged to customer per deliverable unit	2017-18 Up to \$135.00	\$0.00
	2016-17 Up to \$135.00	\$0.00
	2015-16 Up to \$135.00	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18 2.38	0.04
	2016-17 2.56	0.04
	2015-16 2.68	0.04
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$92,923.03	\$4,314.27
	2016-17 \$98,077.87	\$4,137.21
	2015-16 \$110,235.00	\$3,922.55
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 3.02%	0.14%
	2016-17 3.58%	0.15%
	2015-16 4.30%	0.15%
Agency expenditures per unit of the deliverable	2017-18 \$1.46	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2016-17 \$1.75	\$591.03
	2015-16 \$2.28	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable		
Total collected from charging customers	2017-18 \$5,444,519.00	\$0.00
	2016-17 \$4,815,160.00	\$0.00
	2015-16 \$4,146,681.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18 \$5,444,519.00	\$0.00
	2016-17 \$4,815,160.00	\$0.00
	2015-16 \$4,146,681.00	\$0.00
Agency Comments		
Additional comments from agency (optional)		Although no units were reported for this deliverable, the expenditures reported represent staff time spent on development of the new Business Filings system.

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable				
	Item number	64		65
	Associated laws	Section 33-36-220; Section 33-36-230		Section 33-36-1320
	Does state or federal law specifically require this deliverable?	Yes		Yes
	Deliverable description	Corporation Not-for Profit Filings - The Secretary of State shall file all corporation not-for-profit filings and collect the statutory fee for each filing.		Conversion of Corporation Not-for-Profit to a Public Service District - A corporation not-for-profit may submit a petition to the Secretary of State to convert to a public service district.
	Responsible organizational unit (primary)	Business Filings		Legal
Results Sought				
	Does the legislature state intent, findings, or purpose?	Yes		Yes
	What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The General Assembly finds that corporations not for profit established pursuant to this chapter have been authorized to provide the local governmental functions of water service or sewage treatment or a combination of both, fire protection service, ambulance service, and medical clinic facilities. Corporations not for profit exist for a public purpose, and the General Assembly declares that corporations not for profit must be treated like special purpose districts for purposes of Chapter 78 of Title 15, Chapter 56 of Title 12, and Sections 56 3 780 and 58 31 30(23) of the 1976 Code. Corporations not for profit may participate, under the same conditions as afforded special purpose districts, in the State Retirement System, the State Health Insurance System, state purchasing programs, and Sections 1 11 140 and 1 11 141 of the 1976 Code. (2000 Act. No 404)		The General Assembly finds, under certain conditions, that the not-for-profit corporations organized under Act 1030 of 1964, for the purposes of providing water services, should be granted the right to elect to become public bodies politic and corporate for reasons including, but not limited to, the following: (1) the opportunity to receive funding, loans, and grants from other sources such as the State Revolving Fund will be increased or enhanced; (2) the right to participate in a joint municipal system as authorized under Chapter 25, Title 6 of the 1976 Code will be afforded, and (3) the cost of borrowing money for infrastructure construction and expansion will be lower and growth demands more economically met. (2001 Act No. 78)
	Associated performance measure item numbers from the Performance Measures Chart, if any	2; 3; 16		2; 3; 16
Customer Details				
	Customer description	Corporations Not-for-Profit		Corporations Not-for-Profit
	Does the agency evaluate customer satisfaction? 2017-18	No		No
	Counties served in last completed fiscal year 2017-18	None		None
	Number of customers served in last completed FY 2017-18	0		0
	Percentage change in customers served predicted for current FY 2018-19	0.00%		0.00%
	Maximum number of potential customers, if unlimited resources available to the agency	Unknown		Unknown
Units Provided and Amounts Charged to Customers				
	Description of a single deliverable unit	Corporation Not-for-Profit Filing		Charter to Convert from a Corporation Not-for-Profit to a Public Service District
	Number of units provided 2017-18	0		0
	2016-17	0		0
	2015-16	0		0
	Does law prohibit charging the customer for the deliverable? 2017-18	No		No
	If yes, provide law 2016-17	No applicable law		No applicable law
	If yes, provide law 2016-17	No		No
	If yes, provide law 2015-16	No applicable law		No applicable law
	If yes, provide law 2015-16	No		No
	If yes, provide law 2015-16	No applicable law		No applicable law
	Amount charged to customer per deliverable unit 2017-18	Up to \$10.00		\$0.00
	2016-17	Up to \$10.00		\$0.00
	2015-16	Up to \$10.00		\$0.00
Costs				
	Total employee equivalents required (37.5 hour per week units) 2017-18	0.04		0.04
	2016-17	0.04		0.04
	2015-16	0.04		0.04
	Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$4,314.27		\$4,314.27
	2016-17	\$4,137.21		\$4,137.21
	2015-16	\$3,922.55		\$3,922.55
	Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.14%		0.14%
	2016-17	0.15%		0.15%
	2015-16	0.15%		0.15%
	Agency expenditures per unit of the deliverable 2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable				
	Total collected from charging customers 2017-18	\$0.00		\$0.00
	2016-17	\$0.00		\$0.00
	2015-16	\$0.00		\$0.00
	Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00		\$0.00
	2016-17	\$0.00		\$0.00
	2015-16	\$0.00		\$0.00
	Total collected from charging customers and non-state sources 2017-18	\$0.00		\$0.00
	2016-17	\$0.00		\$0.00
	2015-16	\$0.00		\$0.00
Agency Comments				
	Additional comments from agency (optional)	Although no units were reported for this deliverable, the expenditures reported represent staff time spent on development of the new Business Filings system.		Although no units were reported for this deliverable, the expenditures reported represent staff time spent on development of the new Business Filings system.

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable				
	Item number	66		67
	Associated laws	Section 33-37-210; Section 33-37-910		Section 33-38-120, Section 33-38-200
	Does state or federal law specifically require this deliverable?	Yes		Yes
	Deliverable description	Business Development Corporation Filings - Persons seeking to form a business development corporation for the purpose of promoting, developing, and advancing the prosperity and economic welfare of South Carolina may incorporate with the Secretary of State. The general business corporation laws under Chapters 1 through 20 of Title 33 (Corporations, Partnerships, and Associations) apply to business development corporations unless they otherwise conflict with Chapter 37 (Business Development Corporations).		
	Responsible organizational unit (primary)	Business Filings		Business Filings
Results Sought				
	Does the legislature state intent, findings, or purpose?	Yes		Yes
	What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The purposes for which business development corporations are formed must be to: "(i) promote, stimulate, develop, and advance the business prosperity and economic welfare of the corporation's area of operations and its citizens; (ii) encourage and assist through loans, investments, or other business transactions, in the location of new business and industry in its area of operations, and to rehabilitate and assist existing business and industry; (iii) stimulate and assist in the expansion of all kinds of business activity which will tend to promote the business development and maintain the economic stability of its area of operations, provide maximum opportunities for employment, encourage thrift, and improve the standard of living of the citizens of its area of operations; (iv) cooperate and act in conjunction with other organizations, public or private, in the promotion and advancement of industrial, commercial, agricultural, and recreational developments in its area of operations; and (v) provide financing for the promotion, development, and conduct of all kinds of business activity in its area of operations." (Section 33-37-210)		
	Associated performance measure item numbers from the Performance Measures Chart, if any	2; 3; 16		2; 3; 16
Customer Details				
	Customer description	Business Development Corporations		Benefit Corporations
	Does the agency evaluate customer satisfaction?	No		No
	Counties served in last completed fiscal year	DNE		Unknown
	Number of customers served in last completed FY	0		11
	Percentage change in customers served predicted for current FY	0.00%		33% decrease
	Maximum number of potential customers, if unlimited resources available to the agency	Unknown		Unknown
Units Provided and Amounts Charged to Customers				
	Description of a single deliverable unit	Business Development Corporation Filing		Benefit Corporation Filing
	Number of units provided	2017-18 0		11
		2016-17 1		16
		2015-16 1		9
	Does law prohibit charging the customer for the deliverable?	2017-18 No		No
	If yes, provide law	No applicable law		No applicable law
	If yes, provide law	No		No
	If yes, provide law	No applicable law		No applicable law
	If yes, provide law	No		No
	If yes, provide law	No applicable law		No applicable law
	Amount charged to customer per deliverable unit	2017-18 Up to \$135.00		Up to \$135.00
		2016-17 Up to \$135.00		Up to \$135.00
		2015-16 Up to \$135.00		Up to \$135.00
Costs				
	Total employee equivalents required (37.5 hour per week units)	2017-18 0.04		0.04
		2016-17 0.04		0.04
		2015-16 0.04		0.04
	Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$4,314.27		\$4,326.86
		2016-17 \$4,137.21		\$4,141.00
		2015-16 \$3,922.55		\$4,314.27
	Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.14%		0.14%
		2016-17 0.15%		0.15%
		2015-16 0.15%		0.17%
	Agency expenditures per unit of the deliverable	2017-18 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.		\$393.35
		2016-17 \$4,137.21		\$258.81
		2015-16 \$3,922.55		\$479.36
Amount generated from providing deliverable				
	Total collected from charging customers	2017-18 \$0.00		\$710.00
		2016-17 \$0.00		\$1,080.00
		2015-16 \$0.00		\$1,040.00
	Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00		\$0.00
		2016-17 \$0.00		\$0.00
		2015-16 \$0.00		\$0.00
	Total collected from charging customers and non-state sources	2017-18 \$0.00		\$710.00
		2016-17 \$0.00		\$1,080.00
		2015-16 \$0.00		\$1,040.00
Agency Comments				
	Additional comments from agency (optional)	Although no units were reported for this deliverable, the expenditures reported represent staff time spent on development of the new Business Filings system.		

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable			
Item number	68	69	70
Associated laws	Section 33-45-40; Section 33-45-50; Section 33-45-140	Section 33-47-40, Section 33-47-70, Section 33-47-260	Section 33-46-90
Does state or federal law specifically require this deliverable?	Yes	Yes	Yes
Deliverable description	Cooperative Association Filings - Persons seeking to form a cooperative association may petition the Secretary of State and receive a certificate of charter once the requirements for formation are met. Marketing Cooperative Association Filings - The Secretary of State shall file articles of incorporation, articles of amendment, and other corporate filings for marketing cooperative associations. Telephone Cooperative Filings - A telephone cooperative must file corporate documents with the Secretary of State. If the filing conforms to requirements of Chapter 46 of Title 33 (Telephone Cooperative Act), and the filing fees as prescribed in Section 33-1-220 (Filing, service, and copying fees) are paid, the Secretary of State shall file it.		
Responsible organizational unit (primary)	Business Filings	Business Filings	Business Filings
Results Sought			
Does the legislature state intent, findings, or purpose?	No	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To permit persons to form a cooperative association for the purpose of conducting any agricultural, dairy, mercantile, mining, mechanical, or manufacturing business in South Carolina. (Section 33-45-30) The Cooperative Marketing Act was enacted "[i]n order to promote, foster and encourage the intelligent and orderly marketing of agricultural products through cooperating, to communication and information services and for such other and eliminate speculation and waste, to make the distribution of further acquisitions, construction, and extensions as may be agricultural products as direct as can be efficiently done reasonably necessary and expedient for the proper control and between producer and consumer and to stabilize the operation of said communication and/or information system." marketing problems of agricultural products." (Section 33-47-30) (Section 33-46-210)		
Associated performance measure item numbers from the Performance Measures Chart, if any	2; 3; 16	2; 3; 16	2; 3; 16
Customer Details			
Customer description	Cooperative Associations	Marketing Cooperative Associations	Telephone Cooperatives
Does the agency evaluate customer satisfaction?	No	No	No
Counties served in last completed fiscal year	Unknown	Unknown	Unknown
Number of customers served in last completed FY	Unknown	Unknown	Unknown
Percentage change in customers served predicted for current FY	Unknown	Unknown	Unknown
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Cooperative Association Filing	Marketing Cooperative Association Filing	Telephone Cooperative Filing
Number of units provided	2017-18 2016-17 2015-16	Unknown Unknown Unknown	Unknown Unknown Unknown
Does law prohibit charging the customer for the deliverable?	2017-18 2016-17 2015-16	No No No	No No No
If yes, provide law	2017-18 2016-17 2015-16	No applicable law No applicable law No applicable law	No applicable law No applicable law No applicable law
Amount charged to customer per deliverable unit	2017-18 2016-17 2015-16	Up to \$110.00 Up to \$110.00 Up to \$110.00	Up to \$25.00 Up to \$25.00 Up to \$25.00
Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18 2016-17 2015-16	0.04 0.04 0.04	0.04 0.04 0.04
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 2016-17 2015-16	\$4,316.75 \$4,137.21 \$3,944.69	\$4,314.27 \$4,137.21 \$3,922.55
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 2016-17 2015-16	0.14% 0.15% 0.15%	0.14% 0.15% 0.15%
Agency expenditures per unit of the deliverable	2017-18 2016-17 2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost. There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost. There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost. There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost. There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable			
Total collected from charging customers	2017-18 2016-17 2015-16	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 2016-17 2015-16	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00
Total collected from charging customers and non-state sources	2017-18 2016-17 2015-16	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00
Agency Comments			
Additional comments from agency (optional)	Cooperatives are not distinguished from other corporate filings in the Business Filings database; therefore, staff is unable to provide the exact number of filings for this type of entity.	Cooperatives are not distinguished from other corporate filings in the Business Filings database; therefore, staff is unable to provide the exact number of filings for this type of entity.	Cooperatives are not distinguished from other corporate filings in the Business Filings database; therefore, staff is unable to provide the exact number of filings for this type of entity.

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable			
Item number	71	72	73
Associated laws	Section 33-49-80	Section 33-49-90	Section 33-53-10
Does state or federal law specifically require this deliverable?	Yes	Yes	Yes
Deliverable description	Electric Cooperative Filings - The Secretary of State shall file articles of incorporation, amendment, consolidation, merger, conversion or dissolution for electric cooperatives if they conform to the requirements of Chapter 49 of Title 33 (Electric Cooperatives), and the required filing fees are paid. Transmission of Electric Cooperative Filings to County Officials - Upon receipt of an electric cooperative filing, the Secretary of State shall transmit a certified copy to the county clerk of the county or counties in which the principal office of the each electric cooperative affected by the filing is located. The Secretary of State shall also forward a certified copy of the filing to the clerk of court or register of mesne conveyance of any county in which the cooperative owns affected property. Business Trust Filings - A business trust created under common law or doing business in South Carolina under an express trust instrument shall file a certified copy of the trust instrument with the Secretary of State. The business trust filing must set forth the name of the entity, as well as a registered agent and registered address for service of process.		
Responsible organizational unit (primary)	Business Filings	Business Filings	Business Filings
Results Sought			
Does the legislature state intent, findings, or purpose?	Yes	Yes	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	"Cooperative nonprofit membership organizations may be organized under [Chapter 49 of Title 33] for the purpose of supplying electric energy and state level. use thereof." (Section 33-49-210)		

Associated performance measure item numbers from the Performance Measures Chart, if any	2; 3; 16	None	2; 3; 16
Customer Details			
Customer description	Electric Cooperatives	Electric Cooperatives	Business Trusts
Does the agency evaluate customer satisfaction?	No	No	No
Counties served in last completed fiscal year	Unknown	None	Unknown
Number of customers served in last completed FY	Unknown	0	Unknown
Percentage change in customers served predicted for current FY	Unknown	0.00%	Unknown
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown

Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Electric Cooperative Filing	Transmission of Electric Cooperative Filings to County Officials	Business Trust Filing
Number of units provided	2017-18	Unknown	0
	2016-17	Unknown	0
	2015-16	Unknown	0
Does law prohibit charging the customer for the deliverable?	2017-18	No	No
If yes, provide law	2016-17	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	Up to \$10.00	\$0.00
	2016-17	Up to \$10.00	\$0.00
	2015-16	Up to \$10.00	\$0.00

Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18	0.04	0.00
	2016-17	0.04	0.00
	2015-16	0.04	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$4,314.27	\$0.00
	2016-17	\$4,137.21	\$0.00
	2015-16	\$3,922.55	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.14%	0.00%
	2016-17	0.15%	0.00%
	2015-16	0.15%	0.00%
Agency expenditures per unit of the deliverable	2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.

Amount generated from providing deliverable			
Total collected from charging customers	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00

Agency Comments			
Additional comments from agency (optional)	Cooperatives are not distinguished from other corporate filings in the Business Filings database; therefore, staff is unable to provide the exact number of filings for this type of entity.		
	Business trusts are not distinguished from other corporate filings in the Business Filings database; therefore, staff is unable to provide the exact number of filings for this type of entity.		

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable		
Item number	74	75
Associated laws	Section 27-40-130	Section 30-11-10; Section 30-11-20; Section 30-11-40
Does state or federal law specifically require this deliverable?	No	Yes
Deliverable description	Notice of Appointment of a Registered Agent by a Nonresident Landlord - The South Carolina Residential Landlord and Tenant Act permits nonresident landlords, including corporations not authorized to do business in South Carolina, to designate and file with the Secretary of State a registered agent. Railroad Document Filings - The Secretary of State's Office files deeds, mortgages, deeds of trust, and documents of railroads. Filings are made in duplicate and the Secretary files one copy, giving it a file number, indexing the document, and retaining the document. The other copy is properly endorsed, given the filing number from the Secretary of State and returned to the filer.	
Responsible organizational unit (primary)	Business Filings	Legal
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The underlying purposes and policies of the Residential Landlord and Tenant Act are (1) to simplify, clarify, modernize, and revise the law governing rental of dwelling units and the rights and obligations of landlords and tenants; and (2) to encourage landlords and tenants to maintain and improve the quality of housing. (Section 27-40-20)	The outcome sought by the agency is to comply with the duties outlined in the statutes governing the recordation of deeds and documents of railroads.
Associated performance measure item numbers from the Performance Measures Chart, if any	None	5
Customer Details		
Customer description	Nonresident Landlords	Railroad Companies
Does the agency evaluate customer satisfaction?	No	No
Counties served in last completed fiscal year	Unknown	None
Number of customers served in last completed FY	1	0
Percentage change in customers served predicted for current FY	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Notice of Appointment of a Registered Agent by a Nonresident Landlord	Filing and recording of a document received from a railroad company, including satisfaction of a mortgage
Number of units provided	2017-18	1
	2016-17	4
	2015-16	1
Does law prohibit charging the customer for the deliverable?	2017-18	No
If yes, provide law	2016-17	No applicable law
If yes, provide law	2015-16	No applicable law
If yes, provide law	2015-16	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$10.00
	2016-17	\$10.00
	2015-16	\$10.00
Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18	0.00
	2016-17	0.00
	2015-16	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$0.97
	2016-17	\$3.10
	2015-16	\$0.88
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.00%
	2016-17	0.00%
	2015-16	0.00%
Agency expenditures per unit of the deliverable	2017-18	\$0.97
	2016-17	\$0.78
	2015-16	\$0.88
Amount generated from providing deliverable		
Total collected from charging customers	2017-18	\$10.00
	2016-17	\$40.00
	2015-16	\$10.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$10.00
	2016-17	\$40.00
	2015-16	\$10.00
Agency Comments		
Additional comments from agency (optional)	Currently this filing is not included in the online Business Filings system and must be filed using a paper form.	

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable				
Item number	76		77	
Associated laws	Section 58-15-10; Section 58-15-40; Section 58-15-100		Section 58-15-30	
Does state or federal law specifically require this deliverable?	Yes		No	
Deliverable description	Petition for incorporation of Railroad, Street Railway, Steamboat or Canal Company - If three or more persons desire to form a corporation to build a railroad, or carry on a street railway, steamboat, or canal business, they may file a written declaration and petition with the Secretary of State. On filing of the declaration and payment of \$3.00, the Secretary of State files and indexes the declaration and issues to two or more of the petitioners a commission constituting them a board of incorporators, allowing them to open books of subscription to capital stock after public notice not less than 30 days to be published in a newspaper in each of the counties where the proposed road shall pass. In the case of steamboat companies, notice is given at the termini only.		Appearance of Opponents of Railroad, Street Railway, Steamboat, or Canal Business Petition - Opponents of the application may appear and oppose it. On such showing, the Secretary of State may refuse to grant the charter or may grant it according to his judgment.	
Responsible organizational unit (primary)	Legal		Legal	
Results Sought				
Does the legislature state intent, findings, or purpose?	No		No	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The outcome sought by the agency is to comply with the duties outlined in the statutes governing the incorporation and organization of railroad, street railway, steamboat, and canal companies.		The outcome sought by the agency is to comply with the duties outlined in the statutes governing the incorporation and organization of railroad, street railway, steamboat, and canal companies.	
Associated performance measure item numbers from the Performance Measures Chart, if any	5		5	
Customer Details				
Customer description	Petitioners for Formation of Railroad Company; Petitioners for Formation of Street Railway Company; Petitioners for Formation of Steamboat Company; Petitioners for Formation of Canal Company		General Public (specifically persons who oppose formation of a railroad company, street railway company, steamboat company, No	
Does the agency evaluate customer satisfaction?	2017-18	No		No
Counties served in last completed fiscal year	2017-18	None		None
Number of customers served in last completed FY	2017-18	0		0
Percentage change in customers served predicted for current FY	2018-19	0.00%		0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown		Unknown
Units Provided and Amounts Charged to Customers				
Description of a single deliverable unit		Filing and indexing of a written declaration and petition to form a corporation to build a railroad, or carry on a street railway, steamboat, or canal business		Determination of whether to grant or refuse a charter to a railroad, street railway, steamboat, or canal business
Number of units provided	2017-18	0		0
	2016-17	0		0
	2015-16	0		0
Does law prohibit charging the customer for the deliverable?	2017-18	No		No
If yes, provide law	2016-17	No applicable law		No applicable law
If yes, provide law	2016-17	No		No
If yes, provide law	2015-16	No applicable law		No applicable law
If yes, provide law	2015-16	No		No
If yes, provide law	2015-16	No applicable law		No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00		\$0.00
	2016-17	\$0.00		\$0.00
	2015-16	\$0.00		\$0.00
Costs				
Total employee equivalents required (37.5 hour per week units)	2017-18	0.00		0.00
	2016-17	0.00		0.00
	2015-16	0.00		0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$0.00		\$0.00
	2016-17	\$0.00		\$0.00
	2015-16	\$0.00		\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.00%		0.00%
	2016-17	0.00%		0.00%
	2015-16	0.00%		0.00%
Agency expenditures per unit of the deliverable	2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable				
Total collected from charging customers	2017-18	\$0.00		\$0.00
	2016-17	\$0.00		\$0.00
	2015-16	\$0.00		\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00		\$0.00
	2016-17	\$0.00		\$0.00
	2015-16	\$0.00		\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00		\$0.00
	2016-17	\$0.00		\$0.00
	2015-16	\$0.00		\$0.00
Agency Comments				
Additional comments from agency (optional)				

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable	
Item number	78
Associated laws	Section 58-15-70; Section 58-15-90; Section 58-15-100
Does state or federal law specifically require this deliverable?	Yes
Deliverable description	Certificate of Charter for Railroad, Street Railway, Steamboat, or Canal Business - On completion of organization of the corporation, incorporators file with the Secretary of State a return, duly attested, that they have complied with the requirements. The return must include names, residences, and amount subscribed by each subscriber and names and residences of the board of directors, president, and secretary of the company. Upon the filing of the return and the payment of charter fees required by Chapter 29 of Title 33, the Secretary of State shall issue to the board of directors a certificate, to be known as a charter, that the corporation has been fully organized, according to the laws of this State under the name and for the purpose indicated in the written declaration; that it is fully authorized to commence business under its charter; that it is a body politic and corporate and as such may sue and be sued in any of the courts of this State; and, in the case of a railroad corporation, that it is entitled to all the rights and privileges and subject to all the liabilities of railroad corporations under the laws of this State.
Responsible organizational unit (primary)	Legal
Results Sought	
Does the legislature state intent, findings, or purpose?	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The outcome sought by the agency is to comply with the duties outlined in the statutes governing the incorporation and organization of railroad, street railway, steamboat, and canal companies.

Associated performance measure item numbers from the Performance Measures Chart, if any	5
Customer Details	
Customer description	Railroad Companies; Street Railway Companies; Steamboat Companies; Canal Companies
Does the agency evaluate customer satisfaction?	2017-18 No
Counties served in last completed fiscal year	2017-18 None
Number of customers served in last completed FY	2017-18 0
Percentage change in customers served predicted for current FY	2018-19 0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown
Units Provided and Amounts Charged to Customers	
Description of a single deliverable unit	Providing a certificate of charter for a railroad, street railway, steamboat, or canal business
Number of units provided	2017-18 0
	2016-17 0
	2015-16 0
Does law prohibit charging the customer for the deliverable?	2017-18 No
If yes, provide law	2016-17 No applicable law
If yes, provide law	2016-17 No
If yes, provide law	2015-16 No applicable law
If yes, provide law	2015-16 No
If yes, provide law	2015-16 No applicable law
Amount charged to customer per deliverable unit	2017-18 \$0.00
	2016-17 \$0.00
	2015-16 \$0.00

Costs	
Total employee equivalents required (37.5 hour per week units)	2017-18 0.00
	2016-17 0.00
	2015-16 0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$0.00
	2016-17 \$0.00
	2015-16 \$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.00%
	2016-17 0.00%
	2015-16 0.00%
Agency expenditures per unit of the deliverable	2017-18 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2016-17 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2015-16 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.

Amount generated from providing deliverable	
Total collected from charging customers	2017-18 \$0.00
	2016-17 \$0.00
	2015-16 \$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00
	2016-17 \$0.00
	2015-16 \$0.00
Total collected from charging customers and non-state sources	2017-18 \$0.00
	2016-17 \$0.00
	2015-16 \$0.00

Agency Comments	
Additional comments from agency (optional)	

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable		
Item number	79	80
Associated laws	Section 58-15-100; Section 58-15-160; Section 58-15-170; Section 58-15-200	Section 58-17-340; Section 58-17-430
Does state or federal law specifically require this deliverable?	Yes	Yes
Deliverable description	Amendment of Charter for Railroad, Street Railway, Steamboat, or Canal Business - Any corporation organized under the provisions of this article or chartered by the General Assembly prior to February 28, 1899 may have its charter amended by the Secretary of State, by filing with the Secretary of State a written declaration showing the desired changes in its charter and paying a fee of \$5.00 to cover the issuance, filing, and indexing of the amended charter. After notice as the Secretary of State may prescribe, the Secretary issues a certificate to the corporation as supplement to its charter, which is filed and recorded as charters are required to be under Section 58-15-100 (Recordation and filing of charter and other documents) with the changes, additions, or alterations sought. Any railroad, steamboat, street railway, or canal company wanting to increase or decrease its capital stock must have a stockholders' meeting and a resolution with any proposed changes or amendments adopted attached with the petition to amend filed with the Secretary of State.	Formation of Company to Own and Maintain Railroad Filing and Certificate - In the sale of a railroad wholly or partially in South Carolina, a corporation may be formed for the purpose of owning and maintaining the railroad, by filing in the Secretary of State's Office a certificate with the name and style of the corporation number of directors, names of directors and period of services not to exceed one year, amount of capital stock of the corporation, and number of shares into which it will be divided.
Responsible organizational unit (primary)	Legal	Legal
Results Sought		
Does the legislature state intent, findings, or purpose?	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The outcome sought by the agency is to comply with the duties outlined in the statutes governing the incorporation and organization of railroad, street railway, steamboat, and canal companies.	The outcome sought by the agency is to comply with the duties outlined in the general railroad law.

Associated performance measure item numbers from the Performance Measures Chart, if any	5	5
Customer Details		
Customer description	Railroad Companies; Street Railway Companies; Steamboat Companies; Canal Companies	Railroad Companies
Does the agency evaluate customer satisfaction?	2017-18 No	No
Counties served in last completed fiscal year	2017-18 Colleton; Hampton; Orangeburg	None
Number of customers served in last completed FY	2017-18 1	0
Percentage change in customers served predicted for current FY	2018-19 100% decrease	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown

Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	File and index petitions for amendments and attached resolutions, when required, and providing an amended charter certificate to a railroad, street railway, steamboat, or canal business	Filing and providing a certificate for formation of a company to own and maintain a railroad
Number of units provided	2017-18 1	0
	2016-17 0	0
	2015-16 0	0
Does law prohibit charging the customer for the deliverable?	2017-18 No	No
If yes, provide law	2016-17 No applicable law	No applicable law
If yes, provide law	2016-17 No	No
If yes, provide law	2015-16 No	No
If yes, provide law	2015-16 No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18 \$5.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00

Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18 0.01	0.00
	2016-17 0.00	0.00
	2015-16 0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$1,124.27	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.04%	0.00%
	2016-17 0.00%	0.00%
	2015-16 0.00%	0.00%
Agency expenditures per unit of the deliverable	2017-18 \$1,124.27	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2016-17 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2015-16 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.

Amount generated from providing deliverable		
Total collected from charging customers	2017-18 \$5.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18 \$5.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00

Agency Comments		
Additional comments from agency (optional)	The railroad filing in question is from a company that appears to have at least operated across the three counties named above.	

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable			
Item number	81	82	83
Associated laws	Section 58-17-620; Section 58-17-630; Section 58-17-660	Section 33-1-250(c); Section 33-31-125(c); Section 33-41-1110; Section 33-41-1170; Section 33-42-260; Section 33-42-1630; Section 33-44-206	Section 33-1-260; Section 33-31-126
Does state or federal law specifically require this deliverable?	Yes	Yes	No
Deliverable description	Filing of Railroad Consolidation Agreement - If an agreement to consolidate railroad companies is adopted, the agreement or a certified copy of it must be filed in the office of the Secretary of State. Upon consolidation, a fee is paid to the Secretary of State on the capital stock of the combined company, but credit is given for any charter fees paid by the companies forming the consolidated company. On perfecting the agreement and act of consolidation and filing it, or a copy, with the Secretary of State, the corporations are deemed one corporation by the name provided in the agreement. Rejection of Business Filing - If the Secretary of State refuses to file a document, the Secretary of State must return it to the business entity within five days with a brief written explanation of the reason it was rejected. Appeal of Rejection of Business Filing - If the Secretary of State refuses to file a document, a business entity may file an appeal with the Richland County Circuit Court.		
Responsible organizational unit (primary)	Legal	Business Filings	Legal
Results Sought			
Does the legislature state intent, findings, or purpose?	No	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The outcome sought by the agency is to comply with the duties outlined in the general railroad law.	"The purposes of the filing requirements of chapter 1 are: (1) to simplify the filing requirements by the elimination of formal or technical requirements that serve little purpose, (2) to minimize the number of pieces of paper to be processed by the secretary of state, and (3) to eliminate all possible disputes between persons seeking to file documents and the secretary of state as to the legal efficacy of documents." (Official Comment, 1988 Act No. 444)	"The purposes of the filing requirements of chapter 1 are: (1) to simplify the filing requirements by the elimination of formal or technical requirements that serve little purpose, (2) to minimize the number of pieces of paper to be processed by the secretary of state, and (3) to eliminate all possible disputes between persons seeking to file documents and the secretary of state as to the legal efficacy of documents." (Official Comment, 1988 Act No. 444)
Associated performance measure item numbers from the Performance Measures Chart, if any	5	2	None
Customer Details			
Customer description	Railroad Companies	Business Entities	Business Entities
Does the agency evaluate customer satisfaction? 2017-18	No	No	No
Counties served in last completed fiscal year 2017-18	None	Unknown	None
Number of customers served in last completed FY 2017-18	0	21,618	0
Percentage change in customers served predicted for current FY 2018-19	0.00%	6% increase	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Filing of Railroad Consolidation Agreement	Rejection of Business Filing	Appeal of Rejection of Business Filing
Number of units provided 2017-18	0	21,618	0
2016-17	0	17,984	0
2015-16	0	13,712	0
Does law prohibit charging the customer for the deliverable? 2017-18	No	No	No
If yes, provide law 2016-17	No applicable law	No applicable law	No applicable law
If yes, provide law 2015-16	No	No	No
If yes, provide law 2015-16	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units) 2017-18	0.00	0.82	0.00
2016-17	0.00	0.88	0.00
2015-16	0.00	0.76	0.00
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$0.00	\$33,850.52	\$0.00
2016-17	\$0.00	\$35,391.74	\$0.00
2015-16	\$0.00	\$28,209.63	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.00%	1.10%	0.00%
2016-17	0.00%	1.29%	0.00%
2015-16	0.00%	1.10%	0.00%
Agency expenditures per unit of the deliverable 2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$1.57	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$1.97	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$2.06	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable			
Total collected from charging customers 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Agency Comments			
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable		
Item number	84	85
Associated laws	Section 33-14-200; Section 33-14-210; Section 33-15-300; Section 33-15-310; Section 33-44-1006	Section 33-31-1420; Section 33-31-1421; Section 33-31-1530; Section 33-31-1531
Does state or federal law specifically require this deliverable?	Yes	No
Deliverable description	Administrative Dissolution of Business Corporations - The Secretary of State may administratively dissolve a business corporation if grounds exist and the corporation does not correct the grounds within 60 days after notice. The Secretary of State may also revoke or cancel certificates of authority of foreign corporations and limited liability companies.	Administrative Dissolution of Nonprofit Corporations - The Secretary of State may administratively dissolve a nonprofit corporation if grounds exist and the corporation does not correct the grounds within 60 days after notice. The Secretary of State must also notify the Attorney General. The Secretary of State may also revoke the certificate of authority of a foreign nonprofit corporation to transact business in South Carolina
Responsible organizational unit (primary)	Business Filings	Business Filings
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	"The experience of most states has been that administrative dissolution, or the threat thereof, is an effective enforcement mechanism for a variety of statutory obligations...[Administrative dissolution] not only reduces the number of records maintained by the secretary of state, but also avoids further wasteful attempts to compel compliance by the abandoned corporations and returns the corporate name promptly to the status of available names." (Official Comment, 1988 Act No. 444)	The Secretary of State is authorized but is not required to commence dissolution proceedings for the reasons set forth in the statute. The Secretary of State may commence the proceedings immediately or may give additional notices or time to the offending corporation. An administrative dissolution saves the time, money, and effort that might otherwise be required for a judicial dissolution. This is particularly important in the nonprofit area as numerous corporations with insignificant funds may fade into oblivion without any responsible person following the formalities required for a voluntary dissolution. The notice provisions are designed to give the offending corporation an opportunity to avoid dissolution. (Official Comment, 1994 Act No. 384)
Associated performance measure item numbers from the Performance Measures Chart, if any	3	2; 3
Customer Details		
Customer description	Business Corporations; Limited Liability Companies	Nonprofit Corporations; Attorney General
Does the agency evaluate customer satisfaction? 2017-18	No	No
Counties served in last completed fiscal year 2017-18	Unknown	Unknown
Number of customers served in last completed FY 2017-18	4	31
Percentage change in customers served predicted for current FY 2018-19	163,000.00% increase	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Administrative Dissolution of Business Corporation	Administrative Dissolution of Nonprofit Corporation
Number of units provided 2017-18	4	31
2016-17	0	5
2015-16	2,322	0
Does law prohibit charging the customer for the deliverable? 2017-18	No	No
If yes, provide law 2016-17	No applicable law	No applicable law
If yes, provide law 2016-17	No	No
If yes, provide law 2015-16	No applicable law	No applicable law
If yes, provide law 2015-16	No	No
If yes, provide law 2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units) 2017-18	0.06	0.10
2016-17	0.06	0.10
2015-16	0.16	0.04
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$5,993.74	\$9,352.68
2016-17	\$5,715.57	\$8,881.23
2015-16	\$8,754.93	\$3,922.55
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.20%	0.30%
2016-17	0.21%	0.32%
2015-16	0.34%	0.15%
Agency expenditures per unit of the deliverable 2017-18	\$1,498.44	\$301.70
2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$1,776.25
2015-16	\$3.77	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable		
Total collected from charging customers 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Agency Comments		
Additional comments from agency (optional)	The expenditures reported for FY 2016-17 and FY 2017-18 represent staff time spent on development of the new Business Filings system.	

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable			
Item number		86	
Associated laws		Section 36-9-501; Section 36-9-502; Section 36-9-503; Section 36-9-504; Section 36-9-516; Section 36-9-519; Section 36-9-521; Section 36-9-526	
Does state or federal law specifically require this deliverable?		Yes	
Deliverable description		UCC-1 Financing Statement Filings - A secured party may file a notice of a security interest with the Secretary of State by filing a UCC-1 Financing Statement.	
Responsible organizational unit (primary)		Business Filings	
Results Sought			
Does the legislature state intent, findings, or purpose?		Yes	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		The official comment accompanying 2013 Act No. 96 on Uniform Commercial Code - Secured Transactions provides as follows: "Part 5 contains several provisions governing filing operations. First, it prohibits the filing office from rejecting an initial financing statement or other record for a reason other than one of the few that are specified. See Sections 9 520, 9 516. Second, the filing office is obliged to link all subsequent records (e.g., assignments, continuation statements, etc.) to the initial financing statement to which they relate. See Section 9 519. Third, the filing office may delete a financing statement and related records from the files no earlier than one year after lapse (lapse normally is five years after the filing date), and then only if a continuation statement has not been filed. See Sections 9 515, 9 519, 9 522. Thus, a financing statement and related records would be discovered by a search of the files even after the filing of a termination statement. This approach helps eliminate filing office discretion and also eases problems associated with multiple secured parties and multiple partial assignments. Fourth, Part 5 mandates performance standards for filing offices. See Sections 9 519, 9 520, 9 523. Fifth, it provides for the promulgation of filing office rules to deal with details best left out of the statute and requires the filing office to submit periodic reports. See Sections 9 526, 9 527." (2013 Act. No. 96)	
Associated performance measure item numbers from the Performance Measures Chart, if any		17	
Customer Details			
Customer description		Secured Parties and Debtors; General Public	
Does the agency evaluate customer satisfaction?	2017-18	No	
Counties served in last completed fiscal year	2017-18	Unknown	
Number of customers served in last completed FY	2017-18	57,608	
Percentage change in customers served predicted for current FY	2018-19	3% decrease	
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit		UCC-1 Financing Statement	
Number of units provided	2017-18	57,608	
	2016-17	54,403	
	2015-16	48,931	
Does law prohibit charging the customer for the deliverable?	2017-18	No	
If yes, provide law	2016-17	No applicable law	
If yes, provide law	2015-16	No applicable law	
If yes, provide law	2015-16	No	
If yes, provide law	2015-16	No applicable law	
Amount charged to customer per deliverable unit	2017-18	Up to \$20.00	
	2016-17	Up to \$20.00	
	2015-16	Up to \$20.00	
Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18	1.14	
	2016-17	1.14	
	2015-16	1.14	
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$41,527.71	
	2016-17	\$17,122.84	
	2015-16	\$44,767.02	
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	1.35%	
	2016-17	0.62%	
	2015-16	1.75%	
Agency expenditures per unit of the deliverable	2017-18	\$0.72	
	2016-17	\$0.31	
	2015-16	\$0.91	
Amount generated from providing deliverable			
Total collected from charging customers	2017-18	\$472,504.00	
	2016-17	\$449,957.00	
	2015-16	\$404,051.00	
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	
	2016-17	\$0.00	
	2015-16	\$0.00	
Total collected from charging customers and non-state sources	2017-18	\$472,504.00	
	2016-17	\$449,957.00	
	2015-16	\$404,051.00	
Agency Comments			
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable		
Item number		87
Associated laws		Section 36-9-501; Section 36-9-502; Section 36-9-503; Section 36-9-504; Section 36-9-516; Section 36-9-519; Section 36-9-521; Section 36-9-526
Does state or federal law specifically require this deliverable?		Yes
Deliverable description		UCC-3 Amendment Filings - A person may file a UCC-3 Amendment with the Secretary of State tracking changes to a UCC-1 to continue a financing statement, to amend a financing statement, to terminate a financing statement, or assign a security interest.
Responsible organizational unit (primary)		Business Filings
Results Sought		
Does the legislature state intent, findings, or purpose?		Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		The official comment accompanying 2013 Act No. 96 on Uniform Commercial Code - Secured Transactions provides as follows: "Part 5 contains several provisions governing filing operations. First, it prohibits the filing office from rejecting an initial financing statement or other record for a reason other than one of the few that are specified. See Sections 9 520, 9 516. Second, the filing office is obliged to link all subsequent records (e.g., assignments, continuation statements, etc.) to the initial financing statement to which they relate. See Section 9 519. Third, the filing office may delete a financing statement and related records from the files no earlier than one year after lapse (lapse normally is five years after the filing date), and then only if a continuation statement has not been filed. See Sections 9 515, 9 519, 9 522. Thus, a financing statement and related records would be discovered by a search of the files even after the filing of a termination statement. This approach helps eliminate filing office discretion and also eases problems associated with multiple secured parties and multiple partial assignments. Fourth, Part 5 mandates performance standards for filing offices. See Sections 9 519, 9 520, 9 523. Fifth, it provides for the promulgation of filing office rules to deal with details best left out of the statute and requires the filing office to submit periodic reports. See Sections 9 526, 9 527." (2013 Act. No. 96)
Associated performance measure item numbers from the Performance Measures Chart, if any		12; 17
Customer Details		
Customer description		Secured Parties and Debtors; General Public
Does the agency evaluate customer satisfaction?	2017-18	No
Counties served in last completed fiscal year	2017-18	Unknown
Number of customers served in last completed FY	2017-18	30,910
Percentage change in customers served predicted for current FY	2018-19	16% increase
Maximum number of potential customers, if unlimited resources available to the agency		Unknown
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit		UCC-3 Amendment
Number of units provided	2017-18	30,910
	2016-17	26,598
	2015-16	23,109
Does law prohibit charging the customer for the deliverable?	2017-18	No
If yes, provide law	2016-17	No applicable law
If yes, provide law	2016-17	No
If yes, provide law	2015-16	No applicable law
If yes, provide law	2015-16	No
If yes, provide law	2015-16	No applicable law
Amount charged to customer per deliverable unit	2017-18	Up to \$20.00
	2016-17	Up to \$20.00
	2015-16	Up to \$20.00
Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18	0.60
	2016-17	0.54
	2015-16	0.54
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$21,856.69
	2016-17	\$9,012.02
	2015-16	\$21,205.43
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.71%
	2016-17	0.33%
	2015-16	0.83%
Agency expenditures per unit of the deliverable	2017-18	\$0.71
	2016-17	\$0.34
	2015-16	\$0.92
Amount generated from providing deliverable		
Total collected from charging customers	2017-18	\$250,846.00
	2016-17	\$214,740.00
	2015-16	\$185,714.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$250,846.00
	2016-17	\$214,740.00
	2015-16	\$185,714.00
Agency Comments		
Additional comments from agency (optional)		

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable			
	Item number	88	
	Associated laws	Section 36-9-518	
Does state or federal law specifically require this deliverable?		Yes	
Deliverable description		UCC-5 Information Statement Filings - A person may file a UCC-5 Information Statement with the Secretary of State to demonstrate that a filing was inaccurate or wrongfully filed.	
Responsible organizational unit (primary)		Business Filings	
Results Sought			
Does the legislature state intent, findings, or purpose?		Yes	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		The official comment accompanying 2013 Act No. 96 on Uniform Commercial Code - Secured Transactions provides as follows: "Part 5 contains several provisions governing filing operations. First, it prohibits the filing office from rejecting an initial financing statement or other record for a reason other than one of the few that are specified. See Sections 9 520, 9 516. Second, the filing office is obliged to link all subsequent records (e.g., assignments, continuation statements, etc.) to the initial financing statement to which they relate. See Section 9 519. Third, the filing office may delete a financing statement and related records from the files no earlier than one year after lapse (lapse normally is five years after the filing date), and then only if a continuation statement has not been filed. See Sections 9 515, 9 519, 9 522. Thus, a financing statement and related records would be discovered by a search of the files even after the filing of a termination statement. This approach helps eliminate filing office discretion and also eases problems associated with multiple secured parties and multiple partial assignments. Fourth, Part 5 mandates performance standards for filing offices. See Sections 9 519, 9 520, 9 523. Fifth, it provides for the promulgation of filing office rules to deal with details best left out of the statute and requires the filing office to submit periodic reports. See Sections 9 526, 9 527." (2013 Act. No. 96)	
Associated performance measure item numbers from the Performance Measures Chart, if any		17	
Customer Details			
Customer description		Secured Parties and Debtors; General Public	
Does the agency evaluate customer satisfaction?	2017-18	No	
Counties served in last completed fiscal year	2017-18	Unknown	
Number of customers served in last completed FY	2017-18	29	
Percentage change in customers served predicted for current FY	2018-19	0.00%	
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit		UCC-5 Information Statement	
Number of units provided	2017-18	29	
	2016-17	18	
	2015-16	31	
Does law prohibit charging the customer for the deliverable?	2017-18	No	
If yes, provide law	2016-17	No applicable law	
If yes, provide law	2016-17	No	
If yes, provide law	2015-16	No applicable law	
If yes, provide law	2015-16	No	
If yes, provide law	2015-16	No applicable law	
Amount charged to customer per deliverable unit	2017-18	Up to \$20.00	
	2016-17	Up to \$20.00	
	2015-16	Up to \$20.00	
Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18	0.02	
	2016-17	0.02	
	2015-16	0.02	
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$728.56	
	2016-17	\$300.40	
	2015-16	\$785.39	
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.02%	
	2016-17	0.01%	
	2015-16	0.03%	
Agency expenditures per unit of the deliverable	2017-18	\$25.12	
	2016-17	\$16.69	
	2015-16	\$25.34	
Amount generated from providing deliverable			
Total collected from charging customers	2017-18	\$232.00	
	2016-17	\$144.00	
	2015-16	\$248.00	
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	
	2016-17	\$0.00	
	2015-16	\$0.00	
Total collected from charging customers and non-state sources	2017-18	\$232.00	
	2016-17	\$144.00	
	2015-16	\$248.00	
Agency Comments			
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable			
	Item number	89	
	Associated laws	Section 36-9-519; Section 36-9-523	
Does state or federal law specifically require this deliverable?			Yes
Deliverable description			UCC-11 Search and Copies - A person may file a UCC-11 Search form with the Secretary of State to perform a search of a debtor or secured party. Also, a person may request regular and certified copies of Uniform Commercial Code filings on file with the Secretary of State.
Responsible organizational unit (primary)			Business Filings
Results Sought			
Does the legislature state intent, findings, or purpose?			Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?			The official comment accompanying 2013 Act No. 96 on Uniform Commercial Code - Secured Transactions provides as follows: "Part 5 contains several provisions governing filing operations. First, it prohibits the filing office from rejecting an initial financing statement or other record for a reason other than one of the few that are specified. See Sections 9 520, 9 516. Second, the filing office is obliged to link all subsequent records (e.g., assignments, continuation statements, etc.) to the initial financing statement to which they relate. See Section 9 519. Third, the filing office may delete a financing statement and related records from the files no earlier than one year after lapse (lapse normally is five years after the filing date), and then only if a continuation statement has not been filed. See Sections 9 515, 9 519, 9 522. Thus, a financing statement and related records would be discovered by a search of the files even after the filing of a termination statement. This approach helps eliminate filing office discretion and also eases problems associated with multiple secured parties and multiple partial assignments. Fourth, Part 5 mandates performance standards for filing offices. See Sections 9 519, 9 520, 9 523. Fifth, it provides for the promulgation of filing office rules to deal with details best left out of the statute and requires the filing office to submit periodic reports. See Sections 9 526, 9 527." (2013 Act. No. 96)
Associated performance measure item numbers from the Performance Measures Chart, if any			17
Customer Details			
Customer description			Secured Parties and Debtors; General Public
Does the agency evaluate customer satisfaction?			No
Counties served in last completed fiscal year			Unknown
Number of customers served in last completed FY			12,332
Percentage change in customers served predicted for current FY			0.00%
Maximum number of potential customers, if unlimited resources available to the agency			Unknown
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit			UCC-11 Search and Copy of Filing
Number of units provided			2017-18 12,332
			2016-17 12,443
			2015-16 12,159
Does law prohibit charging the customer for the deliverable?			No
If yes, provide law			No applicable law
If yes, provide law			No applicable law
If yes, provide law			No applicable law
Amount charged to customer per deliverable unit			2017-18 \$5.00 per search; \$1.00 per page for copies; \$2.00 certification fee per document.
			2016-17 \$5.00 per search; \$1.00 per page for copies; \$2.00 certification fee per document.
			2015-16 \$5.00 per search; \$1.00 per page for copies; \$2.00 certification fee per document.
Costs			
Total employee equivalents required (37.5 hour per week units)			2017-18 0.22
			2016-17 0.26
			2015-16 0.28
Total deliverable expenditures each year (operational and employee salary/fringe)			2017-18 \$8,014.12
			2016-17 \$3,905.21
			2015-16 \$10,995.41
Total deliverable expenditures as a percentage of total agency expenditures			2017-18 0.26%
			2016-17 0.14%
			2015-16 0.43%
Agency expenditures per unit of the deliverable			2017-18 \$0.65
			2016-17 \$0.31
			2015-16 \$0.90
Amount generated from providing deliverable			
Total collected from charging customers			2017-18 \$282,437.00
			2016-17 \$279,663.00
			2015-16 \$282,532.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)			2017-18 \$0.00
			2016-17 \$0.00
			2015-16 \$0.00
Total collected from charging customers and non-state sources			2017-18 \$282,437.00
			2016-17 \$279,663.00
			2015-16 \$282,532.00
Agency Comments			
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable			
	Item number	90	
	Associated laws	Section 36-9-516	
	Does state or federal law specifically require this deliverable?	No	
	Deliverable description	UCC Filing Rejection - The Secretary of State may reject a filing under Chapter 9 of Title 36 (Commercial Code - Secured Transactions) if it does not contain the statutorily required information, or the Secretary of State determines that it has been filed for an improper purpose, the filing is not within the scope of Chapter 9, or the secured party and debtor are the same.	
	Responsible organizational unit (primary)	Business Filings	
Results Sought			
	Does the legislature state intent, findings, or purpose?	Yes	
	What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The official comment accompanying 2013 Act No. 96 on Uniform Commercial Code - Secured Transactions provides as follows: "Part 5 contains several provisions governing filing operations. First, it prohibits the filing office from rejecting an initial financing statement or other record for a reason other than one of the few that are specified. See Sections 9 520, 9 516. Second, the filing office is obliged to link all subsequent records (e.g., assignments, continuation statements, etc.) to the initial financing statement to which they relate. See Section 9 519. Third, the filing office may delete a financing statement and related records from the files no earlier than one year after lapse (lapse normally is five years after the filing date), and then only if a continuation statement has not been filed. See Sections 9 515, 9 519, 9 522. Thus, a financing statement and related records would be discovered by a search of the files even after the filing of a termination statement. This approach helps eliminate filing office discretion and also eases problems associated with multiple secured parties and multiple partial assignments. Fourth, Part 5 mandates performance standards for filing offices. See Sections 9 519, 9 520, 9 523. Fifth, it provides for the promulgation of filing office rules to deal with details best left out of the statute and requires the filing office to submit periodic reports. See Sections 9 526, 9 527." (2013 Act. No. 96)	
	Associated performance measure item numbers from the Performance Measures Chart, if any	12; 17	
Customer Details			
	Customer description	Secured Parties and Debtors; General Public	
	Does the agency evaluate customer satisfaction?	2017-18	No
	Counties served in last completed fiscal year	2017-18	Unknown
	Number of customers served in last completed FY	2017-18	2,519
	Percentage change in customers served predicted for current FY	2018-19	24% increase
	Maximum number of potential customers, if unlimited resources available to the agency		Unknown
Units Provided and Amounts Charged to Customers			
	Description of a single deliverable unit		Rejection of Uniform Commercial Code Filings
	Number of units provided	2017-18	2,519
		2016-17	2,465
		2015-16	2,386
	Does law prohibit charging the customer for the deliverable?	2017-18	No
	If yes, provide law	2016-17	No applicable law
	If yes, provide law	2016-17	No applicable law
	If yes, provide law	2015-16	No applicable law
	Amount charged to customer per deliverable unit	2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
Costs			
	Total employee equivalents required (37.5 hour per week units)	2017-18	0.06
		2016-17	0.08
		2015-16	0.06
	Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$3,136.58
		2016-17	\$2,479.56
		2015-16	\$2,993.51
	Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.10%
		2016-17	0.09%
		2015-16	0.12%
	Agency expenditures per unit of the deliverable	2017-18	\$1.25
		2016-17	\$1.01
		2015-16	\$1.25
Amount generated from providing deliverable			
	Total collected from charging customers	2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
	Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
	Total collected from charging customers and non-state sources	2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
Agency Comments			
	Additional comments from agency (optional)		

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable				
	Item number	91		92
	Associated laws	Section 36-9-520		Section 33-1-280; Section 33-31-128; Section 33-36-230; Section 33-41-1110; Section 33-42-210; Section 33-44-208
	Does state or federal law specifically require this deliverable?	No		No
	Deliverable description	Appeal of Rejection of UCC Filing - A person whose Uniform Commercial Code filing has been rejected by the Secretary of State may file an appeal with the Administrative Law Court.		Certificates of Existence for Business Entities - The Secretary of State may furnish a certificate of existence for a business entity that may be relied upon as conclusive evidence that the business entity is in existence or is authorized to do business in South Carolina.
	Responsible organizational unit (primary)	Legal		Business Filings
Results Sought				
	Does the legislature state intent, findings, or purpose?	Yes		Yes
	What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The official comment accompanying 2013 Act No. 96 on Uniform Commercial Code - Secured Transactions provides as follows: "Part 5 contains several provisions governing filing operations. First, it prohibits the filing office from rejecting an initial financing statement or other record for a reason other than one of the few that are specified. See Sections 9 520, 9 516. Second, the filing office is obliged to link all subsequent records (e.g., assignments, continuation statements, etc.) to the initial financing statement to which they relate. See Section 9 519. Third, the filing office may delete a financing statement and related records from the files no earlier than one year after lapse (lapse normally is five years after the filing date), and then only if a continuation statement has not been filed. See Sections 9 515, 9 519, 9 522. Thus, a financing statement and related records would be discovered by a search of the files even after the filing of a termination statement. This approach helps eliminate filing office discretion and also eases problems associated with multiple secured parties and multiple partial assignments. Fourth, Part 5 mandates performance standards for filing offices. See Sections 9 519, 9 520, 9 523. Fifth, it provides for the promulgation of filing office rules to deal with details best left out of the statute and requires the filing office to submit periodic reports. See Sections 9 526, 9 527." (2013 Act. No. 96)		"The purposes of the filing requirements of chapter 1 are: (1) to simplify the filing requirements by the elimination of formal or technical requirements that serve little purpose, (2) to minimize the number of pieces of paper to be processed by the secretary of state, and (3) to eliminate all possible disputes between persons seeking to file documents and the secretary of state as to the legal efficacy of documents." (Official Comment, 1988 Act No. 444)
	Associated performance measure item numbers from the Performance Measures Chart, if any	None		2; 3; 16
Customer Details				
	Customer description	Secured Parties and Debtors; General Public		Business Entities; General Public
	Does the agency evaluate customer satisfaction?	2017-18 No		No
	Counties served in last completed fiscal year	2017-18 None		Unknown
	Number of customers served in last completed FY	2017-18 0		37,441
	Percentage change in customers served predicted for current FY	2018-19 0.00%		39% increase
	Maximum number of potential customers, if unlimited resources available to the agency	Unknown		Unknown
Units Provided and Amounts Charged to Customers				
	Description of a single deliverable unit	Appeal of Rejection of Uniform Commercial Code Filing		Certificate of Existence
	Number of units provided	2017-18 0		37,441
		2016-17 0		25,892
		2015-16 0		16,599
	Does law prohibit charging the customer for the deliverable?	2017-18 No		No
	If yes, provide law	2016-17 No Applicable Law		No applicable law
	If yes, provide law	2016-17 No		No
	If yes, provide law	2015-16 No Applicable Law		No applicable law
	If yes, provide law	2015-16 No		No
	If yes, provide law	2015-16 No Applicable Law		No applicable law
	Amount charged to customer per deliverable unit	2017-18 \$0.00		\$10.00
		2016-17 \$0.00		\$10.00
		2015-16 \$0.00		\$10.00
Costs				
	Total employee equivalents required (37.5 hour per week units)	2017-18 0.00		1.42
		2016-17 0.00		1.24
		2015-16 0.00		0.94
	Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$0.00		\$56,570.72
		2016-17 \$0.00		\$48,786.54
		2015-16 \$0.00		\$40,165.42
	Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.00%		1.84%
		2016-17 0.00%		1.78%
		2015-16 0.00%		1.57%
	Agency expenditures per unit of the deliverable	2017-18 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.		\$1.51
		2016-17 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.		\$1.88
		2015-16 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.		\$2.42
Amount generated from providing deliverable				
	Total collected from charging customers	2017-18 \$0.00		\$374,890.00
		2016-17 \$0.00		\$259,718.00
		2015-16 \$0.00		\$165,990.00
	Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00		\$0.00
		2016-17 \$0.00		\$0.00
		2015-16 \$0.00		\$0.00
	Total collected from charging customers and non-state sources	2017-18 \$0.00		\$374,890.00
		2016-17 \$0.00		\$259,718.00
		2015-16 \$0.00		\$165,990.00
Agency Comments				
	Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable				
Item number	93	94	95	96
Associated laws	Section 1-5-50; Section 33-1-220; Section 33-1-270; Section 33-31-122; Section 33-31-127; Section 33-36-230	Section 30-11-50	Section 58-17-430; Section 58-17-620	Section 1-5-50; Section 33-1-220; Section 33-1-270; Section 33-31-122; Section 33-31-127; Section 33-36-230
Does state or federal law specifically require this deliverable?	Yes	Yes	Yes	No
Deliverable description	Copies of Business and UCC Filings - The Secretary of State shall collect fees for copying and certifying copies of filed documents related to business entities. Certified copies are conclusive evidence that the original document is on file with the Secretary of State. Certified Copies of Railroad Documents - A certificate or certified copy of a document filed with the Secretary of State under Title 30, Chapter 11 (Recordation of Deeds and Documents of Railroads) is competent evidence of the filing and facts contained in the document so filed and certified in all courts of this State. Certified Copy of Railroad Filing - A copy of the railroad incorporation or consolidation document certified by the Secretary of State is evidence in all courts and places of incorporation or a new corporation following consolidation. Corporate Database Query - The Secretary of State's Office provides bulk business filings data at the request of customers. The Secretary of State's Office also provides data in response to specific search requests.			
Responsible organizational unit (primary)	Business Filings	Legal	Legal	Business Filings
Results Sought				
Does the legislature state intent, findings, or purpose?	Yes	No	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	"The purposes of the filing requirements of chapter 1 are: (1) to simplify the filing requirements by the elimination of formal or technical requirements that serve little purpose, (2) to minimize the number of pieces of paper to be processed by the secretary of state, and (3) to eliminate all possible disputes between persons seeking to file documents and the secretary of state as to the legal efficacy of documents." (Official Comment, 1988 Act No. 444)	The outcome sought by the agency is to comply with the duties outlined in the statutes governing the recordation of deeds and documents of railroads.	The outcome sought by the agency is to comply with the duties outlined in the general railroad law.	To efficiently provide bulk data to customers.
Associated performance measure item numbers from the Performance Measures Chart, if any	None	5	5	2; 12; 17
Customer Details				
Customer description	Business Entities	Railroad Companies; Courts	Railroad Companies; Courts; General Public	Businesses; Legal Professionals; General Public
Does the agency evaluate customer satisfaction?	No	No	No	No
Counties served in last completed fiscal year	Unknown	None	None	Unknown
Number of customers served in last completed FY	18,495	0	0	3
Percentage change in customers served predicted for current FY	280% increase	0.00%	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown	Unknown
Units Provided and Amounts Charged to Customers				
Description of a single deliverable unit	Copy of Filing	Certified Copy of Railroad Document	Certified Copy of Railroad Filing	Corporations Bulk Data
Number of units provided	2017-18 18,495	0	0	3
	2016-17 12,486	0	0	3
	2015-16 9,813	0	0	3
Does law prohibit charging the customer for the deliverable?	2017-18 No	No	No	No
If yes, provide law	2016-17 No	No applicable law	No applicable law	No applicable law
If yes, provide law	2016-17 No	No	No	No
If yes, provide law	2015-16 No	No applicable law	No applicable law	No applicable law
If yes, provide law	2015-16 No	No	No	No
If yes, provide law	2015-16 No	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18 \$1.00 for first page and \$.50 for each additional page for copies; \$2.00 for certification of copies.	\$0.00	\$0.00	\$12,000 yr
	2016-17 \$1.00 for first page and \$.50 for each additional page for copies; \$2.00 for certification of copies.	\$0.00	\$0.00	\$12,000 yr
	2015-16 \$1.00 for first page and \$.50 for each additional page for copies; \$2.00 for certification of copies.	\$0.00	\$0.00	\$12,000 yr
Costs				
Total employee equivalents required (37.5 hour per week units)	2017-18 0.70	0.00	0.00	0 (Note: this deliverable is generated by system and sent to FTP site)
	2016-17 0.58	0.00	0.00	0 (Note: this deliverable is generated by system and sent to FTP site)
	2015-16 0.58	0.00	0.00	0 (Note: this deliverable is generated by system and sent to FTP site)
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$21,130.73	\$0.00	\$0.00	\$0.00
	2016-17 \$20,574.53	\$0.00	\$0.00	\$0.00
	2015-16 \$25,668.27	\$0.00	\$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.69%	0.00%	0.00%	0.00%
	2016-17 0.75%	0.00%	0.00%	0.00%
	2015-16 1.00%	0.00%	0.00%	0.00%
Agency expenditures per unit of the deliverable	2017-18 \$1.14	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$0.00
	2016-17 \$1.65	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$0.00
	2015-16 \$2.62	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$0.00
Amount generated from providing deliverable				
Total collected from charging customers	2017-18 \$122,455.00	\$0.00	\$0.00	\$36,000.00
	2016-17 \$80,978.50	\$0.00	\$0.00	\$36,000.00
	2015-16 \$66,640.00	\$0.00	\$0.00	\$36,000.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00	\$0.00	\$0.00	\$0.00
	2016-17 \$0.00	\$0.00	\$0.00	\$0.00
	2015-16 \$0.00	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18 \$122,455.00	\$0.00	\$0.00	\$36,000.00
	2016-17 \$80,978.50	\$0.00	\$0.00	\$36,000.00
	2015-16 \$66,640.00	\$0.00	\$0.00	\$36,000.00
Agency Comments				
Additional comments from agency (optional)	This deliverable is system-generated and submitted through File Transfer Protocol (FTP) site.			

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable				
Item number	97	98	99	100
Associated laws	Section 1-5-50; Section 36-9-523	Section 1-5-50; Section 33-1-220; Section 33-1-270; Section 33-31-122; Section 33-31-127; Section 33-36-230; Section 36-9-523	Section 11-44-60	Section 11-44-60
Does state or federal law specifically require this deliverable?	No	No	Yes	No
Deliverable description	Uniform Commercial Code Bulk Data and Images - Corporations/Uniform Commercial Code Bulk Combo - The Secretary of State's Office provides bulk business filings and Uniform Commercial Code data at the request of customers. The Secretary of State's Office also provides data in response to specific search requests. Qualified Business Registration Application - The Secretary of State reviews applications and registers businesses as qualified businesses when applicants meet criteria for registration, and may revoke a registration if false information is provided in application. Qualified Business Letters of Certification and Application Copies - The Secretary of State provides copies of certification letters and filed applications for registration as a qualified business to the Department of Revenue.			
Responsible organizational unit (primary)	Business Filings	Business Filings	Legal	Legal
Results Sought				
Does the legislature state intent, findings, or purpose?	No	No	Yes	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To efficiently provide bulk data to customers.	To efficiently provide bulk data to customers.	The General Assembly desires to support the economic development goals of this State by improving the availability of early stage capital for emerging high-growth enterprises in South Carolina. To further these goals, this chapter is intended to: (1) encourage individual angel investors to invest in early stage high-growth, job-creating businesses; (2) enlarge the number of high-quality, high-paying jobs within the State; (3) expand the economy of this State by enlarging its base of wealth-creating businesses; and (4) support businesses seeking to commercialize technology invented in this state's institutions of higher education. (Section 11-44-20)	While not specifically required by statute, the Secretary of State's Office provides a copy of the certification letter and filed application for registration as a qualified business for each registered qualified business to the Department of Revenue to assist that agency in carrying out its duties under the High Growth Small Business Job Creation Act.
Associated performance measure item numbers from the Performance Measures Chart, if any	17	17	24	None
Customer Details				
Customer description	Businesses; Legal Professionals; General Public	Businesses; Legal Professionals; General Public	Qualified Businesses	Department of Revenue
Does the agency evaluate customer satisfaction?	No	No	No	No
Counties served in last completed fiscal year	Unknown	Unknown	Anderson; Berkeley; Charleston; Greenville; Greenwood; Lexington; Newberry; Pickens; Richland; Spartanburg; Union; York	None
Number of customers served in last completed FY	2	2	82	1
Percentage change in customers served predicted for current FY	0.00%	0.00%	20% decrease	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown	1
Units Provided and Amounts Charged to Customers				
Description of a single deliverable unit	Uniform Commercial Code Bulk Data and Images	Corporations/Uniform Commercial Code Bulk Combo	Registration of a Qualified Business	Email Copies of Certification Letter and Filed Application for Registration as a Qualified Business to Department of Revenue
Number of units provided	2	2	82	82
	2	2	72	72
	2	2	78	78
Does law prohibit charging the customer for the deliverable?	No	No	No	No
If yes, provide law	No applicable law	No applicable law	No applicable law	No applicable law
If yes, provide law	No	No	No	No
If yes, provide law	No applicable law	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	\$4,500.00/month	\$20,000.00/year	\$0.00	\$0.00
	\$4,500.00/month	\$20,000.00/year	\$0.00	\$0.00
	\$4,500.00/month	\$20,000.00/year	\$0.00	\$0.00
Costs				
Total employee equivalents required (37.5 hour per week units)	0 (Note: this deliverable is system generated and sent to FTP site)	0 (Note: this deliverable is system generated and sent to FTP site)	0.06	0.02
	0 (Note: this deliverable is system generated and sent to FTP site)	0 (Note: this deliverable is system generated and sent to FTP site)	0.06	0.02
	0 (Note: this deliverable is system generated and sent to FTP site)	0 (Note: this deliverable is system generated and sent to FTP site)	0.06	0.02
Total deliverable expenditures each year (operational and employee salary/fringe)	\$0.00	\$0.00	\$5,038.41	\$1,679.47
	\$0.00	\$0.00	\$4,735.09	\$1,578.36
	\$0.00	\$0.00	\$4,268.21	\$1,422.74
Total deliverable expenditures as a percentage of total agency expenditures	0.00%	0.00%	0.16%	0.05%
	0.00%	0.00%	0.17%	0.06%
	0.00%	0.00%	0.17%	0.06%
Agency expenditures per unit of the deliverable	\$0.00	\$0.00	\$61.44	\$20.48
	\$0.00	\$0.00	\$65.77	\$21.92
	\$0.00	\$0.00	\$54.72	\$18.24
Amount generated from providing deliverable				
Total collected from charging customers	\$71,000.00	\$40,000.00	\$0.00	\$0.00
	\$66,000.00	\$40,000.00	\$0.00	\$0.00
	\$60,000.00	\$40,000.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	\$71,000.00	\$40,000.00	\$0.00	\$0.00
	\$66,000.00	\$40,000.00	\$0.00	\$0.00
	\$60,000.00	\$40,000.00	\$0.00	\$0.00
Agency Comments				
Additional comments from agency (optional)	This deliverable is system-generated and submitted through File Transfer Protocol (FTP) site.	This deliverable is system-generated and submitted through File Transfer Protocol (FTP) site.		

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		
Item number	101	102
Associated laws	Section 11-44-60	Section 11-44-60
Does state or federal law specifically require this deliverable?	Yes	Yes
Deliverable description	Qualified Business Annual Report - The Secretary of State must provide annual reports containing a list of qualified businesses to the House Ways and Means Committee, Senate Finance Committee, and the Governor by January 31st of each year. Qualified Business Information and Report on Website - The Secretary of State must post an aggregate statewide report of the number of qualified businesses and other information on the Secretary of State's website and update the report annually.	
Responsible organizational unit (primary)	Legal	Legal
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The General Assembly desires to support the economic development goals of this State by improving the availability of early stage capital for emerging high-growth enterprises in South Carolina. To further these goals, this chapter is intended to: (1) encourage individual angel investors to invest in early stage high-growth, job-creating businesses; (2) enlarge the number of high-qualify, high-paying jobs within the State; (3) expand the economy of this State by enlarging its base of wealth-creating businesses; and (4) support businesses seeking to commercialize technology invented in this state's institutions of higher education. (Section 11-44-20)	The General Assembly desires to support the economic development goals of this State by improving the availability of early stage capital for emerging high-growth enterprises in South Carolina. To further these goals, this chapter is intended to: (1) encourage individual angel investors to invest in early stage high-growth, job-creating businesses; (2) enlarge the number of high-qualify, high-paying jobs within the State; (3) expand the economy of this State by enlarging its base of wealth-creating businesses; and (4) support businesses seeking to commercialize technology invented in this state's institutions of higher education. (Section 11-44-20)
Associated performance measure item numbers from the Performance Measures Chart, if any	24	17
Customer Details		
Customer description	Governor; House Ways and Means Committee; Senate Finance Committee	General Public
Does the agency evaluate customer satisfaction? 2017-18	No	No
Counties served in last completed fiscal year 2017-18	None	All
Number of customers served in last completed FY 2017-18	3	150
Percentage change in customers served predicted for current FY 2018-19	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	3	Unknown
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Annual Report of Qualified Businesses	Website Report of Qualified Businesses
Number of units provided 2017-18	3	1
2016-17	3	1
2015-16	3	1
Does law prohibit charging the customer for the deliverable? 2017-18	No	No
If yes, provide law 2016-17	No applicable law	No applicable law
If yes, provide law 2015-16	No applicable law	No applicable law
If yes, provide law 2017-18	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units) 2017-18	0.05	0.00
2016-17	0.05	0.00
2015-16	0.05	0.00
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$4,198.67	\$0.00
2016-17	\$3,945.91	\$0.00
2015-16	\$3,556.84	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.14%	0.00%
2016-17	0.14%	0.00%
2015-16	0.14%	0.00%
Agency expenditures per unit of the deliverable 2017-18	\$1,399.56	\$0.00
2016-17	\$1,315.30	\$0.00
2015-16	\$1,185.61	\$0.00
Amount generated from providing deliverable		
Total collected from charging customers 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Agency Comments		
Additional comments from agency (optional)	The number of customers served represents the number of unique pageviews of the Qualified Business Report on the agency's website in FY 2017-18.	

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		
Item number	103	
Associated laws	Section 1-1-810; Section 1-1-820; Section 1-1-1310; Section 1-5-40; Section 1-23-120; Section 6-11-1630; Section 11-44-60; Section 26-1-5; Section 26-1-10; Section 26-1-15; Section 26-1-20; Section 26-1-25; Section 26-1-30; Section 26-1-40; Section 26-1-50; Section 26-1-60; Section 26-1-90; Section 26-1-100; Section 26-1-110; Section 26-1-120; Section 26-1-130; Section 26-1-140; Section 26-1-150; Section 26-1-160; Section 26-1-200; Section 26-1-230; Section 30-4-30; Section 33-1-200; Section 33-1-210; Section 33-1-220; Section 33-1-230; Section 33-1-240; Section 33-1-250; Section 33-1-260; Section 33-1-280; Section 33-1-300; Section 33-15-200; Section 33-31-120; Section 33-31-121; Section 33-31-122; Section 33-31-123; Section 33-31-124; Section 33-33-125; Section 33-31-128; Section 33-31-130; Section 33-31-1520; Section 33-37-210; Section 33-37-910; Section 33-38-120; Section 33-38-200; Section 33-41-1110; Section 33-41-1160; Section 33-41-1170; Section 33-41-1190; Section 33-42-210; Section 33-42-220; Section 33-42-260; Section 33-42-1620; Section 33-44-202; Section 33-44-206; Section 33-44-207; Section 33-44-208; Section 33-44-1007; Section 33-56-30; Section 33-56-50; Section 33-56-60; Section 33-56-70; Section 33-56-80; Section 33-56-110; Section 33-56-140; Section 33-57-120; Section 33-57-150; Section 36-9-501; Section 36-9-502; Section 36-9-503; Section 36-9-504; Section 36-9-516; Section 36-9-518; Section 36-9-519; Section 36-9-521; Section 36-9-522; Section 36-9-523; Section 37-17-30; Section 39-15-420; Section 39-15-1115; Section 39-15-1140; Section 39-57-50; Section 39-57-55; Section 40-43-83; Section 41-25-30; Section 47-9-260; Section 58-12-310; Section 58-12-325; Section 58-12-330; Proviso 117.29; Proviso 117.73; State Executive Order 2017-09	
Does state or federal law specifically require this deliverable?	Yes	
Deliverable description	Secretary of State's Website - The Secretary of State provides information on its website to inform customers of the services provided by the agency; forms for filings submitted to the office as well as online filing portals; searchable databases of records collected by the agency; public education materials on wise charitable giving and counterfeit goods; and statutorily required reports and information.	
Responsible organizational unit (primary)	Information Technology	
Results Sought		
Does the legislature state intent, findings, or purpose?	No	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To provide information on its website to inform customers of the services provided by the agency; forms for filings submitted to the office as well as online filing portals; searchable databases of records collected by the agency; public education materials on wise charitable giving and counterfeit goods; and statutorily required reports and information.	
Associated performance measure item numbers from the Performance Measures Chart, if any	1; 2; 3; 8; 9; 12; 16; 17; 18	
Customer Details		
Customer description	General Public; Businesses; Charitable Organizations; Professional Fundraisers; Government Officials; Boards and Commissions; Notaries Public	
Does the agency evaluate customer satisfaction?	2017-18	No
Counties served in last completed fiscal year	2017-18	All
Number of customers served in last completed FY	2017-18	2,350,385
Percentage change in customers served predicted for current FY	2018-19	Unknown
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Secretary of State's Website	
Number of units provided	2017-18	1
	2016-17	1
	2015-16	1
Does law prohibit charging the customer for the deliverable?	2017-18	No
If yes, provide law	2016-17	No applicable law
If yes, provide law	2015-16	No applicable law
If yes, provide law	2015-16	No
If yes, provide law	2015-16	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18	0.07
	2016-17	0.06
	2015-16	0.06
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$5,903.50
	2016-17	\$3,862.11
	2015-16	\$5,985.69
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.19%
	2016-17	0.14%
	2015-16	0.23%
Agency expenditures per unit of the deliverable	2017-18	\$5,903.50
	2016-17	\$3,862.11
	2015-16	\$5,985.69
Amount generated from providing deliverable		
Total collected from charging customers	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Agency Comments		
Additional comments from agency (optional)	The number of customers served represents the number of unique pageviews of the Secretary of State's Website in FY 2017-18.	

The contents of this chart are considered sworn testimony from the agency director.

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable			
	Item number		104
	Associated laws		Proviso 117.112
Does state or federal law specifically require this deliverable?			Yes
Deliverable description			Information Technology Plan Workbook - As a state agency, the Secretary of State is required to submit to the Department of Administration an annual information technology plan and information security plan.
Responsible organizational unit (primary)			Information Technology
Results Sought			
Does the legislature state intent, findings, or purpose?			No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?			To provide the Department of Administrative an annual information technology plan and information security plan that includes the following: (1) the information technology objectives of the state agency; (2) an inventory of the state agency's information technology; (3) any performance measures used by the state agency for implementing its information technology objectives; (4) how the state agency's development of information technology coordinates with other governmental entities; (5) the state agency's budget plans for information technology for the coming fiscal year which must include: (a) all fixed, recurring information technology costs, regardless of funding sources; (b) new information technology expenditures for services, hardware upgrades/replacements and software purchases, regardless of funding sources; (c) new information technology projects, regardless of funding sources; and (d) FTE counts, temporary personnel counts, and salary information and position descriptions for all information technology personnel, regardless of funding sources; and (6) the state agency's need for appropriations for information technology.
Associated performance measure item numbers from the Performance Measures Chart, if any			None
Customer Details			
Customer description			Department of Administration
Does the agency evaluate customer satisfaction?			No
Counties served in last completed fiscal year			None
Number of customers served in last completed FY			1
Percentage change in customers served predicted for current FY			0.00%
Maximum number of potential customers, if unlimited resources available to the agency			1
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit			Information Technology Plan Workbook
Number of units provided			2017-18 1
			2016-17 1
			2015-16 1
Does law prohibit charging the customer for the deliverable?			No
If yes, provide law			No applicable law
If yes, provide law			No
If yes, provide law			No applicable law
If yes, provide law			No
If yes, provide law			No applicable law
Amount charged to customer per deliverable unit			2017-18 \$0.00
			2016-17 \$0.00
			2015-16 \$0.00
Costs			
Total employee equivalents required (37.5 hour per week units)			2017-18 0.05
			2016-17 0.05
			2015-16 0.03
Total deliverable expenditures each year (operational and employee salary/fringe)			2017-18 \$4,751.33
			2016-17 \$4,404.79
			2015-16 \$3,283.70
Total deliverable expenditures as a percentage of total agency expenditures			2017-18 0.15%
			2016-17 0.16%
			2015-16 0.13%
Agency expenditures per unit of the deliverable			2017-18 \$4,751.33
			2016-17 \$4,404.79
			2015-16 \$3,283.70
Amount generated from providing deliverable			
Total collected from charging customers			2017-18 \$0.00
			2016-17 \$0.00
			2015-16 \$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)			2017-18 \$0.00
			2016-17 \$0.00
			2015-16 \$0.00
Total collected from charging customers and non-state sources			2017-18 \$0.00
			2016-17 \$0.00
			2015-16 \$0.00
Agency Comments			
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		
Item number	105	
Associated laws	Section 1-1-810; 1-1-820; 1-1-1310; 1-5-30; 1-5-40; 1-5-50; 1-5-60; 1-23-120; 2-65-20; 4-11-290; 5-1-10; 5-1-24; 5-1-30; 5-1-40; 5-1-50; 5-1-70; 5-1-80; 5-1-90; 5-1-100; 5-3-90; 5-3-280; 5-5-30; 6-11-335; 6-11-340; 6-11-1620; 6-11-1630; 6-11-1640; 6-24-50; 6-24-70; 6-25-50; 6-25-70; 7-17-300; 7-17-310; 7-17-320; 7-19-70; 7-19-80; 7-19-100; 7-19-110; 7-19-120; 8-11-92; 11-11-40; 11-15-20; 11-35-2440; 11-35-5240; 11-35-5260; 11-41-120; 11-44-60; 15-9-245; 15-9-250; 15-9-280; 15-9-430; 15-9-440; 15-9-460; 25-1-120; 26-1-5; 26-1-10; 26-1-15; 26-1-20; 26-1-25; 26-1-30; 26-1-40; 26-1-50; 26-1-60; 26-1-90; 26-1-100; 26-1-110; 26-1-120; 26-1-130; 26-1-140; 26-1-150; 26-1-160; 26-1-200; 26-1-230; 27-19-10; 27-19-20; 27-19-60; 27-19-70; 27-19-80; 27-19-90; 27-19-100; 27-19-210; 27-19-310; 27-19-320; 27-19-340; 27-19-360; 27-19-370; 27-40-130; 30-4-30; 30-11-10; 30-11-20; 30-11-40; 30-11-50; 30-11-60; 31-3-340; 31-10-30; 33-1-200; 33-1-210; 33-1-220; 33-1-230; 33-1-240; 33-1-250; 33-1-260; 33-1-270; 33-1-280; 33-1-300; 33-14-200; 33-14-210; 33-15-200; 33-15-300; 33-15-310; 33-31-120; 33-31-121; 33-31-122; 33-31-123; 33-31-124; 33-31-125; 33-31-126; 33-31-127; 33-31-128; 33-31-130; 33-31-1420; 33-31-1421; 33-31-1520; 33-31-1531; 33-31-1707; 33-36-220; 33-36-230; 33-36-1320; 33-37-210; 33-37-910; 33-38-120; 33-38-200; 33-41-1110; 33-41-1160; 33-41-1170; 33-41-1190; 33-41-1200; 33-42-210; 33-42-220; 33-42-260; 33-42-1620; 33-42-1630; 33-42-1670; 33-44-111; 33-44-202; 33-44-206; 33-44-207; 33-44-208; 33-44-1006; 33-44-1007; 33-44-1008; 33-45-40; 33-45-50; 33-45-140; 33-46-90; 33-47-40; 33-47-70; 33-47-260; 33-49-90; 33-53-10; 33-56-30; 33-56-40; 33-56-45; 33-56-50; 33-56-55; 33-56-60; 33-56-70; 33-56-75; 33-56-80; 33-56-90; 33-56-100; 33-56-110; 33-56-120; 33-56-130; 33-56-140; 33-56-145; 33-56-150; 3-56-190; 33-57-110; 33-57-120; 33-57-130; 33-57-140; 33-57-150; 33-57-160; 33-57-170; 33-57-190; 36-9-501; 36-9-502; 36-9-503; 36-9-504; 36-9-516; 36-9-518; 36-9-519; 36-9-520; 36-9-521; 36-9-522; 36-9-523; 36-9-526; 37-17-30; 39-15-420; 39-15-430; 39-15-440; 39-15-1105; 39-15-1110; 39-15-1115; 39-15-1120; 39-15-1125; 39-15-1130; 39-15-1135; 39-15-1140; 39-15-1145; 39-15-1150; 39-15-1185; 39-15-1190; 39-57-50; 39-57-55; 40-43-83; 41-25-20; 41-25-30; 41-25-35; 41-25-110; 42-7-75; 46-33-40; 47-9-260; 47-9-270; 47-9-280; 47-9-330; 47-9-340; 47-9-380; 47-9-390; 47-9-400; 47-9-440; 58-12-300; 58-12-310; 58-12-325; 58-12-330; 58-12-350; 58-15-10; 58-15-30; 58-15-40; 58-15-70; 58-15-90; 58-15-100; 58-15-160; 58-15-170; 58-15-200; 58-17-340; 58-17-430; 58-17-620; 58-17-630; 58-17-660; Proviso 96.1; Proviso 96.2; Proviso 96.3; Proviso 117.13; Proviso 117.29; Proviso 117.33; Proviso 117.73; Proviso 117.82; Proviso 117.112; Regulation 47-15; Regulation 113-200; State Executive Order 2017-09; S.C. Constitution, Article 3, Section 18; S.C. Constitution, Article 3, Section 25; 2 U.S.C. § 1(a)-(b); 2 U.S.C. § 26	
Does state or federal law specifically require this deliverable?	No	
Deliverable description	Agency Operations - All deliverables for external customers are supported by internal operations, including supervision of staff; development of policies and procedures; legal counsel; and development and implementation of information technology systems. Furthermore, staff resources for some customer service activities did not result in a quantifiable deliverable. Many deliverables for external customers only included staff time for the primary staff member(s) who were responsible to executing the deliverable, and did not include support activities or assistance from administrative, legal, and executive staff members. Additionally, agency operations includes the cost of rent, all leases (including computer leases), postage, and all salary and fringe for employee time spent on internal matters not for an external deliverable.	
Responsible organizational unit (primary)	Administration & Internal Operations	
Results Sought		
Does the legislature state intent, findings, or purpose?	No	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To efficiently execute all duties of the Secretary of State's Office while providing excellent customer service.	
Associated performance measure item numbers from the Performance Measures Chart, if any	1; 2; 3; 4; 5; 6; 7; 8; 9; 10; 11; 12; 13; 14; 15; 16; 17; 18; 19; 20; 21; 22; 23; 24	
Customer Details		
Customer description	Secretary of State's Office	
Does the agency evaluate customer satisfaction?	2017-18	No
Counties served in last completed fiscal year	2017-18	None
Number of customers served in last completed FY	2017-18	1
Percentage change in customers served predicted for current FY	2018-19	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Agency Operations	
Number of units provided	2017-18	1
	2016-17	1
	2015-16	1
Does law prohibit charging the customer for the deliverable?	2017-18	No
If yes, provide law	2016-17	No applicable law
	2016-17	No
If yes, provide law	2015-16	No applicable law
	2015-16	No
If yes, provide law		No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18	14.13
	2016-17	13.92
	2015-16	14.54
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$1,780,676.13
	2016-17	\$1,536,391.36
	2015-16	\$1,367,309.26
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	57.94%
	2016-17	56.00%
	2015-16	53.38%
Agency expenditures per unit of the deliverable	2017-18	\$1,780,676.13
	2016-17	\$1,536,391.36
	2015-16	\$1,367,309.26
Amount generated from providing deliverable		
Total collected from charging customers	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Agency Comments		
Additional comments from agency (optional)		

The contents of this chart are considered sworn testimony from the agency director.

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable				
Item number	106	107	108	
Associated laws	Section 1-1-810; Section 1-1-820; Proviso 117.29	Section 11-11-40	Section 11-11-40	
Does state or federal law specifically require this deliverable?	Yes		No	
Deliverable description	Accountability Report - As a state agency, the Secretary of State must send to the Governor and the General Assembly an annual accountability report that contains the agency's mission, objectives to accomplish the mission, and performance measures that show the degree to which objectives are being met. Master Report - As a state agency, the Secretary of State's Office is required to submit to the Comptroller General's Office an annual master report. The master report helps agencies to determine which reporting packages are required, and informs the Comptroller General's Office which reporting packages to expect from an agency. Capital Assets Year-End Report - As a state agency, the Secretary of State's Office is required to submit to the Comptroller General's Office an annual report of the capital assets of the agency, in order for the Comptroller General's Office to record capital assets in the State's financial statements.			
Responsible organizational unit (primary)	Administration & Internal Operations	Administration & Internal Operations	Administration & Internal Operations	
Results Sought				
Does the legislature state intent, findings, or purpose?	Yes	No	No	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	Agencies annual accountability reports for the prior fiscal year, as required in Section 1-1-810, must be accessible to the Governor, Senate Finance Committee, House Ways and Means Committee, and to the public on or before September fifteenth, for the purpose of a zero-base budget analysis and in order to ensure that the Agency Head Salary Commission has the accountability reports for use in a timely manner. Accountability Report guidelines shall require agencies to identify key program area descriptions and expenditures and link these to key financial and performance results measures. The Executive Budget Office is directed to develop a process for training agency leaders on the annual agency accountability report and its use in financial, organizational, and accountability improvement. (Proviso 117.29, 2018-19 General Appropriations Bill H.4950)	To provide annual financial reports to the Comptroller General's Office so that the Comptroller General can provide itemized and complete financial statements to the Governor for all state agencies.	To provide annual financial reports to the Comptroller General's Office so that the Comptroller General can provide itemized and complete financial statements to the Governor for all state agencies.	
Associated performance measure item numbers from the Performance Measures Chart, if any	1-24	None	None	
Customer Details				
Customer description	Governor; General Assembly; General Public	Comptroller General's Office	Comptroller General's Office	
Does the agency evaluate customer satisfaction?	No	No	No	
Counties served in last completed fiscal year	None	None	None	
Number of customers served in last completed FY	181	1	1	
Percentage change in customers served predicted for current FY	Unknown	0.00%	0.00%	
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	1	1	
Units Provided and Amounts Charged to Customers				
Description of a single deliverable unit	Accountability Report	Master Report	Capital Assets Year-End Report	
Number of units provided	1	1	1	
	1	1	1	
	1	1	1	
Does law prohibit charging the customer for the deliverable?	No	No	No	
If yes, provide law	No applicable law	No applicable law	No applicable law	
If yes, provide law	No applicable law	No applicable law	No applicable law	
If yes, provide law	No applicable law	No applicable law	No applicable law	
Amount charged to customer per deliverable unit	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
Costs				
Total employee equivalents required (37.5 hour per week units)	0.08	0.02	0.02	
	0.08	0.02	0.02	
	0.08	0.02	0.02	
Total deliverable expenditures each year (operational and employee salary/fringe)	\$13,466.18	\$1,492.85	\$1,711.57	
	\$12,634.74	\$1,417.11	\$1,611.44	
	\$11,858.97	\$1,361.71	\$1,489.07	
Total deliverable expenditures as a percentage of total agency expenditures	0.44%	0.05%	0.06%	
	0.46%	0.05%	0.06%	
	0.46%	0.05%	0.06%	
Agency expenditures per unit of the deliverable	\$13,466.18	\$1,492.85	\$1,711.57	
	\$12,634.74	\$1,417.11	\$1,611.44	
	\$11,858.97	\$1,361.71	\$1,489.07	
Amount generated from providing deliverable				
Total collected from charging customers	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
Total collected from charging customers and non-state sources	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	
Agency Comments				
Additional comments from agency (optional)	The number of customers served represents the number of unique pageviews of the Accountability Report on the agency's website in FY 2017-18 (179), along with the Governor and the General Assembly.			

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable			
Item number	109	110	111
Associated laws	Section 11-11-40	Section 11-11-40	Section 11-11-40
Does state or federal law specifically require this deliverable?	No	No	No
Deliverable description	Cash and Investments Report - As a state agency, the Secretary of State is required to submit to the Comptroller General's Office an annual report of the types of cash and investments owned by the agency, in order for the Comptroller General's Office to report the amount of cash and investments in the State's financial statements. Operating Leases Report - As a state agency, the Secretary of State is required to submit to the Comptroller General's Office an annual report of the terms of its noncancelable operating leases. In addition to total rental expenditures for the current year, future minimum rental payments are presented for each of the five succeeding fiscal years and in five year increments thereafter. Any payments for contingent rentals are required to be disclosed separately. This information is included by the Comptroller General's Office in the State's financial statements. Litigation Report - As a state agency, the Secretary of State's Office is required to submit to the Comptroller General's Office an annual litigation report. The litigation report provides information relating to situations arising or changing during the year and subsequent to year-end where the agency has consulted private attorneys for legal advice or representation. This information is included by the Comptroller General's Office in the State's financial statements.		
Responsible organizational unit (primary)	Administration & Internal Operations	Administration & Internal Operations	Administration & Internal Operations
Results Sought			
Does the legislature state intent, findings, or purpose?	No	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To provide annual financial reports to the Comptroller General's Office so that the Comptroller General can provide itemized and complete financial statements to the Governor for all state agencies.	To provide annual financial reports to the Comptroller General's Office so that the Comptroller General can provide itemized and complete financial statements to the Governor for all state agencies.	To provide annual financial reports to the Comptroller General's Office so that the Comptroller General can provide itemized and complete financial statements to the Governor for all state agencies.

Associated performance measure item numbers from the Performance Measures Chart, if any	None	None	None
Customer Details			
Customer description	Comptroller General's Office	Comptroller General's Office	Comptroller General's Office
Does the agency evaluate customer satisfaction?	No	No	No
Counties served in last completed fiscal year	None	None	None
Number of customers served in last completed FY	1	1	1
Percentage change in customers served predicted for current FY	0.00%	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	1	1	1

Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Cash Investments Report	Operating Leases Report	Litigation Report
Number of units provided	1	1	1
	1	1	1
	1	1	1
Does law prohibit charging the customer for the deliverable?	No	No	No
If yes, provide law	No applicable law	No applicable law	No applicable law
If yes, provide law	No	No	No
If yes, provide law	No	No	No
If yes, provide law	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00

Costs			
Total employee equivalents required (37.5 hour per week units)	0.02	0.02	0.02
	0.02	0.02	0.02
	0.02	0.02	0.02
Total deliverable expenditures each year (operational and employee salary/fringe)	\$1,492.85	\$1,492.85	\$1,492.85
	\$1,417.11	\$1,417.11	\$1,417.11
	\$1,361.71	\$1,361.71	\$1,361.71
Total deliverable expenditures as a percentage of total agency expenditures	0.05%	0.05%	0.05%
	0.05%	0.05%	0.05%
	0.05%	0.05%	0.05%
Agency expenditures per unit of the deliverable	\$1,492.85	\$1,492.85	\$1,492.85
	\$1,417.11	\$1,417.11	\$1,417.11
	\$1,361.71	\$1,361.71	\$1,361.71

Amount generated from providing deliverable			
Total collected from charging customers	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00

Agency Comments			
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable			
Item number	112	113	114
Associated laws	Section 11-11-40	Proviso 117.26	Section 11-11-40
Does state or federal law specifically require this deliverable?	No	Yes	No
Deliverable description	Fund Balance and Net Assets Report - As a state agency, the Secretary of State's Office is required to submit to the Comptroller General's Office an annual report of the agency's fund balance and net assets, which provides information regarding constraints on the use of revenue sources and resulting fund balance. This information is included by the Comptroller General's Office in the State's financial statements.		
Responsible organizational unit (primary)	Administration & Internal Operations	Administration & Internal Operations	Administration & Internal Operations
Results Sought			
Does the legislature state intent, findings, or purpose?	No	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To provide annual financial reports to the Comptroller General's Office so that the Comptroller General can provide itemized and complete financial statements to the Governor for all state agencies.	To provide transparency of agency travel expenses.	To provide annual financial reports to the Comptroller General's Office so that the Comptroller General can provide itemized and complete financial statements to the Governor for all state agencies.

Associated performance measure item numbers from the Performance Measures Chart, if any	None	None	None
Customer Details			
Customer description	Comptroller General's Office	Comptroller General; Senate Finance Committee; House Ways and Means Committee; Statehouse Press Room; Media; General Public	Comptroller General's Office
Does the agency evaluate customer satisfaction?	No	No	No
Counties served in last completed fiscal year	None	None	None
Number of customers served in last completed FY	1	Unknown	1
Percentage change in customers served predicted for current FY	0.00%	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	1	Unknown	1

Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Fund Balance Report	Travel Report	Subsequent Events Report
Number of units provided			
2017-18	1	1	1
2016-17	1	1	1
2015-16	1	1	1
Does law prohibit charging the customer for the deliverable?	No	No	No
If yes, provide law	No applicable law	No applicable law	No applicable law
If yes, provide law	No	No	No
If yes, provide law	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit			
2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00

Costs			
Total employee equivalents required (37.5 hour per week units)			
2017-18	0.02	0.02	0.02
2016-17	0.02	0.02	0.02
2015-16	0.02	0.02	0.02
Total deliverable expenditures each year (operational and employee salary/fringe)			
2017-18	\$1,492.85	\$1,492.85	\$1,492.85
2016-17	\$1,417.11	\$1,417.11	\$1,417.11
2015-16	\$1,361.71	\$1,361.71	\$1,361.71
Total deliverable expenditures as a percentage of total agency expenditures			
2017-18	0.05%	0.05%	0.05%
2016-17	0.05%	0.05%	0.05%
2015-16	0.05%	0.05%	0.05%
Agency expenditures per unit of the deliverable			
2017-18	\$1,492.85	\$1,492.85	\$1,492.85
2016-17	\$1,417.11	\$1,417.11	\$1,417.11
2015-16	\$1,361.71	\$1,361.71	\$1,361.71

Amount generated from providing deliverable			
Total collected from charging customers			
2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)			
2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources			
2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00

Agency Comments			
Additional comments from agency (optional)	The agency listed the number of customers served in FY 2017-18 as "unknown" because it is unable to determine how many persons have viewed the report through the Comptroller General's website, in addition to the direct recipients of the report.		

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable		115	
	Item number	115	
	Associated laws	Section 11-35-5240	
	Does state or federal law specifically require this deliverable?	Yes	
	Deliverable description	Minority Business Enterprise (MBE) Utilization Plan - As a state agency, the Secretary of State's Office is required to submit its Minority Business Enterprise (MBE) Utilization Plan to the Small and Minority Business Assistance Office on an annual basis, and file quarterly progress reports.	
	Responsible organizational unit (primary)	Administration & Internal Operations	
Results Sought			
	Does the legislature state intent, findings, or purpose?	Yes	
	What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The South Carolina General Assembly declares that business firms owned and operated by minority persons have been historically restricted from full participation in our free enterprise system to a degree disproportionate to other businesses. The General Assembly believes that it is in the state's best interest to assist minority owned businesses to develop fully as a part of the state's policies and programs which are designed to promote balanced economic and community growth throughout the State. The General Assembly, therefore, wishes to ensure that those businesses owned and operated by minorities are afforded the opportunity to fully participate in the overall procurement process of the State. The General Assembly, therefore, takes this leadership role in setting procedures that will result in awarding contracts and subcontracts to minority business firms in order to enhance minority capital ownership, overall state economic development and reduce dependency on the part of minorities. (Section 11-35-5210)	
	Associated performance measure item numbers from the Performance Measures Chart, if any	None	
Customer Details			
	Customer description	SC Division of Small and Minority Business Contracting and Certification	
	Does the agency evaluate customer satisfaction?	2017-18	No
	Counties served in last completed fiscal year	2017-18	None
	Number of customers served in last completed FY	2017-18	1
	Percentage change in customers served predicted for current FY	2018-19	0.00%
	Maximum number of potential customers, if unlimited resources available to the agency	2017-18	1
Units Provided and Amounts Charged to Customers			
	Description of a single deliverable unit	Quarterly Report	
	Number of units provided	2017-18	4
		2016-17	4
		2015-16	4
	Does law prohibit charging the customer for the deliverable?	2017-18	No
	If yes, provide law	2016-17	No applicable law
	If yes, provide law	2016-17	No
	If yes, provide law	2015-16	No applicable law
	If yes, provide law	2015-16	No
	Amount charged to customer per deliverable unit	2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
Costs			
	Total employee equivalents required (37.5 hour per week units)	2017-18	0.01
		2016-17	0.01
		2015-16	0.01
	Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$788.76
		2016-17	\$730.42
		2015-16	\$644.45
	Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.03%
		2016-17	0.03%
		2015-16	0.03%
	Agency expenditures per unit of the deliverable	2017-18	\$197.19
		2016-17	\$182.61
		2015-16	\$161.11
Amount generated from providing deliverable			
	Total collected from charging customers	2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
	Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
	Total collected from charging customers and non-state sources	2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
Agency Comments			
	Additional comments from agency (optional)		

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable		
Item number	116	117
Associated laws	Section 11-35-5260	Proviso 117.13
Does state or federal law specifically require this deliverable?	Yes	Yes
Deliverable description	Report of Number and Dollar Value of Contracts Awarded to Minority Vendors - As a state agency, the Secretary of State's Office is required to report to the Small and Minority Business Assistance Office the number and dollar value of contracts awarded to a certified minority firm during the preceding fiscal year. The Small and Minority Business Assistance Office must report annually in writing to the Governor the number and dollar value of contracts awarded for each governmental body to a certified minority firm during the preceding fiscal year.	Report of Agency Progress on Affirmative Action Plan - As a state agency, the Secretary of State is required to submit to the State Human Affairs Commission an annual report of employment and filled vacancy data by race and sex.
Responsible organizational unit (primary)	Administration & Internal Operations	Administration & Internal Operations
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The South Carolina General Assembly declares that business firms owned and operated by minority persons have been historically restricted from full participation in our free enterprise system to a degree disproportionate to other businesses. The General Assembly believes that it is in the state's best interest to assist minority owned businesses to develop fully as a part of the state's policies and programs which are designed to promote balanced economic and community growth throughout the State. The General Assembly, therefore, wishes to ensure that those businesses owned and operated by minorities are afforded the opportunity to fully participate in the overall procurement process of the State. The General Assembly, therefore, takes this leadership role in setting procedures that will result in awarding contracts and subcontracts to minority business firms in order to enhance minority capital ownership, overall state economic development and reduce dependency on the part of minorities. (Section 11-35-5210)	It is the policy of the State of South Carolina to recruit, hire, train, and promote employees without discrimination because of race, color, sex, national origin, age, religion or physical disability. This policy is to apply to all levels and phases of personnel within state government, including but not limited to recruiting, hiring, compensation, benefits, promotions, transfers, layoffs, recalls from layoffs, and educational, social, or recreational programs. It is the policy of the State to take affirmative action to remove the disparate effects of past discrimination, if any, because of race, color, sex, national origin, age, religion or physical disability. (Proviso 117.13, 2018-19 General Appropriations Bill H.4950)
Associated performance measure item numbers from the Performance Measures Chart, if any	None	None
Customer Details		
Customer description	SC Division of Small and Minority Business Contracting and Certification	South Carolina Human Affairs Commission
Does the agency evaluate customer satisfaction? 2017-18	No	No
Counties served in last completed fiscal year 2017-18	None	None
Number of customers served in last completed FY 2017-18	1	1
Percentage change in customers served predicted for current FY 2018-19	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	1	1
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Quarterly Report	Report of Agency Progress on Affirmative Action Plan
Number of units provided 2017-18	4	1
2016-17	4	1
2015-16	4	1
Does law prohibit charging the customer for the deliverable? 2017-18	No	No
If yes, provide law 2016-17	No applicable law	No applicable law
If yes, provide law 2016-17	No	No
If yes, provide law 2015-16	No applicable law	No applicable law
If yes, provide law 2015-16	No	No
If yes, provide law 2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units) 2017-18	0.01	0.01
2016-17	0.01	0.01
2015-16	0.01	0.01
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$788.76	\$788.76
2016-17	\$730.42	\$730.42
2015-16	\$644.45	\$644.45
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.03%	0.03%
2016-17	0.03%	0.03%
2015-16	0.03%	0.03%
Agency expenditures per unit of the deliverable 2017-18	\$197.19	\$788.76
2016-17	\$182.61	\$730.42
2015-16	\$161.11	\$644.45
Amount generated from providing deliverable		
Total collected from charging customers 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Agency Comments		
Additional comments from agency (optional)		

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable			
Item number	118	119	
Associated laws	Section 42-7-75	Regulation 47-15	
Does state or federal law specifically require this deliverable?	Yes	Yes	
Deliverable description	Payroll Report - As a state agency, the Secretary of State's Office must provide an annual reports of the agency's gross payroll and number of employees to the State Accident Fund in order to determine premiums for workers' compensation. Contribution and Wage Report - As a state agency, the Secretary of State's Office must provide quarterly reports of employees' wages and contributions to the Department of Employment and Workforce to determine premiums for unemployment insurance.		
Responsible organizational unit (primary)	Administration & Internal Operations	Administration & Internal Operations	
Results Sought			
Does the legislature state intent, findings, or purpose?	Yes	Yes	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	"There is established as a separate agency of state government a separate fund to be known as the State Accident Fund, hereinafter referred to as the "fund" or "state fund" in this article. This fund consists of annual premium charges, recoveries from the Second Injury Fund, recoveries by subrogation and...of all income or revenue derived from investing these funds. Receipts for the credit of the fund and expenditures from the fund must be handled in the manner provided by law governing all state funds." (Section 42-7-10)	Economic insecurity due to unemployment is a serious menace to health, morals and welfare of the people of this State; involuntary unemployment is therefore a subject of general interest and concern which requires appropriate action by the General Assembly to prevent its spread and to lighten its burden which so often falls with crushing force upon the unemployed worker and his family; the achievement of social security requires protection against this greatest hazard of our economic life; this can be provided by encouraging the employers to provide more stable employment and by the systematic accumulation of funds during periods of employment to provide benefits for periods of unemployment, thus maintaining purchasing power and limiting the serious social consequences of poor relief assistance. The General Assembly therefore declares that in its considered judgment the public good and the general welfare of the citizens of this State require the enactment of this measure, under the police powers of the State, for the compulsory setting aside of unemployment reserves to be used for the benefit of persons unemployed through no fault of their own. (Section 41-27-20)	
Associated performance measure item numbers from the Performance Measures Chart, if any	None	None	
Customer Details			
Customer description	South Carolina State Accident Fund	South Carolina Department of Employment and Workforce	
Does the agency evaluate customer satisfaction?	2017-18 No	No	
Counties served in last completed fiscal year	2017-18 None	None	
Number of customers served in last completed FY	2017-18 1	1	
Percentage change in customers served predicted for current FY	2018-19 0.00%	0.00%	
Maximum number of potential customers, if unlimited resources available to the agency	1	1	
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Payroll Report	Contribution and Wage Report	
Number of units provided	2017-18 1	1	
	2016-17 1	1	
	2015-16 1	1	
Does law prohibit charging the customer for the deliverable?	2017-18 No	No	
If yes, provide law	No applicable law	No applicable law	
	2016-17 No	No	
If yes, provide law	No applicable law	No applicable law	
	2015-16 No	No	
If yes, provide law	No applicable law	No applicable law	
Amount charged to customer per deliverable unit	2017-18 \$0.00	\$0.00	
	2016-17 \$0.00	\$0.00	
	2015-16 \$0.00	\$0.00	
Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18 0.01	0.01	
	2016-17 0.01	0.01	
	2015-16 0.01	0.01	
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$883.43	\$788.76	
	2016-17 \$844.59	\$730.42	
	2015-16 \$811.19	\$644.45	
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.03%	0.03%	
	2016-17 0.03%	0.03%	
	2015-16 0.03%	0.03%	
Agency expenditures per unit of the deliverable	2017-18 \$883.43	\$788.76	
	2016-17 \$844.59	\$730.42	
	2015-16 \$811.19	\$644.45	
Amount generated from providing deliverable			
Total collected from charging customers	2017-18 \$0.00	\$0.00	
	2016-17 \$0.00	\$0.00	
	2015-16 \$0.00	\$0.00	
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00	\$0.00	
	2016-17 \$0.00	\$0.00	
	2015-16 \$0.00	\$0.00	
Total collected from charging customers and non-state sources	2017-18 \$0.00	\$0.00	
	2016-17 \$0.00	\$0.00	
	2015-16 \$0.00	\$0.00	
Agency Comments			
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		
Item number	120	121
Associated laws	Section 11-35-2440	Proviso 117.82
Does state or federal law specifically require this deliverable?	Yes	Yes
Deliverable description	Procurement Records and Reports - As a state agency, the Secretary of State's Office is required to submit to the chief procurement officer a quarterly report of all contracts made pursuant to Section 11-35-1560 (Sole Source Procurement) and Section 11-35-1570 (Emergency Procurements). A copy of the report must be submitted annually to the State Fiscal Accountability Authority and made available for public inspection.	Bank Account Transparency and Accountability Report - As a state agency, the Secretary of State's Office must provide to the State Fiscal Accountability Authority an annual report of every transaction of the composite reservoir bank account that is not included in the Comptroller General's South Carolina Enterprise Information System (SCEIS).
Responsible organizational unit (primary)	Administration & Internal Operations	Administration & Internal Operations
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The underlying purposes and policies of [the South Carolina Consolidated Procurement Code] are: (a) to provide increased economy in state procurement activities and to maximize to the fullest extent practicable the purchasing values of funds while ensuring that procurements are the most advantageous to the State and in compliance with the provisions of the Ethics Government Accountability and Campaign Reform Act; (b) to foster effective broad based competition for public procurement within the free enterprise system; (c) to develop procurement capability responsive to appropriate user needs; (d) to consolidate, clarify, and modernize the law governing procurement in this State and permit the continued development of explicit and thoroughly considered procurement policies and practices; (e) to require the adoption of competitive procurement laws and practices by units of state and local governments; (f) to ensure the fair and equitable treatment of all persons who deal with the procurement system which will promote increased public confidence in the procedures followed in public procurement; (g) to provide safeguards for the maintenance of a procurement system of quality and integrity with clearly defined rules for ethical behavior on the part of all persons engaged in the public procurement process; and (h) to develop an efficient and effective means of delegating roles and responsibilities to the various government procurement officers. (Section 11-35-20)	To provide transparency and accountability of transactions in state agency composite reservoir bank accounts that are not included in the South Carolina Enterprise Information System.
Associated performance measure item numbers from the Performance Measures Chart, if any	None	None
Customer Details		
Customer description	State Fiscal Accountability Authority	State Fiscal Accountability Authority
Does the agency evaluate customer satisfaction?	2017-18 No	No
Counties served in last completed fiscal year	2017-18 None	None
Number of customers served in last completed FY	2017-18 1	1
Percentage change in customers served predicted for current FY	2018-19 0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	1	1
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Quarterly Report	Bank Account Transparency and Accountability Report
Number of units provided	2017-18 4	1
	2016-17 4	1
	2015-16 4	1
Does law prohibit charging the customer for the deliverable?	2017-18 No	No
If yes, provide law	2016-17 No applicable law	No applicable law
If yes, provide law	2016-17 No	No
If yes, provide law	2015-16 No applicable law	No applicable law
If yes, provide law	2015-16 No	No
If yes, provide law	2015-16 No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18 \$0.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18 0.01	0.01
	2016-17 0.01	0.01
	2015-16 0.01	0.01
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$788.76	\$922.83
	2016-17 \$730.42	\$881.02
	2015-16 \$644.45	\$844.62
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.03%	0.03%
	2016-17 0.03%	0.03%
	2015-16 0.03%	0.03%
Agency expenditures per unit of the deliverable	2017-18 \$197.19	\$922.83
	2016-17 \$182.60	\$881.02
	2015-16 \$161.11	\$844.62
Amount generated from providing deliverable		
Total collected from charging customers	2017-18 \$0.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00	
	2016-17 \$0.00	
	2015-16 \$0.00	
Total collected from charging customers and non-state sources	2017-18 \$0.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00
Agency Comments		
Additional comments from agency (optional)		

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable		122	123	124
Item number		122	123	124
Associated laws		Section 2-65-20	Proviso 117.33	Proviso 117.73
Does state or federal law specifically require this deliverable?		Yes	Yes	Yes
Deliverable description		Other Funds Survey Report - As a state agency, the Secretary of State's Office is required to provide the Executive Budget Office an annual report of the sources of all other funds contained in its budget.	Debt Collection Report - As a state agency, the Secretary of State's Office must provide to the Chair of the Senate Finance Committee, the Chair of the House Ways and Means Committee, and the Inspector General an annual report detailing the amount of its outstanding debt and all methods it has used to collect that debt.	Fines and Fees Report - As a state agency, the Secretary of State's Office must publish on its website a report of all aggregate amounts of fines and fees that were charged and collected by the agency in the prior fiscal year by September 1st. The report must also be delivered to the Chair of the Senate Finance Committee and Chair of the House Ways and Means Committee by September 1st.
Responsible organizational unit (primary)		Administration & Internal Operations	Administration & Internal Operations	Administration & Internal Operations
Results Sought		No	No	Yes
Does the legislature state intent, findings, or purpose?		No	No	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To provide a detailed statement of the sources of other funds in the agency's budget in order to facilitate development of the state budget.	To provide the General Assembly data on agency debt collection outcomes.	To promote accountability and transparency. (Proviso 117.73, 2018-19 General Appropriations Bill H.4950)

Associated performance measure item numbers from the Performance Measures Chart, if any		None	None	None
Customer Details		Executive Budget Office; Revenue and Fiscal Affairs Office	Senate Finance Committee Chair; House Ways and Means Committee Chair; Inspector General	General Public; Senate Finance Committee Chair; House Ways and Means Committee Chair
Customer description		Executive Budget Office; Revenue and Fiscal Affairs Office	Senate Finance Committee Chair; House Ways and Means Committee Chair; Inspector General	General Public; Senate Finance Committee Chair; House Ways and Means Committee Chair
Does the agency evaluate customer satisfaction?	2017-18	No	No	No
Counties served in last completed fiscal year	2017-18	None	None	All
Number of customers served in last completed FY	2017-18	2	3	190
Percentage change in customers served predicted for current FY	2018-19	0.00%	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		2	3	Unknown

Units Provided and Amounts Charged to Customers		Other Funds Survey Report	Debt Collection Report	Fines and Fees Report
Description of a single deliverable unit		Other Funds Survey Report	Debt Collection Report	Fines and Fees Report
Number of units provided	2017-18	1	1	1
	2016-17	1	1	1
	2015-16	1	1	1
Does law prohibit charging the customer for the deliverable?	2017-18	No	No	No
If yes, provide law	2016-17	No applicable law	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law	No applicable law
If yes, provide law	2017-18	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00

Costs		0.01	0.02	0.01
Total employee equivalents required (37.5 hour per week units)	2017-18	0.01	0.02	0.01
	2016-17	0.01	0.02	0.01
	2015-16	0.01	0.02	0.01
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$922.81	\$1,492.85	\$922.81
	2016-17	\$881.02	\$1,417.11	\$881.02
	2015-16	\$844.62	\$1,361.71	\$844.62
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.03%	0.05%	0.03%
	2016-17	0.03%	0.05%	0.03%
	2015-16	0.03%	0.05%	0.03%
Agency expenditures per unit of the deliverable	2017-18	\$922.81	\$1,492.85	\$922.81
	2016-17	\$881.02	\$1,417.11	\$881.02
	2015-16	\$844.62	\$1,361.71	\$844.62

Amount generated from providing deliverable		\$0.00	\$0.00	\$0.00
Total collected from charging customers	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00

Agency Comments				The number of customers served represents the number of unique pageviews of the Fines and Fees Report on the agency's website in FY 2017-18 (188), along with the Senate Finance Committee Chair and the House Ways and Means Committee Chair.
Additional comments from agency (optional)				The number of customers served represents the number of unique pageviews of the Fines and Fees Report on the agency's website in FY 2017-18 (188), along with the Senate Finance Committee Chair and the House Ways and Means Committee Chair.

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable			
Item number	125	126	127
Associated laws	Section 1-23-120; State Executive Order 2017-09	Section 1-5-60	Section 26-1-15
Does state or federal law specifically require this deliverable?	Yes	No	Yes
Deliverable description	Regulation Review and Report - As a state agency that promulgates and administers regulations, the Secretary of State's Office must conduct a formal review of all regulations that it has promulgated or administered and submit a report to the Code Commissioner and the Governor regarding whether the regulations should be repealed or amended. The review and report must be completed every five years. Fees for Collection of Dishonored Checks - The Secretary of State may collect fees to recover the costs of collection of dishonored checks and retain the fees to defray collection expenses. Notary Public Commission Application Requirements and Rejection - A person qualified for a notarial commission: (1) must be a registered voter in this State; (2) shall read and write the English language; and (3) shall submit an application containing no significant misstatement of omission of fact. The application form must be provided by the Secretary and must include the signature of the applicant written with pen and ink, and the signature must be acknowledged as the applicant's by a person authorized to administer oaths. An application not meeting these requirements must be rejected by the legislative delegation or Secretary of State's Office.		
Responsible organizational unit (primary)	Legal	Administration & Internal Operations	Notaries, Authentications, Boards & Commissions
Results Sought			
Does the legislature state intent, findings, or purpose?	Yes	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To highlight needed regulatory reform to the public, require agencies to critically assess regulations outside of agency personnel, provide appropriate oversight and strengthen agencies' positions in amending and withdrawing regulations. (State Executive Order 2017-09)	To recover the costs associated with the collection of dishonored checks.	To ensure that only applicants who meet the statutory requirements for appointment as a notary public are issued a notary public commission.

Associated performance measure item numbers from the Performance Measures Chart, if any	None	None	None
Customer Details			
Customer description	Code Commissioner; Governor	Customers who have paid for services from the Secretary of State's Office and whose checks were returned due to	Notary Public Applicants
Does the agency evaluate customer satisfaction?	No	No	No
Counties served in last completed fiscal year	None	Unknown	Unknown
Number of customers served in last completed FY	0	168	2,105
Percentage change in customers served predicted for current FY	0.00%	55% decrease	2% decrease
Maximum number of potential customers, if unlimited resources available to the agency	2	Unknown	Unknown

Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Regulation Review and Report	Fee for Collection of Dishonored Check	Rejection of Notary Public Application
Number of units provided			
2017-18	0	168	2,105
2016-17	2	244	378
2015-16	0	208	Unknown
Does law prohibit charging the customer for the deliverable?	No	No	No
If yes, provide law	No applicable law	No applicable law	No applicable law
If yes, provide law	No	No	No
If yes, provide law	No applicable law	No applicable law	No applicable law
If yes, provide law	No	No	No
If yes, provide law	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit			
2017-18	\$0.00	\$35.00	\$0.00
2016-17	\$0.00	\$35.00	\$0.00
2015-16	\$0.00	\$35.00	\$0.00

Costs			
Total employee equivalents required (37.5 hour per week units)			
2017-18	0.00	0.18	0.15
2016-17	0.01	0.18	0.20
2015-16	0.00	0.18	0.20
Total deliverable expenditures each year (operational and employee salary/fringe)			
2017-18	\$0.00	\$12,301.38	\$8,171.79
2016-17	\$1,052.96	\$11,638.54	\$10,448.34
2015-16	\$0.00	\$11,198.60	\$9,583.83
Total deliverable expenditures as a percentage of total agency expenditures			
2017-18	0.00%	0.40%	0.27%
2016-17	0.04%	0.42%	0.38%
2015-16	0.00%	0.44%	0.37%
Agency expenditures per unit of the deliverable			
2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$73.22	\$3.88
2016-17	\$526.48	\$47.70	\$27.64
2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$53.84	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.

Amount generated from providing deliverable			
Total collected from charging customers			
2017-18	\$0.00	\$3,080.00	\$0.00
2016-17	\$0.00	\$4,800.00	\$0.00
2015-16	\$0.00	\$3,850.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)			
2017-18	\$0.00	\$0.00	\$0.00
2016-17	\$0.00	\$0.00	\$0.00
2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources			
2017-18	\$0.00	\$3,080.00	\$0.00
2016-17	\$0.00	\$4,800.00	\$0.00
2015-16	\$0.00	\$3,850.00	\$0.00

Agency Comments			
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable				
	Item number	128	129	130
	Associated laws	Section 26-1-10	Section 26-1-10	Section 26-1-130
	Does state or federal law specifically require this deliverable?	Yes	Yes	Yes
	Deliverable description	Notary Public Commission Issuance - The Governor may appoint from the qualified electors as many notaries public throughout the State as the public good requires, to hold their offices for a term of 10 years. A commission must be issued to each notary public so appointed and the record of the appointment must be filed in the Secretary of State's Office. Notary Public Commission Renewal - Notaries public may renew their commission upon the expiration of their 10 year term. Notary Public Status Change - A notary public must notify the Secretary of State's Office within 45 days after the following changes in a notary's status: (1) change of a notary's residence, business, or a mailing address or telephone number; (2) legal change of a notary's name; and (3) change of a notary's county of residence. Notifications to the Secretary of State's Office must be made on a Change in Status form, accompanied by a fee of \$10.00, and in a form and manner that is prescribed by the Secretary. Notaries public can also request a duplicate commission using the Change in Status form.		
	Responsible organizational unit (primary)	Notaries, Authentications, Boards & Commissions	Notaries, Authentications, Boards & Commissions	Notaries, Authentications, Boards & Commissions
Results Sought				
	Does the legislature state intent, findings, or purpose?	No	No	No
	What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To fulfill statutory requirements of issuing commissions to notaries public and maintaining a record of notary appointments.	To fulfill statutory requirements of issuing commissions to notaries public and maintaining a record of notary appointments.	To maintain an accurate record of each notary public's name and address.

	Associated performance measure item numbers from the Performance Measures Chart, if any	None	None	None
Customer Details				
	Customer description	Notary Public Applicants	Notaries Public	Notaries Public
	Does the agency evaluate customer satisfaction?	No	No	No
	Counties served in last completed fiscal year	Unknown	Unknown	Unknown
	Number of customers served in last completed FY	8,654	6,883	2,035
	Percentage change in customers served predicted for current FY	1% increase	2% decrease	10% decrease
	Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown

Units Provided and Amounts Charged to Customers				
	Description of a single deliverable unit	Notary Public Commission	Renewal of Notary Public Commission	Changes in Status of Notary Public Information
	Number of units provided			
	2017-18	8,654	6,883	2,035
	2016-17	8,498	7,036	1,397
	2015-16	8,693	6,906	1,222
	Does law prohibit charging the customer for the deliverable?	No	No	No
	If yes, provide law	No applicable law	No applicable law	No applicable law
	If yes, provide law	No	No	No
	If yes, provide law	No applicable law	No applicable law	No applicable law
	Amount charged to customer per deliverable unit			
	2017-18	\$25.00	\$25.00	\$10.00
	2016-17	\$25.00	\$25.00	\$10.00
	2015-16	\$25.00	\$25.00	\$10.00

Costs				
	Total employee equivalents required (37.5 hour per week units)			
	2017-18	0.48	0.32	0.20
	2016-17	0.63	0.42	0.26
	2015-16	0.60	0.40	0.24
	Total deliverable expenditures each year (operational and employee salary/fringe)			
	2017-18	\$25,807.50	\$17,205.00	\$10,667.57
	2016-17	\$32,571.73	\$21,714.48	\$13,355.82
	2015-16	\$28,751.48	\$19,167.65	\$11,500.59
	Total deliverable expenditures as a percentage of total agency expenditures			
	2017-18	0.84%	0.56%	0.35%
	2016-17	1.19%	0.79%	0.49%
	2015-16	1.12%	0.75%	0.45%
	Agency expenditures per unit of the deliverable			
	2017-18	\$2.98	\$2.50	\$5.24
	2016-17	\$3.83	\$3.09	\$9.56
	2015-16	\$3.31	\$2.78	\$9.41

Amount generated from providing deliverable				
	Total collected from charging customers			
	2017-18	\$216,350.00	\$172,075.00	\$20,380.00
	2016-17	\$212,450.00	\$175,900.00	\$14,040.00
	2015-16	\$217,325.00	\$172,650.00	\$12,218.00
	Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)			
	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
	Total collected from charging customers and non-state sources			
	2017-18	\$216,350.00	\$172,075.00	\$20,380.00
	2016-17	\$212,450.00	\$175,900.00	\$14,040.00
	2015-16	\$217,325.00	\$172,650.00	\$12,218.00

Agency Comments				
	Additional comments from agency (optional)			While statute does not require it, the Secretary of State also allows a notary public to request a duplicate commission using the Change in Status form.

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable		
Item number	131	132
Associated laws	Section 26-1-140; Section 26-1-150	Section 26-1-10
Does state or federal law specifically require this deliverable?	Yes	No
Deliverable description	Notary Public Commission Resignation - A notary public who resigns his or her notary commission shall submit to the Secretary of State a Change in Status form indicating the effective date of resignation. A notary who ceases to reside in this State, or who becomes permanently unable to perform his notarial duties, shall resign his or her commission and submit to the Secretary of State a Change in Status Form-Resignation indicating the effective date of resignation. In addition, if a notary dies, the notary's Personal Representative must notify the Secretary of State in writing of the death. A notary who resigns his or her commission or the personal representative of a deceased notary shall destroy or deface all notary seals so that they may not be misused.	
Responsible organizational unit (primary)	Notaries, Authentications, Boards & Commissions	Notaries, Authentications, Boards & Commissions
Results Sought		
Does the legislature state intent, findings, or purpose?	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To prevent misuse of notary seals following the death or resignation of a notary public.	To provide a requesting party confirmation of an individual's notary public commission.

Associated performance measure item numbers from the Performance Measures Chart, if any	None	None
Customer Details		
Customer description	Notaries Public	General Public
Does the agency evaluate customer satisfaction?	No	No
Counties served in last completed fiscal year	Unknown	Unknown
Number of customers served in last completed FY	92	2
Percentage change in customers served predicted for current FY	1.5% increase	300% increase
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown

Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Filing of Resignation of Notary Commission or Notification of Death of a Notary Public	Notary Public Verification Letter
Number of units provided	2017-18 92	2
	2016-17 13	2
	2015-16 Unknown	0
Does law prohibit charging the customer for the deliverable?	2017-18 No	No
If yes, provide law	2016-17 No applicable law	No applicable law
If yes, provide law	2016-17 No	No
If yes, provide law	2015-16 No applicable law	No applicable law
If yes, provide law	2015-16 No	No
If yes, provide law	2015-16 No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18 \$0.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00

Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18 0.05	0.01
	2016-17 0.06	0.01
	2015-16 0.06	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$2,451.54	\$839.73
	2016-17 \$3,134.50	\$789.18
	2015-16 \$2,875.15	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.08%	0.03%
	2016-17 0.11%	0.03%
	2015-16 0.11%	0.00%
Agency expenditures per unit of the deliverable	2017-18 \$26.65	\$419.87
	2016-17 \$241.12	\$394.59
	2015-16 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.

Amount generated from providing deliverable		
Total collected from charging customers	2017-18 \$0.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18 \$0.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00

Agency Comments		
Additional comments from agency (optional)	Reported notary deaths are entered as a notary resignation transaction in our records.	Requests for verification of a notary's status are usually from other states' Bars who are reviewing Bar applications from applicants who have stated they are commissioned notaries public.

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable	
Item number	133
Associated laws	Section 26-1-5; Section 26-1-10; Section 26-1-15; Section 26-1-20; Section 26-1-25; Section 26-1-30; Section 26-1-40; Section 26-1-50; Section 26-1-60; Section 26-1-90; Section 26-1-100; Section 26-1-110; Section 26-1-120; Section 26-1-130; Section 26-1-140; Section 26-1-150; Section 26-1-160; Section 26-1-200; Section 26-1-230
Does state or federal law specifically require this deliverable?	No
Deliverable description	Notary Public Seminars - Trainings are provided by the Office of the Secretary of State to Notaries Public on an annual basis at various locations around the state.
Responsible organizational unit (primary)	Notaries, Authentications, Boards & Commissions
Results Sought	
Does the legislature state intent, findings, or purpose?	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To educate notaries public and the general public about the laws governing notaries, including qualifications, duties, and prohibited activities.

Associated performance measure item numbers from the Performance Measures Chart, if any	23
Customer Details	
Customer description	Notaries Public
Does the agency evaluate customer satisfaction?	2017-18 Yes
Counties served in last completed fiscal year	2017-18 Charleston; Darlington; Florence; Greenville; Lexington; Newberry; York
Number of customers served in last completed FY	2017-18 798
Percentage change in customers served predicted for current FY	2018-19 64% decrease (6 Trainings with 285 Attendees)
Maximum number of potential customers, if unlimited resources available to the agency	Unknown
Units Provided and Amounts Charged to Customers	
Description of a single deliverable unit	Notary Public Seminar
Number of units provided	2017-18 7
	2016-17 6
	2015-16 7
Does law prohibit charging the customer for the deliverable?	2017-18 No
If yes, provide law	2016-17 No applicable law
If yes, provide law	2016-17 No
If yes, provide law	2015-16 No
If yes, provide law	2015-16 No applicable law
Amount charged to customer per deliverable unit	2017-18 \$0.00
	2016-17 \$0.00
	2015-16 \$0.00

Costs	
Total employee equivalents required (37.5 hour per week units)	2017-18 0.22
	2016-17 0.22
	2015-16 0.22
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$12,740.56
	2016-17 \$14,261.79
	2015-16 \$13,920.05
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.41%
	2016-17 0.52%
	2015-16 0.54%
Agency expenditures per unit of the deliverable	2017-18 \$1,820.08
	2016-17 \$2,376.97
	2015-16 \$1,988.58

Amount generated from providing deliverable	
Total collected from charging customers	2017-18 \$0.00
	2016-17 \$0.00
	2015-16 \$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00
	2016-17 \$0.00
	2015-16 \$0.00
Total collected from charging customers and non-state sources	2017-18 \$0.00
	2016-17 \$0.00
	2015-16 \$0.00

Agency Comments	
Additional comments from agency (optional)	The number of customers served represents the number of persons who attended the seminars offered in FY 2017-2018. The Secretary of State's Office attributes the decrease in attendees at the in-person trainings to the availability of the online webinar.

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable				
	Item number	134		135
	Associated laws	Section 26-1-5; Section 26-1-10; Section 26-1-15; Section 26-1-20; Section 26-1-25; Section 26-1-30; Section 26-1-40; Section 26-1-50; Section 26-1-60; Section 26-1-90; Section 26-1-100; Section 26-1-110; Section 26-1-120; Section 26-1-130; Section 26-1-140; Section 26-1-150; Section 26-1-160; Section 26-1-200; Section 26-1-230		Section 26-1-200; Section 26-1-210; Section 26-1-220
	Does state or federal law specifically require this deliverable?	No		Yes
	Deliverable description	Notary Public Webinar- A webinar is available to the public on the Secretary of State's website to provide educational information to notaries public and individuals who wish to become notaries public.		
		Issuance of Authentications and Apostilles - The Secretary of State provides certificates of authentication and Apostilles for notarized documents being sent to another state or nation.		
	Responsible organizational unit (primary)	Notaries, Authentications, Boards & Commissions		Notaries, Authentications, Boards & Commissions
Results Sought				
	Does the legislature state intent, findings, or purpose?	No		No
	What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To educate notaries public and the general public about the laws governing notaries, including qualifications, duties, and prohibited activities.		To provide evidence of the authenticity of the official seal and signature of a notary public or other public official for documents being sent to another state or nation.
	Associated performance measure item numbers from the Performance Measures Chart, if any	23		None
Customer Details				
	Customer description	Notaries Public		General Public
	Does the agency evaluate customer satisfaction?	No		No
	Counties served in last completed fiscal year	All		Unknown
	Number of customers served in last completed FY	Unknown		10,095
	Percentage change in customers served predicted for current FY	Unknown		.7% increase
	Maximum number of potential customers, if unlimited resources available to the agency	Unknown		Unknown
Units Provided and Amounts Charged to Customers				
	Description of a single deliverable unit	Notary Public Webinar		Certifications and Apostilles
	Number of units provided	2017-18	1	10,095
		2016-17	0	10,585
		2015-16	0	8,939
	Does law prohibit charging the customer for the deliverable?	2017-18	No	No
	If yes, provide law	2016-17	No applicable law	No applicable law
	If yes, provide law	2015-16	No	No
	If yes, provide law	2017-18	No applicable law	No applicable law
	Amount charged to customer per deliverable unit	2017-18	\$0.00	\$5.00
		2016-17	\$0.00	\$2.00
		2015-16	\$0.00	\$2.00
Costs				
	Total employee equivalents required (37.5 hour per week units)	2017-18	0.04	0.30
		2016-17	0.00	0.40
		2015-16	0.00	0.40
	Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$3,745.91	\$16,343.57
		2016-17	\$0.00	\$20,896.67
		2015-16	\$0.00	\$19,167.65
	Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.12%	0.53%
		2016-17	0.00%	0.76%
		2015-16	0.00%	0.75%
	Agency expenditures per unit of the deliverable	2017-18	\$3,745.91	\$1.62
		2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$1.97
		2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$2.14
Amount generated from providing deliverable				
	Total collected from charging customers	2017-18	\$0.00	\$45,263.00
		2016-17	\$0.00	\$20,618.00
		2015-16	\$0.00	\$17,485.00
	Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00
		2016-17	\$0.00	\$0.00
		2015-16	\$0.00	\$0.00
	Total collected from charging customers and non-state sources	2017-18	\$0.00	\$45,263.00
		2016-17	\$0.00	\$20,618.00
		2015-16	\$0.00	\$17,485.00
Agency Comments				
	Additional comments from agency (optional)	The agency listed the number of customers served in FY 2017-18 as "unknown" because it is unable to determine at this time how many persons viewed the webinar in FY 2017-18. The webinar was reposted on YouTube on June 10, 2019, and since that time there have been 357 views of the webinar through that platform.		

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable				
	Item number	136	137	138
	Associated laws	Section 26-1-230	Section 8-3-10; Section 8-3-30	Section 1-1-1310; Section 1-5-40; Section 8-3-10
	Does state or federal law specifically require this deliverable?	Yes	Yes	No
	Deliverable description	Prohibition Against Issuance of Authentications or Apostilles for Certain Documents - The Secretary of State shall not issue a certificate of authentication or Apostille if believed to be for an improper purpose or if the seal or signature cannot be authenticated, the seal or signature is of a foreign official, or the document is a reproduction of a seal or signature. The Secretary of State may not include any statement not within his power or knowledge or certify that a document has been executed in accordance with law or that it is a valid document in a particular jurisdiction.		
		Elected Official Oath of Office and Bond Forms - State and county elected officials must file an oath of office with the Secretary of State and be commissioned before entering into the duties of their office. The Secretary of State is responsible for providing oaths of office and bond forms to each County Clerk of Court prior to the general election.		
		Appointed Official Oath of Office - A form containing an oath is provided to newly appointed public officials when an appointment letter is received in the Office of the Secretary of State.		
	Responsible organizational unit (primary)	Notaries, Authentications, Boards & Commissions	Notaries, Authentications, Boards & Commissions	Notaries, Authentications, Boards & Commissions
Results Sought				
	Does the legislature state intent, findings, or purpose?	No	No	No
	What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To prevent a certificate or Apostille from being provided for a document that is improper or that has been issued in another state.	To comply with the requirements of Title 8, Chapter 3, regarding provision of oaths and bonds to county clerks of court and ensuring that newly elected county officials have access to oaths and bonds.	To assist newly elected and appointed public officials in fulfilling the requirements of Section 8-3-10 that public officials take the oath of office prior to entering the duties of office.

	Associated performance measure item numbers from the Performance Measures Chart, if any	None	None	None
Customer Details				
	Customer description	General Public	County Clerks of Court	Elected Officials; Appointed Officials
	Does the agency evaluate customer satisfaction? 2017-18	No	No	No
	Counties served in last completed fiscal year 2017-18	Unknown	None	All
	Number of customers served in last completed FY 2017-18	453	0	863
	Percentage change in customers served predicted for current FY 2018-19	.6% increase	4,600% increase (46 Counties)	49% increase
	Maximum number of potential customers, if unlimited resources available to the agency	Unknown	46	Unknown

Units Provided and Amounts Charged to Customers				
	Description of a single deliverable unit	Rejection of Certification or Apostille	Oath and Bond Forms	Oath
	Number of units provided 2017-18	453	0	863
	2016-17	307	46	1,030
	2015-16	204	0	1,152
	Does law prohibit charging the customer for the deliverable? 2017-18	No	No	No
	If yes, provide law 2016-17	No applicable law	No applicable law	No applicable law
	If yes, provide law 2016-17	No	No	No
	If yes, provide law 2015-16	No	No	No
	If yes, provide law 2015-16	No applicable law	No applicable law	No applicable law
	Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00

Costs				
	Total employee equivalents required (37.5 hour per week units) 2017-18	0.12	0.00	0.19
	2016-17	0.15	0.05	0.26
	2015-16	0.15	0.00	0.26
	Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$7,422.28	\$0.00	\$10,009.47
	2016-17	\$8,551.17	\$2,878.85	\$13,260.64
	2015-16	\$7,892.41	\$0.00	\$12,102.53
	Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.24%	0.00%	0.33%
	2016-17	0.31%	0.10%	0.48%
	2015-16	0.31%	0.00%	0.47%
	Agency expenditures per unit of the deliverable 2017-18	\$16.38	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$11.60
	2016-17	\$27.85	\$62.58	\$12.87
	2015-16	\$38.69	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$10.51

Amount generated from providing deliverable				
	Total collected from charging customers 2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
	Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
	Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00

Agency Comments				
	Additional comments from agency (optional)		This deliverable only occurs in even-numbered years when there is a general election. There is no change in the number of customers (46 clerks of court) from election year to election year.	

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable			
Item number	139	140	141
Associated laws	Section 1-1-1310; Section 1-5-40; Section 8-3-10	Section 8-3-140	Section 23-6-210; Section 23-7-10; Section 23-3-10; Section 23-3-20; Section 50-3-320; Section 50-3-330
Does state or federal law specifically require this deliverable?	Yes	Yes	Yes
Deliverable description	Commissions - The Secretary of State issues commissions to newly elected and appointed public officials following receipt of a completed oath of office, the bond (if required), and, if elected, certified election results from the State Election Commission.	Original Bonds of Elected Officials and Special State Constables - Bonds for elected officials and Special State Constables are sent to the Attorney General's Office for approval and, upon return to the Office of the Secretary of State, submitted to the State Treasurer's Office.	Commissions for Constables and State Law Enforcement Officers - After receipt of appointment letters and oaths of office in the Secretary of State's Office, commissions are provided to SLED for State Constables and State Law Enforcement Officers; to the entity where the appointee performs the function for Special State Constables; and to the Department of Natural Resources for their officers.
Responsible organizational unit (primary)	Notaries, Authentications, Boards & Commissions	Notaries, Authentications, Boards & Commissions	Notaries, Authentications, Boards & Commissions
Results Sought			
Does the legislature state intent, findings, or purpose?	No	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To fulfill the requirement that public officials be commissioned prior to entering the duties of office.	To comply with the statute requiring the Secretary of State keep a record of bonds and file bonds with the State Treasurer.	To comply with the laws governing State Law Enforcement Officers, Department of Natural Resources Officers, Special State Constables, and State Constables and their oath and commission requirements.

Associated performance measure item numbers from the Performance Measures Chart, if any	None	None	None
Customer Details			
Customer description	Elected Officials; Appointed Officials	Attorney General's Office; State Treasurer's Office	SLED Regulatory Division (for State Constables); Entities served by Special State Constables; SLED; Department of Natural Resources
Does the agency evaluate customer satisfaction?	No	No	No
Counties served in last completed fiscal year	All	None	Unknown
Number of customers served in last completed FY	780	2	411
Percentage change in customers served predicted for current FY	60% increase	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	2	Unknown

Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Commission	Detailed Bond Report with Bonds for Elected Officials and Special State Constables	Commission
Number of units provided	2017-18	780	56
	2016-17	1,219	87
	2015-16	965	225
Does law prohibit charging the customer for the deliverable?	2017-18	No	No
If yes, provide law	2016-17	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00

Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18	0.51	0.04
	2016-17	0.68	0.05
	2015-16	0.68	0.05
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$27,414.72	\$1,980.52
	2016-17	\$34,840.83	\$2,463.38
	2015-16	\$31,927.59	\$2,260.69
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.89%	0.06%
	2016-17	1.27%	0.09%
	2015-16	1.25%	0.09%
Agency expenditures per unit of the deliverable	2017-18	\$35.15	\$35.37
	2016-17	\$28.58	\$28.31
	2015-16	\$33.09	\$10.05

Amount generated from providing deliverable			
Total collected from charging customers	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00

Agency Comments	
Additional comments from agency (optional)	The number of units provided is the number of bonds sent to the State Treasurer in a fiscal year.

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		
Item number	142	143
Associated laws	Section 23-6-100; Section 23-6-120	Section 31-3-340
Does state or federal law specifically require this deliverable?	Yes	Yes
Deliverable description	Commissions for State Patrol Officers - The Governor's Office forwards appointment letters and commissions for State Patrol Officers. After receipt in the Secretary of State's Office, commissions are signed by the Secretary of State and forwarded to the Department of Public Safety. Municipal Housing Authority Appointment Certificates - Municipal Housing Authorities report to the Secretary of State appointments that are made by a mayor or city council. The Secretary of State provides a certificate of appointment on receipt of notice of the appointment.	
Responsible organizational unit (primary)	Notaries, Authentications, Boards & Commissions	Notaries, Authentications, Boards & Commissions
Results Sought		
Does the legislature state intent, findings, or purpose?	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To comply with the laws governing State Patrol Officers and their commissioning requirements.	To provide a certificate of appointment evidencing the appointment of an individual to a municipal housing authority.

Associated performance measure item numbers from the Performance Measures Chart, if any	None	None
Customer Details		
Customer description	Department of Public Safety	Municipal Housing Authorities; Commissioners for Municipal Housing Authorities
Does the agency evaluate customer satisfaction? 2017-18	No	No
Counties served in last completed fiscal year 2017-18	Unknown	Unknown
Number of customers served in last completed FY 2017-18	1	14
Percentage change in customers served predicted for current FY 2018-19	0.00%	100% increase
Maximum number of potential customers, if unlimited resources available to the agency	1	Unknown

Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Commission	Certificate of Appointment for a Municipal Housing Authority
Number of units provided 2017-18	183	14
2016-17	99	13
2015-16	95	20
Does law prohibit charging the customer for the deliverable? 2017-18	No	No
If yes, provide law 2016-17	No applicable law	No applicable law
If yes, provide law 2016-17	No	No
If yes, provide law 2015-16	No applicable law	No applicable law
If yes, provide law 2015-16	No	No
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00

Costs		
Total employee equivalents required (37.5 hour per week units) 2017-18	0.03	0.01
2016-17	0.04	0.01
2015-16	0.04	0.01
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$1,634.36	\$408.60
2016-17	\$2,089.67	\$515.30
2015-16	\$1,916.77	\$479.86
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.05%	0.01%
2016-17	0.08%	0.02%
2015-16	0.07%	0.02%
Agency expenditures per unit of the deliverable 2017-18	\$8.93	\$29.19
2016-17	\$21.11	\$39.64
2015-16	\$20.18	\$23.99

Amount generated from providing deliverable		
Total collected from charging customers 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00

Agency Comments		
Additional comments from agency (optional)		

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		
Item number	144	145
Associated laws	Section 13-1-1040; Section 46-5-10; Section 59-5-10	Section 1-5-40
Does state or federal law specifically require this deliverable?	Yes	Yes
Deliverable description	Certificate of Election for Certain Agency Commissions and Boards - After receiving the oath of office, the Secretary of State's Office mails commissions with the certificate of election to members of the Aeronautics Commission, Agriculture Commission, and State Board of Education.	State Board and Commission Vacancy and Expired Term Publication - For state boards and commissions, the Secretary must publicize vacancies, expired terms, and those terms expiring within one year on a semiannual basis statewide.
Responsible organizational unit (primary)	Notaries, Authentications, Boards & Commissions	Notaries, Authentications, Boards & Commissions
Results Sought		
Does the legislature state intent, findings, or purpose?	No	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To comply with the statutes which require the Secretary of State to issue a Certificate of Election following the election and receipt of an oath from a person elected to the Aeronautics Commission, Agriculture Commission, or State Board of Education.	To monitor all elected or appointed state boards and commissions in order to ascertain when vacancies occur and publicize these vacancies and positions on these bodies whose terms expire. (Section 1-5-40)
Associated performance measure item numbers from the Performance Measures Chart, if any	None	12
Customer Details		
Customer description	Aeronautics Commission; Agriculture Commission; State Board of Education	General Public; Elected Officials; Appointed Officials
Does the agency evaluate customer satisfaction?	No	No
Counties served in last completed fiscal year	Unknown	All
Number of customers served in last completed FY	8	5,196
Percentage change in customers served predicted for current FY	62% decrease	Unknown
Maximum number of potential customers, if unlimited resources available to the agency	42	Unknown
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Certificate of Election	Publication of Vacancies and Expired Terms on Website
Number of units provided	2017-18 8	1
	2016-17 4	1
	2015-16 6	1
Does law prohibit charging the customer for the deliverable?	2017-18 No	No
If yes, provide law	No applicable law	No applicable law
If yes, provide law	2016-17 No	No
If yes, provide law	No applicable law	No applicable law
If yes, provide law	2015-16 No	No
If yes, provide law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18 \$0.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18 0.02	0.09
	2016-17 0.03	0.10
	2015-16 0.03	0.10
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$1,103.52	\$6,672.77
	2016-17 \$1,318.55	\$7,205.20
	2015-16 \$1,222.63	\$6,373.28
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.04%	0.22%
	2016-17 0.05%	0.26%
	2015-16 0.05%	0.25%
Agency expenditures per unit of the deliverable	2017-18 \$137.94	\$6,672.77
	2016-17 \$329.64	\$7,205.20
	2015-16 \$203.77	\$6,373.28
Amount generated from providing deliverable		
Total collected from charging customers	2017-18 \$0.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18 \$0.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00
Agency Comments		
Additional comments from agency (optional)	Prior to 2016 Act No. 275 (passed June 21, 2016), the Department of Transportation commissioners also received a Certificate of Election. Three Certificates of Election were issued to members of that commission in 2015-2016 and are included in the number of units for that fiscal year. The maximum number of potential customers is listed as 42 because that is the total number of members on the three boards listed. It is conceivable that there could be multiple elections in the same year for a single position, but highly unlikely that the number would ever exceed 42.	The number of customers served represents the number of unique pageviews of the Boards and Commissions Database on the agency's website in FY 2017-18.

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable			
Item number	146	147	148
Associated laws	Section 6-11-335	S.C. Constitution, Article 3, Section 25	Section 7-17-310
Does state or federal law specifically require this deliverable?	No	No	Yes
Deliverable description	Special Purpose District Change of Membership Certification - The governing body of a special purpose district may petition to increase its membership, and file the petition with the Secretary of State for certification. Writ of Election Related to Legislators - When members of the General Assembly resign, die, or depart the state, a Writ of Election is issued by the President of the Senate or Speaker of the House and forwarded to the Secretary of State's Office. The Secretary of State signs the Writ of Election, stamps the writ, and forwards a copy to the legislature. Certified Election Results - Once the certified results are received from the State Election Commission, the Secretary of State sends a letter and a copy of the certified results are sent to the Clerk of the Senate, Clerk of the House, Governor's Office, and the elected official.		
Responsible organizational unit (primary)	Notaries, Authentications, Boards & Commissions	Notaries, Authentications, Boards & Commissions	Notaries, Authentications, Boards & Commissions
Results Sought			
Does the legislature state intent, findings, or purpose?	Yes	Yes	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To provide for the manner in which and requirements under which the membership of the governing body of vacancy in the General Assembly for the remainder of a certain public service districts may be expanded. (2012 term. Act No. 146) A writ of election is issued and filed for purposes of filling a To comply with statutory requirements directing the Secretary of State to provide a certified copy of election results to the Governor and each person elected.		

Associated performance measure item numbers from the Performance Measures Chart, if any	5	None	None
Customer Details			
Customer description	Special Purpose Districts	General Assembly	Clerk of the Senate; Clerk of the House; Governor; Elected Officials
Does the agency evaluate customer satisfaction?	No	No	No
Counties served in last completed fiscal year	Charleston	None	None
Number of customers served in last completed FY	1	1	0
Percentage change in customers served predicted for current FY	0.00%	0.00%	300% increase
Maximum number of potential customers, if unlimited resources available to the agency	256	Unknown	Unknown

Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Certification of Change of Membership for Special Purpose District	Writ of Election	Certified Election Results by the Secretary of State's Office
Number of units provided	2017-18	1	0
	2016-17	0	3
	2015-16	0	0
Does law prohibit charging the customer for the deliverable?	2017-18	No	No
If yes, provide law	2016-17	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law
If yes, provide law	2017-18	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00

Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18	0.01	0.00
	2016-17	0.00	0.04
	2015-16	0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$1,124.27	\$0.00
	2016-17	\$0.00	\$2,470.11
	2015-16	\$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.04%	0.00%
	2016-17	0.00%	0.09%
	2015-16	0.00%	0.00%
Agency expenditures per unit of the deliverable	2017-18	\$1,124.27	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$823.37
	2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.

Amount generated from providing deliverable			
Total collected from charging customers	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00

Agency Comments		
Additional comments from agency (optional)		The Secretary of State has not been sending election results to individuals elected during this time period as we do not having mailing addresses for the elected officials until they file their oaths of office.

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable	
Item number	149
Associated laws	Section 7-17-320
Does state or federal law specifically require this deliverable?	Yes
Deliverable description	Certified Election Results Publication - The Secretary of State must publish certified election results in one or more newspapers in South Carolina.
Responsible organizational unit (primary)	Notaries, Authentications, Boards & Commissions
Results Sought	
Does the legislature state intent, findings, or purpose?	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To provide notice of election results to the people of South Carolina.

Associated performance measure item numbers from the Performance Measures Chart, if any	None
Customer Details	
Customer description	General Public
Does the agency evaluate customer satisfaction?	2017-18 No
Counties served in last completed fiscal year	2017-18 None
Number of customers served in last completed FY	2017-18 0
Percentage change in customers served predicted for current FY	2018-19 0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown

Units Provided and Amounts Charged to Customers	
Description of a single deliverable unit	Certified Election Results
Number of units provided	2017-18 0
	2016-17 0
	2015-16 0
Does law prohibit charging the customer for the deliverable?	2017-18 No
If yes, provide law	2016-17 No applicable law
If yes, provide law	2016-17 No
If yes, provide law	2015-16 No applicable law
If yes, provide law	2015-16 No
Amount charged to customer per deliverable unit	2017-18 \$0.00
	2016-17 \$0.00
	2015-16 \$0.00

Costs	
Total employee equivalents required (37.5 hour per week units)	2017-18 0.00
	2016-17 0.00
	2015-16 0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$0.00
	2016-17 \$0.00
	2015-16 \$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.00%
	2016-17 0.00%
	2015-16 0.00%
Agency expenditures per unit of the deliverable	2017-18 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2016-17 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2015-16 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.

Amount generated from providing deliverable	
Total collected from charging customers	2017-18 \$0.00
	2016-17 \$0.00
	2015-16 \$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00
	2016-17 \$0.00
	2015-16 \$0.00
Total collected from charging customers and non-state sources	2017-18 \$0.00
	2016-17 \$0.00
	2015-16 \$0.00

Agency Comments	
Additional comments from agency (optional)	The Secretary of State's Office does not currently publish election results in a newspaper. The Secretary of State's Office recommends that this requirement be removed or transferred to the State Election Commission as it more closely aligns with their role as overseer of elections. The State Election Commission publishes election results on its website. Various news outlets also report election results.

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable	
Item number	150
Associated laws	2 U.S.C. § 26; 2 U.S.C. § 1(a)-(b)
Does state or federal law specifically require this deliverable?	Yes
Deliverable description	Congressional Certificate of Election - Upon election of members of Congress, the Secretary of State mails a certificate of election to the elected officials, the United States House of Representatives, and the United States Senate.
Responsible organizational unit (primary)	Legal
Results Sought	
Does the legislature state intent, findings, or purpose?	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To comply with federal law which requires certificates of election be signed by the Governor, attested by the Secretary of State, have the seal of the state affixed, and be provided to the appropriate legislative body.

Associated performance measure item numbers from the Performance Measures Chart, if any	None
Customer Details	
Customer description	Clerk of the United States House of Representatives; President of the United States Senate; United States Representatives; United States Senators
Does the agency evaluate customer satisfaction?	2017-18 No
Counties served in last completed fiscal year	2017-18 None
Number of customers served in last completed FY	2017-18 0
Percentage change in customers served predicted for current FY	2018-19 800% increase
Maximum number of potential customers, if unlimited resources available to the agency	11

Units Provided and Amounts Charged to Customers	
Description of a single deliverable unit	Certificate of Election
Number of units provided	2017-18 0
	2016-17 36
	2015-16 0
Does law prohibit charging the customer for the deliverable?	2017-18 No
If yes, provide law	2016-17 No applicable law
If yes, provide law	2016-17 No
If yes, provide law	2015-16 No applicable law
If yes, provide law	2015-16 No
Amount charged to customer per deliverable unit	2017-18 \$0.00
	2016-17 \$0.00
	2015-16 \$0.00

Costs	
Total employee equivalents required (37.5 hour per week units)	2017-18 0.00
	2016-17 0.01
	2015-16 0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$0.00
	2016-17 \$789.18
	2015-16 \$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.00%
	2016-17 0.03%
	2015-16 0.00%
Agency expenditures per unit of the deliverable	2017-18 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2016-17 \$21.92
	2015-16 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.

Amount generated from providing deliverable	
Total collected from charging customers	2017-18 \$0.00
	2016-17 \$0.00
	2015-16 \$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00
	2016-17 \$0.00
	2015-16 \$0.00
Total collected from charging customers and non-state sources	2017-18 \$0.00
	2016-17 \$0.00
	2015-16 \$0.00

Agency Comments	
Additional comments from agency (optional)	Certificates of Election are only issued in general election years unless there is a special election. The number of customers is the number of individuals elected and the number of places in Washington that received the certificates (only the House of Representatives in 2018). If every position were elected in the same year, the maximum number would be 11 (7 Representatives, 2 Senators, and the 2 houses of Congress). We create 4 original certificates of election for each person elected to serve in Congress. Variation between election years is due to the number of positions that are re-elected.

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable			
Item number	151		152
Associated laws	Section 7-19-70; Section 7-19-120		Section 7-19-70; Section 7-19-120
Does state or federal law specifically require this deliverable?	Yes		Yes
Deliverable description	Elector Candidate Filing - Candidates for electors (and alternate electors) of President and Vice President nominated by political parties or by valid petition are filed with the Secretary of State. The names of the parties' candidates for President and Vice President go on the ballot in place of the electors' names.		Elector Certification - Once the Secretary of State receives certified election results from the State Election Commission, the Secretary certifies to the Governor the names of the people elected as electors for President and Vice President. The certification provides the number of votes received by the winning candidates and the list of electors of the winning party so that the Governor's Office can draft certificates of ascertainment, which are signed by the Governor and the Secretary of State and provided to the Electoral College.
Responsible organizational unit (primary)	Legal		Legal
Results Sought			
Does the legislature state intent, findings, or purpose?	No		No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The purpose of the Electoral College is to elect the President and Vice President of the United States. Each step of the process is taken with the goal of providing the elector votes to Congress as part of the official record of the election of the President and Vice President.		The Secretary of State sends the Governor certification of the names of those elected as electors for President and Vice President so that the Governor has the information needed to provide Certificates of Ascertainment.

Associated performance measure item numbers from the Performance Measures Chart, if any	None		None
Customer Details			
Customer description	Political Parties		Governor
Does the agency evaluate customer satisfaction?	No		No
Counties served in last completed fiscal year	2017-18	None	None
Number of customers served in last completed FY	2017-18	0	0
Percentage change in customers served predicted for current FY	2018-19	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	1

Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit		Filing of Candidates for Electors	Certification of Electors
Number of units provided	2017-18	0	0
	2016-17	7	1
	2015-16	0	0
Does law prohibit charging the customer for the deliverable?	2017-18	No	No
If yes, provide law	2016-17	No applicable law	No applicable law
If yes, provide law	2016-17	No	No
If yes, provide law	2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00

Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18	0.00	0.00
	2016-17	0.01	0.01
	2015-16	0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$0.00	\$0.00
	2016-17	\$789.18	\$789.18
	2015-16	\$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.00%	0.00%
	2016-17	0.03%	0.03%
	2015-16	0.00%	0.00%
Agency expenditures per unit of the deliverable	2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$0.00
	2016-17	\$112.74	\$789.18
	2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$0.00

Amount generated from providing deliverable			
Total collected from charging customers	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00

Agency Comments			
Additional comments from agency (optional)		This deliverable only occurs every 4 years as it relates to the Electoral College and the presidential election. Number of customers is unknown because it depends on how many certified political parties exist. Seven political parties nominated electors in the 2016 Presidential Election. The Notaries, Authentications, Boards & Commissions Division as well as the Media Relations Director/Executive Assistant to the Secretary provide assistance to the Legal Division with the Electoral College.	This deliverable only occurs every 4 years as it relates to the Electoral College and the presidential election.

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		
Item number	153	154
Associated laws	Section 7-19-80; Section 7-19-120	Section 7-19-80; Section 7-19-120
Does state or federal law specifically require this deliverable?	Yes	No
Deliverable description	Elector Declaration Filing - Each candidate for presidential and vice presidential elector shall declare which candidates he or she will vote for if elected no later than 60 days prior to the general election, and must make the declaration to the Secretary of State on such form as the Secretary may require.	Elector Declaration Notice - Following receipt of the declarations by the electors for each party, the Secretary of State's Office sends notification of the nominated electors for each party to the State Election Commission.
Responsible organizational unit (primary)	Legal	Legal
Results Sought		
Does the legislature state intent, findings, or purpose?	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	By declaring who they will vote for prior to the election, this law ensures that electors will vote for the candidates selected by their party.	The Secretary of State provides a list of electors to the State Election Commission because a vote for the candidates on the ballot for President and Vice President is a vote for the electors of the party that nominated those candidates. Therefore, the State Election Commission should have a record of the candidates for electors.
Associated performance measure item numbers from the Performance Measures Chart, if any	None	None
Customer Details		
Customer description	Chairs of Political Parties; Electors	State Election Commission
Does the agency evaluate customer satisfaction? 2017-18	No	No
Counties served in last completed fiscal year 2017-18	None	None
Number of customers served in last completed FY 2017-18	0	0
Percentage change in customers served predicted for current FY 2018-19	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	1
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Declaration of Electors	Notification to State Election Commission
Number of units provided 2017-18	0	0
2016-17	77	1
2015-16	0	0
Does law prohibit charging the customer for the deliverable? 2017-18	No	No
If yes, provide law 2016-17	No applicable law	No applicable law
If yes, provide law 2016-17	No	No
If yes, provide law 2015-16	No applicable law	No
If yes, provide law 2015-16	No	No
If yes, provide law 2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units) 2017-18	0.00	0.00
2016-17	0.01	0.01
2015-16	0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18	\$0.00	\$0.00
2016-17	\$789.18	\$789.18
2015-16	\$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures 2017-18	0.00%	0.00%
2016-17	0.03%	0.03%
2015-16	0.00%	0.00%
Agency expenditures per unit of the deliverable 2017-18	\$0.00	\$0.00
2016-17	\$10.25	\$789.18
2015-16	\$0.00	\$0.00
Amount generated from providing deliverable		
Total collected from charging customers 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources 2017-18	\$0.00	\$0.00
2016-17	\$0.00	\$0.00
2015-16	\$0.00	\$0.00
Agency Comments		
Additional comments from agency (optional)	This deliverable only occurs every 4 years as it relates to the Electoral College and the presidential election. Number of customers is unknown because it depends on how many certified political parties exist. We stated 77 units provided because each nominated elector makes a declaration and there were 7 parties with each party able to nominate 9 electors, plus a total of 14 alternates for all parties combined, leading to a total of 77 individuals.	This deliverable only occurs every 4 years as it relates to the Electoral College and the presidential election.

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable		
Item number	155	156
Associated laws	Section 7-19-90; Section 7-19-120	Section 7-19-100; Section 7-19-120
Does state or federal law specifically require this deliverable?	Yes	Yes
Deliverable description	Electoral College Meeting - Electors for President and Vice President of the United States meet in the office of the Secretary of State the first Monday after the second Wednesday in December following the presidential election. Electors sign certificates of vote for President and Vice President and affix certificates of ascertainment.	Delivery of Certificates of Vote and Ascertainment - One certificate of vote and certificate of ascertainment is mailed to the President of the United States Senate; two certificates of vote and certificates of ascertainment are kept by the Secretary of State; two certificates of vote and certificates of ascertainment are sent to the Administrator of General Services at the seat of government (Archivist of the U.S.); and one certificate of vote and certificate of ascertainment is sent to the federal judge of the district where the electors have assembled.
Responsible organizational unit (primary)	Legal	Legal
Results Sought		
Does the legislature state intent, findings, or purpose?	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The purpose of the meeting of the Electoral College is to formally elect the President and Vice President of the United States.	The certificates of vote and certificates of ascertainment provide the electors votes to Congress as part of the official record of the election of the President and Vice President of the United States.
Associated performance measure item numbers from the Performance Measures Chart, if any	None	None
Customer Details		
Customer description	Electors; General Public	President of the United States Senate; Archivist of the United States; Federal judge of district where electors meet
Does the agency evaluate customer satisfaction?	No	No
Counties served in last completed fiscal year	None	None
Number of customers served in last completed FY	0	0
Percentage change in customers served predicted for current FY	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		3
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Meeting of Electoral College	Certificates of Vote and Certificate of Ascertainment
Number of units provided	2017-18 0	0
	2016-17 1	12
	2015-16 0	0
Does law prohibit charging the customer for the deliverable?	2017-18 No	No
If yes, provide law	2016-17 No applicable law	No applicable law
If yes, provide law	2016-17 No	No
If yes, provide law	2015-16 No applicable law	No applicable law
If yes, provide law	2015-16 No	No
If yes, provide law	2015-16 No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18 \$0.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18 0.00	0.00
	2016-17 0.06	0.01
	2015-16 0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$0.00	\$0.00
	2016-17 \$4,845.90	\$789.18
	2015-16 \$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.00%	0.00%
	2016-17 0.18%	0.03%
	2015-16 0.00%	0.00%
Agency expenditures per unit of the deliverable	2017-18 \$0.00	\$0.00
	2016-17 \$4,845.90	\$65.77
	2015-16 \$0.00	\$0.00
Amount generated from providing deliverable		
Total collected from charging customers	2017-18 \$0.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18 \$0.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00
Agency Comments		
Additional comments from agency (optional)	This deliverable only occurs every four years as it relates to the Electoral College and the presidential election.	This deliverable only occurs every 4 years as it relates to the Electoral College and the presidential election. The Notaries, Authentications, Boards & Commissions Division as well as the Media Relations Director/Executive Assistant to the Secretary provide assistance to the Legal Division with the Electoral College.

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable		
Item number	157	158
Associated laws	Section 7-19-110	Section 7-9-10
Does state or federal law specifically require this deliverable?	Yes	Yes
Deliverable description	Elector Per Diem - Electors are entitled to mileage, subsistence, and per diem allowance as authorized for state boards, committees, and commissions, to be paid from appropriations to the Secretary of State's Office.	Political Party Decertification - If the State Election Commission decertifies a political party and the notice of decertification is returned as undeliverable by the postal service, the notice must be placed on file with the State Election Commission and the Secretary of State.
Responsible organizational unit (primary)	Legal	Legal
Results Sought		
Does the legislature state intent, findings, or purpose?	No	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	Allowing for mileage, subsistence, and per diem allowance, allows individuals to serve as electors who might not be able to afford to otherwise.	To provide a method for decertifying political parties failing to meet criteria for certification by the State Election Commission.

Associated performance measure item numbers from the Performance Measures Chart, if any	None	None
Customer Details		
Customer description	Electors	State Election Commission; Political Parties
Does the agency evaluate customer satisfaction?	No	No
Counties served in last completed fiscal year	None	None
Number of customers served in last completed FY	0	0
Percentage change in customers served predicted for current FY	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	9	Unknown

Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Per Diem to Electors	Notice of Decertification of Political Party
Number of units provided	2017-18	0
	2016-17	0
	2015-16	0
Does law prohibit charging the customer for the deliverable?	2017-18	No
If yes, provide law	2016-17	No applicable law
If yes, provide law	2015-16	No
If yes, provide law	2016-17	No applicable law
If yes, provide law	2015-16	No
Amount charged to customer per deliverable unit	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00

Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18	0.00
	2016-17	0.00
	2015-16	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.00%
	2016-17	0.00%
	2015-16	0.00%
Agency expenditures per unit of the deliverable	2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.

Amount generated from providing deliverable		
Total collected from charging customers	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00

Agency Comments		
Additional comments from agency (optional)	This deliverable only occurs every 4 years as it relates to the Electoral College and the presidential election. In recent history, reimbursement has not been requested by electors. We put "0" as the number of units provided since no one in 2016 requested reimbursement. The Notaries, Authentications, Boards & Commissions Division as well as the Media Relations Director/Executive Assistant to the Secretary provide assistance to the Legal Division with the Electoral College.	

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable				
	Item number	159	160	161
	Associated laws	Section 7-9-80; Section 7-9-100	Section 1-5-30	S.C. Constitution, Article 3, Section 18
	Does state or federal law specifically require this deliverable?	Yes	No	Yes
	Deliverable description	Political Party Convention Officer Reports - Following county and state conventions, political parties must report to the Secretary of State their elected officers. County officers must be reported to the county clerk of court and the Secretary of State prior to the state convention. State officers must be reported to the State Election Commission and Secretary of State within 15 days of their election. The reports must be public record. Executive Order - After receiving an Executive Order from the Governor's Office, the order is signed by the Secretary of State and sent to the Governor's Office. Laws (Legislative Acts) - Legislative Acts received in the Secretary of State's Office are date stamped with the Secretary of State's name and embossed with the state seal.		
	Responsible organizational unit (primary)	Legal	Notaries, Authentications, Boards & Commissions	Notaries, Authentications, Boards & Commissions
Results Sought		No	No	No
	Does the legislature state intent, findings, or purpose?	No	No	No
	What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To file reports of political party officers elected at county and state conventions.	To countersign, apply the state seal, and file executive orders issued by the Governor.	To file and apply the state seal to acts passed by the General Assembly.

	Associated performance measure item numbers from the Performance Measures Chart, if any	None	None	None
Customer Details				
	Customer description	Political Parties	Governor	Governor; Legislative Council; General Assembly
	Does the agency evaluate customer satisfaction?	No	No	No
	Counties served in last completed fiscal year	All	None	None
	Number of customers served in last completed FY	7	1	3
	Percentage change in customers served predicted for current FY	70% decrease	0.00%	0.00%
	Maximum number of potential customers, if unlimited resources available to the agency	Unknown	1	3

Units Provided and Amounts Charged to Customers				
	Description of a single deliverable unit	Political Party Officer Report	Executive Order	Legislative Act
	Number of units provided	2017-18 41	55	157
		2016-17 2	46	136
		2015-16 30	28	175
	Does law prohibit charging the customer for the deliverable?	2017-18 No	No	No
	If yes, provide law	No applicable law	No applicable law	No applicable law
	If yes, provide law	No applicable law	No applicable law	No applicable law
	If yes, provide law	No applicable law	No applicable law	No applicable law
	Amount charged to customer per deliverable unit	2017-18 \$0.00	\$0.00	\$0.00
		2016-17 \$0.00	\$0.00	\$0.00
		2015-16 \$0.00	\$0.00	\$0.00

Costs				
	Total employee equivalents required (37.5 hour per week units)	2017-18 0.01	0.08	0.09
		2016-17 0.01	0.10	0.12
		2015-16 0.01	0.10	0.12
	Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$839.73	\$5,667.50	\$4,903.07
		2016-17 \$789.18	\$6,442.19	\$6,269.00
		2015-16 \$711.37	\$5,973.32	\$5,750.30
	Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.03%	0.18%	0.16%
		2016-17 0.03%	0.23%	0.23%
		2015-16 0.03%	0.23%	0.22%
	Agency expenditures per unit of the deliverable	2017-18 \$20.48	\$103.05	\$31.23
		2016-17 \$394.59	\$140.05	\$46.10
		2015-16 \$23.71	\$213.33	\$32.86

Amount generated from providing deliverable				
	Total collected from charging customers	2017-18 \$0.00	\$0.00	\$0.00
		2016-17 \$0.00	\$0.00	\$0.00
		2015-16 \$0.00	\$0.00	\$0.00
	Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00	\$0.00	\$0.00
		2016-17 \$0.00	\$0.00	\$0.00
		2015-16 \$0.00	\$0.00	\$0.00
	Total collected from charging customers and non-state sources	2017-18 \$0.00	\$0.00	\$0.00
		2016-17 \$0.00	\$0.00	\$0.00
		2015-16 \$0.00	\$0.00	\$0.00

Agency Comments				
	Additional comments from agency (optional)	There does not appear to be a specific statutory or constitutional requirement for Executive Orders, so we selected Section 1-5-30 as an associated law.		

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable			
Item number	162	163	
Associated laws	Section 11-15-20; Section 11-41-120	Section 1-5-50	
Does state or federal law specifically require this deliverable?	Yes	No	
Deliverable description	Certification of Bonds - The Secretary of State attests to state general obligation economic development bonds and certifies board information in incumbency certificates to be included with transcript bonds. Notary, Board, and Commission Document Requests - The Secretary of State's Office fulfills requests for copies of appointment letters, oaths, bonds, acts, and notary applications that have been filed.		
Responsible organizational unit (primary)	Notaries, Authentications, Boards & Commissions	Notaries, Authentications, Boards & Commissions	
Results Sought			
Does the legislature state intent, findings, or purpose?	No	No	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To fulfill the requirements of statute by filing and indexing submitted bonds.	To make filed documents available to the public upon request.	

Associated performance measure item numbers from the Performance Measures Chart, if any	None	11; 13; 14; 15	
Customer Details			
Customer description	Law Firms; Purchasers of Bonds and Interested Parties	General Public	
Does the agency evaluate customer satisfaction?	2017-18 No	No	
Counties served in last completed fiscal year	2017-18 Unknown	Unknown	
Number of customers served in last completed FY	2017-18 47	175	
Percentage change in customers served predicted for current FY	2018-19 32% decrease	63% decrease	
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	

Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Incumbency Certificates with Seal and Secretary of State's Signature	Copy of an Appointment Letter, Oath, Bond, Act, or Notary Application	
Number of units provided	2017-18 47	175	
	2016-17 50	57	
	2015-16 50	Unknown	
Does law prohibit charging the customer for the deliverable?	2017-18 No	No	
If yes, provide law	2016-17 No applicable law	No applicable law	
If yes, provide law	2016-17 No	No	
If yes, provide law	2015-16 No	No	
If yes, provide law	2015-16 No applicable law	No applicable law	
Amount charged to customer per deliverable unit	2017-18 \$0.00	\$1.00 for first page and \$.50 for each additional page; \$3.00 If certified copy is provided.	
	2016-17 \$0.00	\$1.00 for first page and \$.50 for each additional page; \$3.00 If certified copy is provided.	
	2015-16 \$0.00	\$1.00 for first page and \$.50 for each additional page; \$3.00 If certified copy is provided.	

Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18 0.04	0.12	
	2016-17 0.05	0.16	
	2015-16 0.05	0.16	
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$2,207.04	\$6,415.18	
	2016-17 \$2,637.09	\$8,003.24	
	2015-16 \$2,445.27	\$7,462.13	
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.07%	0.21%	
	2016-17 0.10%	0.29%	
	2015-16 0.10%	0.29%	

Agency expenditures per unit of the deliverable	2017-18 \$46.96	\$36.66	
	2016-17 \$52.74	\$140.41	
	2015-16 \$48.91	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	

Amount generated from providing deliverable			
Total collected from charging customers	2017-18 \$0.00	\$496.00	
	2016-17 \$0.00	\$172.00	
	2015-16 \$0.00	\$0.00	
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00	\$0.00	
	2016-17 \$0.00	\$0.00	
	2015-16 \$0.00	\$0.00	
Total collected from charging customers and non-state sources	2017-18 \$0.00	\$496.00	
	2016-17 \$0.00	\$172.00	
	2015-16 \$0.00	\$0.00	

Agency Comments			
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable	
Item number	164
Associated laws	Section 15-9-245; Section 15-9-250; Section 15-9-280; Section 15-9-430; Section 15-9-440; Section 15-9-460; Section 27-40-130; Section 33-15-200; Section 33-15-310; Section 33-31-1520; Section 33-31-1531; Section 33-31-1707; Section 33-41-1200; Section 33-41-1190; Section 33-42-220; Section 33-42-1620; Section 33-42-1670; Section 33-44-111; Section 33-44-1007; Section 33-44-1008; Section 37-17-30(B)(2); Section 40-43-83(B); Section 46-33-40
Does state or federal law specifically require this deliverable?	Yes
Deliverable description	Service of Process Acceptance on Behalf of Other Entities - The Secretary of State is named as agent for service of process in various statutes in the S.C. Code of Laws. The Secretary of State accepts service of process when authorized by statute and forwards documents received to the party for which he has accepted service and keeps a record of service.
Responsible organizational unit (primary)	Public Charities & Municipalities
Results Sought	
Does the legislature state intent, findings, or purpose?	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The Secretary of State's Office seeks to fulfill its duties as agent for service of process when required and authorized by statute to serve as the agent.

Associated performance measure item numbers from the Performance Measures Chart, if any	None
Customer Details	
Customer description	Legal Community; Business Community; General Public
Does the agency evaluate customer satisfaction?	2017-18 No
Counties served in last completed fiscal year	2017-18 Unknown
Number of customers served in last completed FY	2017-18 661
Percentage change in customers served predicted for current FY	2018-19 2% decrease
Maximum number of potential customers, if unlimited resources available to the agency	Unknown

Units Provided and Amounts Charged to Customers	
Description of a single deliverable unit	Acceptance of Service and Process, Forwarding of Documents Received to Appropriate Party, and Recording the Service
Number of units provided	2017-18 661
	2016-17 591
	2015-16 642
Does law prohibit charging the customer for the deliverable?	2017-18 No
If yes, provide law	2016-17 No applicable law
If yes, provide law	2016-17 No
If yes, provide law	2015-16 No
If yes, provide law	2015-16 No applicable law
Amount charged to customer per deliverable unit	2017-18 \$10.00 (\$20.00 for nonprofit corporations)
	2016-17 \$10.00 (\$20.00 for nonprofit corporations)
	2015-16 \$10.00 (\$20.00 for nonprofit corporations)

Costs	
Total employee equivalents required (37.5 hour per week units)	2017-18 0.24
	2016-17 0.22
	2015-16 0.75
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$12,404.08
	2016-17 \$10,501.32
	2015-16 \$31,082.35
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.40%
	2016-17 0.38%
	2015-16 1.21%
Agency expenditures per unit of the deliverable	2017-18 \$18.77
	2016-17 \$17.77
	2015-16 \$48.41

Amount generated from providing deliverable	
Total collected from charging customers	2017-18 \$6,600.00
	2016-17 \$5,900.00
	2015-16 \$6,430.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00
	2016-17 \$0.00
	2015-16 \$0.00
Total collected from charging customers and non-state sources	2017-18 \$6,600.00
	2016-17 \$5,900.00
	2015-16 \$6,430.00

Agency Comments	
Additional comments from agency (optional)	

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable			
Item number	165		166
Associated laws	Section 15-9-245; Section 15-9-250; Section 15-9-280; Section 15-9-430; Section 15-9-440; Section 15-9-460; Section 27-40-130; Section 33-15-200; Section 33-15-310; Section 33-31-1520; Section 33-31-1531; Section 33-31-1707; Section 33-41-1200; Section 33-41-1190; Section 33-42-220; Section 33-42-1620; Section 33-42-1670; Section 33-44-111; Section 33-44-1007; Section 33-44-1008; Section 37-17-30(B)(2); Section 40-43-83(B); Section 46-33-40		Section 37-17-30(B)(1)
Does state or federal law specifically require this deliverable?	Yes		Yes
Deliverable description	Service of Process Rejection - The Secretary of State is named as agent for service of process in various statutes in the S.C. Code of Laws. The Secretary of State rejects service of process requests when statutes do not specifically authorize acceptance of service by the Secretary of State, returns the documents to the requestor, and keeps a record of the rejection.		Discount Medical Plan Organization Registered Agent Designation - Discount medical plan organizations or marketers that sell, market, promote, advertise, or distribute a discount medical plan that is not insurance must designate a South Carolina resident as registered agent, and register the agent with the Secretary of State.
Responsible organizational unit (primary)	Public Charities & Municipalities		Public Charities & Municipalities
Results Sought			
Does the legislature state intent, findings, or purpose?	No		Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The Secretary of State's Office seeks to make sure that statutes are followed in determining if the Secretary of State can serve as agent on behalf of an entity.		To regulate prescription drug discount cards. (2006 Act No. 377)
Associated performance measure item numbers from the Performance Measures Chart, if any	None		None
Customer Details			
Customer description	Legal Community; Business Community; General Public		Discount Medical Plan Organizations
Does the agency evaluate customer satisfaction?	2017-18 No		No
Counties served in last completed fiscal year	2017-18 Unknown		None
Number of customers served in last completed FY	2017-18 194		0
Percentage change in customers served predicted for current FY	2018-19 14% increase		0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown		Unknown
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Rejection of Service and Process Request, Returning of Documents to the Requesting Party, and Recording the Rejection		Designation of Registered Agent for Discount Drug Card Sellers
Number of units provided	2017-18 194		0
	2016-17 184		0
	2015-16 102		0
Does law prohibit charging the customer for the deliverable?	2017-18 No		No
If yes, provide law	2016-17 No applicable law		No applicable law
If yes, provide law	2016-17 No		No
If yes, provide law	2015-16 No		No
If yes, provide law	2015-16 No applicable law		No applicable law
Amount charged to customer per deliverable unit	2017-18 \$0.00		\$10.00
	2016-17 \$0.00		\$10.00
	2015-16 \$0.00		\$10.00
Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18 0.04		0.00
	2016-17 0.04		0.00
	2015-16 0.05		0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$2,989.91		\$0.00
	2016-17 \$2,795.64		\$0.00
	2015-16 \$2,930.59		\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.10%		0.00%
	2016-17 0.10%		0.00%
	2015-16 0.11%		0.00%
Agency expenditures per unit of the deliverable	2017-18 \$15.41		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2016-17 \$15.19		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2015-16 \$28.73		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable			
Total collected from charging customers	2017-18 \$0.00		\$0.00
	2016-17 \$0.00		\$0.00
	2015-16 \$0.00		\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00		\$0.00
	2016-17 \$0.00		\$0.00
	2015-16 \$0.00		\$0.00
Total collected from charging customers and non-state sources	2017-18 \$0.00		\$0.00
	2016-17 \$0.00		\$0.00
	2015-16 \$0.00		\$0.00
Agency Comments			
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable		
Item number	167	168
Associated laws	Section 40-43-83(B)	Section 5-1-24; Regulation 113-200
Does state or federal law specifically require this deliverable?	Yes	Yes
Deliverable description	Non-Resident Prescription Drug Distributor Registered Agent Designation - Non-resident prescription drug distributors must designate a registered agent for service of process with the Secretary of State. Application for Municipal Incorporation - Citizens of an area seeking municipal incorporation file an application with the Secretary of State's Office that contains all the information required by law. The Secretary of State transfers a copy to the Joint Legislative Committee on Municipal Incorporation for review.	
Responsible organizational unit (primary)	Public Charities & Municipalities	Legal
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The purpose of the South Carolina Pharmacy Practice Act is "to promote, preserve, and protect the public health, safety, and welfare by and through the effective control and regulation of the practice of pharmacy; the licensure of pharmacists; the licensure, permitting, control, and regulation of all sites or persons, in or out of this State, that distribute, manufacture, possess, or sell drugs or devices within this State, as may be used in the diagnosis, treatment, and prevention of injury, illness, and disease of a patient or other individual." (Section 40-43-10) In Act 283 of 1975, the Legislature stated it "finds that Article VIII of the Constitution of this State, as amended in 1973, prescribes that the General Assembly shall establish criteria and procedures for the incorporation of municipalities, the readjustment of municipal boundaries and provide for the structure and organization, powers, duties, functions and responsibilities of municipalities and counties under alternate forms of government. The purpose of this act is to comply with that mandate of the Constitution." (1975 Act No. 283)	
Associated performance measure item numbers from the Performance Measures Chart, if any	None	5
Customer Details		
Customer description	Non-Resident Prescription Drug Distributors	Citizens seeking to incorporate a municipality; Joint Legislative Committee on Municipal Incorporation
Does the agency evaluate customer satisfaction?	No	No
Counties served in last completed fiscal year	None	None
Number of customers served in last completed FY	0	0
Percentage change in customers served predicted for current FY	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Designation of Registered Agent for Non-Resident Wholesale Prescription Drug Distributor	Filing of an Application for Municipal Incorporation and Forwarding a Copy to the Joint Legislative Committee on Municipal Corporation
Number of units provided	2017-18	0
	2016-17	0
	2015-16	0
Does law prohibit charging the customer for the deliverable?	2017-18	No
If yes, provide law	2016-17	No applicable law
If yes, provide law	2015-16	No applicable law
If yes, provide law	2015-16	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18	0.00
	2016-17	0.00
	2015-16	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.00%
	2016-17	0.00%
	2015-16	0.00%
Agency expenditures per unit of the deliverable	2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable		
Total collected from charging customers	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Agency Comments		
Additional comments from agency (optional)	Over the years covered by this report, three areas have applied for municipal incorporation. One was ultimately incorporated, one was defeated in the election on incorporation, and one did not meet the requirements and was not granted a commission for an election. The application process spanned beyond a single fiscal year for each of the applicants.	

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable				
	Item number	169		170
	Associated laws	Section 5-1-40		Section 5-1-30; Section 5-1-50
	Does state or federal law specifically require this deliverable?	Yes		Yes
	Deliverable description	Recommendation on Municipal Incorporation - The Joint Legislative Committee on Municipal Incorporation returns the copy of the filing to the Secretary of State with a written decision of its recommendation, which the Secretary provides to the applicant.		
		Issuance of Commission to Hold Election on Municipal Incorporation - The Secretary of State must determine based on the filed application and recommendation of the Joint Legislative Committee on Municipal Incorporation if the proposed municipality meets the statutory requirements for incorporation. If the Secretary of State determines they have been met, the Secretary issues to three or more persons in the area a commission empowering them to hold an election and appoint managers to conduct the election.		
	Responsible organizational unit (primary)	Legal		Legal
Results Sought				
	Does the legislature state intent, findings, or purpose?	Yes		Yes
	What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	In Act 283 of 1975, the Legislature stated it "finds that Article VIII of the Constitution of this State, as amended in 1973, prescribes that the General Assembly shall establish criteria and procedures for the incorporation of municipalities, the readjustment of municipal boundaries and provide for the structure and organization, powers, duties, functions and responsibilities of municipalities and counties under alternate forms of government. The purpose of this act is to comply with that mandate of the Constitution." (1975 Act No. 283)		In Act 283 of 1975, the Legislature stated it "finds that Article VIII of the Constitution of this State, as amended in 1973, prescribes that the General Assembly shall establish criteria and procedures for the incorporation of municipalities, the readjustment of municipal boundaries and provide for the structure and organization, powers, duties, functions and responsibilities of municipalities and counties under alternate forms of government. The purpose of this act is to comply with that mandate of the Constitution." (1975 Act No. 283)
	Associated performance measure item numbers from the Performance Measures Chart, if any	5		5
Customer Details				
	Customer description	Citizens seeking to incorporate a municipality		Citizens seeking to incorporate a municipality; Commissioners for proposed area of incorporation
	Does the agency evaluate customer satisfaction?	No		No
	Counties served in last completed fiscal year	Lancaster		Lancaster
	Number of customers served in last completed FY	1		3
	Percentage change in customers served predicted for current FY	100% decrease		300% decrease
	Maximum number of potential customers, if unlimited resources available to the agency	Unknown		Unknown
Units Provided and Amounts Charged to Customers				
	Description of a single deliverable unit	Recommendation on Municipal Incorporation		Issuance of Commission to Hold Election on Municipal Incorporation
	Number of units provided	1		1
		2		1
		0		0
	Does law prohibit charging the customer for the deliverable?	No		No
	If yes, provide law	No applicable law		No applicable law
	If yes, provide law	No		No
	If yes, provide law	No applicable law		No applicable law
	If yes, provide law	No		No
	If yes, provide law	No applicable law		No applicable law
	Amount charged to customer per deliverable unit	\$0.00		\$0.00
		\$0.00		\$0.00
		\$0.00		\$0.00
Costs				
	Total employee equivalents required (37.5 hour per week units)	0.04		0.04
		0.04		0.04
		0.00		0.00
	Total deliverable expenditures each year (operational and employee salary/fringe)	\$5,046.01		\$5,046.01
		\$4,737.05		\$4,737.05
		\$0.00		\$0.00
	Total deliverable expenditures as a percentage of total agency expenditures	0.16%		0.16%
		0.17%		0.17%
		0.00%		0.00%
	Agency expenditures per unit of the deliverable	\$5,046.01		\$5,046.01
		\$2,368.53		\$4,737.05
		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable				
	Total collected from charging customers	\$0.00		\$0.00
		\$0.00		\$0.00
		\$0.00		\$0.00
	Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	\$0.00		\$0.00
		\$0.00		\$0.00
		\$0.00		\$0.00
	Total collected from charging customers and non-state sources	\$0.00		\$0.00
		\$0.00		\$0.00
		\$0.00		\$0.00
Agency Comments				
	Additional comments from agency (optional)	Over the years covered by this report, three areas have applied for municipal incorporation. One was ultimately incorporated, one was defeated in the election on incorporation, and one did not meet the requirements and was not granted a commission for an election. The application process spanned beyond a single fiscal year for each of the applicants.		Over the years covered by this report, three areas have applied for municipal incorporation. One was ultimately incorporated, one was defeated in the election on incorporation, and one did not meet the requirements and was not granted a commission for an election. The application process spanned beyond a single fiscal year for each of the applicants.

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable				
	Item number	171		172
	Associated laws	Section 5-1-10; Section 5-1-70; Section 5-1-80; Section 5-1-90		Section 5-1-100
	Does state or federal law specifically require this deliverable?	Yes		Yes
	Deliverable description	Issuance of Certificate of Incorporation to Municipality - The commissioners of the election certify the result of the election under oath to the Secretary of State and, if in favor of incorporation, once incorporation fees are paid to the State Treasurer, the Secretary of State issues a certificate of incorporation to the commissioners.		Cancellation of Municipal Incorporation Certificate - The Secretary of State shall cancel a municipality's certificate of incorporation if (1) there is an election to determine if a municipal certificate should be surrendered with a result in favor of surrendering the certificate (which is certified to the Secretary of State by the municipal council) or (2) the Secretary of State determines that a previously incorporated municipality is not performing municipal services, collecting taxes or revenues, and has not held an election in the past 4 years. If a municipality's population has decreased to less than 50 inhabitants, the certificate of the municipality must be automatically forfeited and void.
	Responsible organizational unit (primary)	Legal		Legal
Results Sought				
	Does the legislature state intent, findings, or purpose?	Yes		Yes
	What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	In Act 283 of 1975, the Legislature stated it "finds that Article VIII of the Constitution of this State, as amended in 1973, prescribes that the General Assembly shall establish criteria and procedures for the incorporation of municipalities, the readjustment of municipal boundaries and provide for the structure and organization, powers, duties, functions and responsibilities of municipalities and counties under alternate forms of government. The purpose of this act is to comply with that mandate of the Constitution." (1975 Act No. 283)		In Act 283 of 1975, the Legislature stated it "finds that Article VIII of the Constitution of this State, as amended in 1973, prescribes that the General Assembly shall establish criteria and procedures for the incorporation of municipalities, the readjustment of municipal boundaries and provide for the structure and organization, powers, duties, functions and responsibilities of municipalities and counties under alternate forms of government. The purpose of this act is to comply with that mandate of the Constitution." (1975 Act No. 283)
	Associated performance measure item numbers from the Performance Measures Chart, if any	5		5
Customer Details				
	Customer description	Municipalities; Commissioners for proposed area of incorporation		Municipalities; General Public
	Does the agency evaluate customer satisfaction?	No		No
	Counties served in last completed fiscal year	Lancaster		None
	Number of customers served in last completed FY	4		0
	Percentage change in customers served predicted for current FY	400% decrease		0.00%
	Maximum number of potential customers, if unlimited resources available to the agency	Unknown		271
Units Provided and Amounts Charged to Customers				
	Description of a single deliverable unit	Issuance of a Certificate of Incorporation		Cancellation of Certificate of Municipal Incorporation
	Number of units provided	2017-18 1		0
		2016-17 0		0
		2015-16 0		0
	Does law prohibit charging the customer for the deliverable?	No		No
	If yes, provide law	No applicable law		No applicable law
	If yes, provide law	No		No
	If yes, provide law	No applicable law		No applicable law
	If yes, provide law	No		No
	If yes, provide law	No applicable law		No applicable law
	Amount charged to customer per deliverable unit	2017-18 \$0.00		\$0.00
		2016-17 \$0.00		\$0.00
		2015-16 \$0.00		\$0.00
Costs				
	Total employee equivalents required (37.5 hour per week units)	2017-18 0.04		0.00
		2016-17 0.00		0.00
		2015-16 0.00		0.00
	Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$5,046.01		\$0.00
		2016-17 \$0.00		\$0.00
		2015-16 \$0.00		\$0.00
	Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.16%		0.00%
		2016-17 0.00%		0.00%
		2015-16 0.00%		0.00%
	Agency expenditures per unit of the deliverable	2017-18 \$5,046.01		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
		2016-17 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
		2015-16 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable				
	Total collected from charging customers	2017-18 \$0.00		\$0.00
		2016-17 \$0.00		\$0.00
		2015-16 \$0.00		\$0.00
	Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00		\$0.00
		2016-17 \$0.00		\$0.00
		2015-16 \$0.00		\$0.00
	Total collected from charging customers and non-state sources	2017-18 \$0.00		\$0.00
		2016-17 \$0.00		\$0.00
		2015-16 \$0.00		\$0.00
Agency Comments				
	Additional comments from agency (optional)	Over the years covered by this report, three areas have applied for municipal incorporation. One was ultimately incorporated, one was defeated in the election on incorporation, and one did not meet the requirements and was not granted a commission for an election. The application process spanned beyond a single fiscal year for each of the applicants. For the number of customers in the last fiscal year, we stated 4 because there were 3 individuals and 1 alternate named for one municipality as commissioners who received the certificate of incorporation.		

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable			
Item number	173	174	175
Associated laws	Section 5-5-30	Section 5-3-90; Section 5-3-280	Section 31-10-30
Does state or federal law specifically require this deliverable?	Yes	Yes	Yes
Deliverable description	Change of Form of Government Filing - Ordinances selecting the form of government of a municipality must be filed with the Secretary of State, who then issues an appropriate certificate of incorporation to the municipality. Notice of Annexation - When municipalities annex territory or decrease their boundaries, they must notify the Secretary of State. Certificate of Incorporation for Redevelopment Commission - A municipality seeking to form a redevelopment commission may pass an ordinance to form the commission. Upon the filing of a certified copy of the ordinance, the Secretary of State shall issue a certificate of incorporation for the redevelopment commission.		
Responsible organizational unit (primary)	Public Charities & Municipalities	Public Charities & Municipalities	Legal
Results Sought			
Does the legislature state intent, findings, or purpose?	Yes	No	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	In Act 283 of 1975, the Legislature stated it "finds that Article VIII of the Constitution of this State, as amended in 1973, prescribes that the General Assembly shall establish criteria and procedures for the incorporation of municipalities, the readjustment of municipal boundaries and provide for the structure and organization, powers, duties, functions and responsibilities of municipalities and counties under alternate forms of government. The purpose of this act is to comply with that mandate of the Constitution." (1975 Act No. 283)	The Secretary of State seeks to fulfill its duties under the law to file documentation of annexation of land or decrease of boundaries of municipalities.	To promote the health, safety, and welfare of the inhabitants thereof through the creation of bodies corporate and politic to be known as development commissions, which shall exist and operate for the public purposes of acquiring and replanning blighted and potentially blighted areas and of holding or disposing of them in such manner that they shall become available for economically and socially sound redevelopment. (1984 Act. No 451)
Associated performance measure item numbers from the Performance Measures Chart, if any	5	5	None
Customer Details			
Customer description	Municipalities	Municipalities	Redevelopment Commissions; Municipalities
Does the agency evaluate customer satisfaction?	No	No	No
Counties served in last completed fiscal year	None	Aiken; Anderson; Beaufort; Berkeley; Charleston; Chesterfield; Dorchester; Fairfield; Florence; Georgetown;	None
Number of customers served in last completed FY	0	55	0
Percentage change in customers served predicted for current FY	100% increase	17% increase	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	271	Unknown	Unknown
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Filing of Change in Form of Government and Issuance of Amended Certificate of Municipal Incorporation	Notice of Annexation	Certificate of Incorporation for a Redevelopment Commission
Number of units provided	2017-18 0	267	0
	2016-17 0	228	0
	2015-16 1	210	0
Does law prohibit charging the customer for the deliverable?	2017-18 No	No	No
If yes, provide law	2016-17 No	No applicable law	No applicable law
If yes, provide law	2015-16 No	No applicable law	No applicable law
If yes, provide law	2015-16 No	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18 \$0.00	\$0.00	\$0.00
	2016-17 \$0.00	\$0.00	\$0.00
	2015-16 \$0.00	\$0.00	\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18 0.00	0.08	0.00
	2016-17 0.00	0.05	0.00
	2015-16 0.00	0.26	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$0.00	\$3,138.15	\$0.00
	2016-17 \$0.00	\$2,140.47	\$0.00
	2015-16 \$0.00	\$10,425.98	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.00%	0.10%	0.00%
	2016-17 0.00%	0.08%	0.00%
	2015-16 0.00%	0.41%	0.00%
Agency expenditures per unit of the deliverable	2017-18 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$11.75	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2016-17 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$9.39	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2015-16 \$0.00	\$49.65	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable			
Total collected from charging customers	2017-18 \$0.00	\$0.00	\$0.00
	2016-17 \$0.00	\$0.00	\$0.00
	2015-16 \$0.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00	\$0.00	\$0.00
	2016-17 \$0.00	\$0.00	\$0.00
	2015-16 \$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18 \$0.00	\$0.00	\$0.00
	2016-17 \$0.00	\$0.00	\$0.00
	2015-16 \$0.00	\$0.00	\$0.00
Agency Comments			
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable			
	Item number	176	
	Associated laws	Section 6-11-1620; Section 6-11-1630(A)	
	Does state or federal law specifically require this deliverable?	Yes	
	Deliverable description	Special Purpose District Notification Form - Special purpose districts are required to file a notification form with the Secretary of State by December 31st of every even-numbered year. The form must be signed by the county auditor in each county in which the special purpose district is located.	
	Responsible organizational unit (primary)	Public Charities & Municipalities	
Results Sought			
	Does the legislature state intent, findings, or purpose?	Yes	
	What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The General Assembly finds that special purpose districts serve a necessary and useful function by providing services to residents and property owners in the State. The General Assembly finds further that special purpose districts operate to serve a public purpose and that this public trust is best secured by certain minimum standards of accountability designed to inform the public and appropriate general purpose local governments of the status and activities of special districts. It is the intent of the General Assembly that this public trust be secured by requiring each independent special district in the State to register and report its financial and other activities. The General Assembly finds further that failure of an independent special purpose district to comply with the minimum disclosure requirements set forth in this act may result in action against officers of such district board. Realizing that special purpose districts are created to serve special purposes, it is the legislative intent of this act that special purpose districts cooperate and coordinate their activities with the units of general purpose government in which they are located. The reporting requirements set forth in this act are the minimum level of cooperation necessary to provide services to the citizens of this State in an efficient and equitable fashion. It is not the intent of this act to confer budgetary powers upon county councils for those independent special purpose districts which file financial and other activity information with the county auditor, unless otherwise provided by law. (1984 Act No. 488)	
	Associated performance measure item numbers from the Performance Measures Chart, if any	5	
Customer Details			
	Customer description	Special Purpose Districts	
	Does the agency evaluate customer satisfaction?	2017-18	No
	Counties served in last completed fiscal year	2017-18	Beaufort; Greenville; Pickens; Spartanburg
	Number of customers served in last completed FY	2017-18	4
	Percentage change in customers served predicted for current FY	2018-19	3,975% increase
	Maximum number of potential customers, if unlimited resources available to the agency	2017-18	256
Units Provided and Amounts Charged to Customers			
	Description of a single deliverable unit	Special Purpose District Notification Form	
	Number of units provided	2017-18	4
		2016-17	191
		2015-16	0
	Does law prohibit charging the customer for the deliverable?	2017-18	No
	If yes, provide law	2016-17	No applicable law
	If yes, provide law	2016-17	No
	If yes, provide law	2015-16	No applicable law
	Amount charged to customer per deliverable unit	2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
Costs			
	Total employee equivalents required (37.5 hour per week units)	2017-18	0.01
		2016-17	0.15
		2015-16	0.00
	Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$470.71
		2016-17	\$6,421.40
		2015-16	\$0.00
	Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.02%
		2016-17	0.23%
		2015-16	0.00%
	Agency expenditures per unit of the deliverable	2017-18	\$117.68
		2016-17	\$33.62
		2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable			
	Total collected from charging customers	2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
	Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
	Total collected from charging customers and non-state sources	2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
Agency Comments			
	Additional comments from agency (optional)		

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable			
	Item number	177	
	Associated laws	Section 6-11-1630(C); Section 6-11-1630(D)	
	Does state or federal law specifically require this deliverable?	Yes	
	Deliverable description	Special Purpose District's Failure to File Notification Form - If a special purpose district fails to file its notification form with the Secretary of State, the Secretary of State may determine that the district is nonfunctioning and notify the governing body of the county or municipality with a certified copy of the letter to any of the last known members of the governing body of the public service district. Thereafter, the district may not be registered with the Secretary of State and it must be declared inactive. In addition, the governing body of the county or municipality shall withhold any fees, taxes, or interest collected for a special purpose district until the special purpose district complies with the notification requirements.	
	Responsible organizational unit (primary)	Public Charities & Municipalities	
Results Sought			
	Does the legislature state intent, findings, or purpose?	Yes	
	What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The General Assembly finds that special purpose districts serve a necessary and useful function by providing services to residents and property owners in the State. The General Assembly finds further that special purpose districts operate to serve a public purpose and that this public trust is best secured by certain minimum standards of accountability designed to inform the public and appropriate general purpose local governments of the status and activities of special districts. It is the intent of the General Assembly that this public trust be secured by requiring each independent special district in the State to register and report its financial and other activities. The General Assembly finds further that failure of an independent special purpose district to comply with the minimum disclosure requirements set forth in this act may result in action against officers of such district board. Realizing that special purpose districts are created to serve special purposes, it is the legislative intent of this act that special purpose districts cooperate and coordinate their activities with the units of general purpose government in which they are located. The reporting requirements set forth in this act are the minimum level of cooperation necessary to provide services to the citizens of this State in an efficient and equitable fashion. It is not the intent of this act to confer budgetary powers upon county councils for those independent special purpose districts which file financial and other activity information with the county auditor, unless otherwise provided by law. (1984 Act No. 488)	
	Associated performance measure item numbers from the Performance Measures Chart, if any	5	
Customer Details			
	Customer description	Special Purpose Districts; Counties; Municipalities	
	Does the agency evaluate customer satisfaction?	2017-18	No
	Counties served in last completed fiscal year	2017-18	None
	Number of customers served in last completed FY	2017-18	0
	Percentage change in customers served predicted for current FY	2018-19	3,500% increase
	Maximum number of potential customers, if unlimited resources available to the agency	2017-18	256
Units Provided and Amounts Charged to Customers			
	Description of a single deliverable unit	Notification of Inactive Status of Special Purpose District	
	Number of units provided	2017-18	0
		2016-17	8
		2015-16	0
	Does law prohibit charging the customer for the deliverable?	2017-18	No
	If yes, provide law	2016-17	No applicable law
	If yes, provide law	2016-17	No
	If yes, provide law	2015-16	No
	If yes, provide law	2015-16	No applicable law
	Amount charged to customer per deliverable unit	2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
Costs			
	Total employee equivalents required (37.5 hour per week units)	2017-18	0.00
		2016-17	0.01
		2015-16	0.00
	Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$0.00
		2016-17	\$806.82
		2015-16	\$0.00
	Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.00%
		2016-17	0.03%
		2015-16	0.00%
	Agency expenditures per unit of the deliverable	2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
		2016-17	\$100.85
		2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable			
	Total collected from charging customers	2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
	Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
	Total collected from charging customers and non-state sources	2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
Agency Comments			
	Additional comments from agency (optional)		

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable			
	Item number	178	
	Associated laws	Section 6-11-1630(8)	
	Does state or federal law specifically require this deliverable?	Yes	
	Deliverable description	Special Purpose District Directory - Each even-numbered year the Secretary of State shall issue a directory of active and inactive special purpose districts in the State. Inactive special purpose districts must be deleted from the directory if listed as such for two consecutive report cycles. The directory must be mailed to all special purpose districts and general purpose governments in the State. The Secretary of State also publishes the directory on the agency's website.	
	Responsible organizational unit (primary)	Public Charities & Municipalities	
Results Sought			
	Does the legislature state intent, findings, or purpose?	Yes	
	What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The General Assembly finds that special purpose districts serve a necessary and useful function by providing services to residents and property owners in the State. The General Assembly finds further that special purpose districts operate to serve a public purpose and that this public trust is best secured by certain minimum standards of accountability designed to inform the public and appropriate general purpose local governments of the status and activities of special districts. It is the intent of the General Assembly that this public trust be secured by requiring each independent special district in the State to register and report its financial and other activities. The General Assembly finds further that failure of an independent special purpose district to comply with the minimum disclosure requirements set forth in this act may result in action against officers of such district board. Realizing that special purpose districts are created to serve special purposes, it is the legislative intent of this act that special purpose districts cooperate and coordinate their activities with the units of general purpose government in which they are located. The reporting requirements set forth in this act are the minimum level of cooperation necessary to provide services to the citizens of this State in an efficient and equitable fashion. It is not the intent of this act to confer budgetary powers upon county councils for those independent special purpose districts which file financial and other activity information with the county auditor, unless otherwise provided by law. (1984 Act No. 488)	
	Associated performance measure item numbers from the Performance Measures Chart, if any	5	
Customer Details			
	Customer description	Special Purpose Districts; Counties; Municipalities; General Public	
	Does the agency evaluate customer satisfaction?	2017-18	No
	Counties served in last completed fiscal year	2017-18	None
	Number of customers served in last completed FY	2017-18	0
	Percentage change in customers served predicted for current FY	2018-19	100% increase
	Maximum number of potential customers, if unlimited resources available to the agency	2017-18	Unknown
Units Provided and Amounts Charged to Customers			
	Description of a single deliverable unit	Special Purpose District Directory	
	Number of units provided	2017-18	0
		2016-17	1
		2015-16	0
	Does law prohibit charging the customer for the deliverable?	2017-18	No
	If yes, provide law	2016-17	No applicable law
	If yes, provide law	2016-17	No
	If yes, provide law	2015-16	No applicable law
	If yes, provide law	2015-16	No
	Amount charged to customer per deliverable unit	2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
Costs			
	Total employee equivalents required (37.5 hour per week units)	2017-18	0.00
		2016-17	0.03
		2015-16	0.00
	Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$0.00
		2016-17	\$2,385.18
		2015-16	\$0.00
	Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.00%
		2016-17	0.09%
		2015-16	0.00%
	Agency expenditures per unit of the deliverable	2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
		2016-17	\$2,385.18
		2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable			
	Total collected from charging customers	2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
	Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
	Total collected from charging customers and non-state sources	2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
Agency Comments			
	Additional comments from agency (optional)		

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable			
	Item number	179	
	Associated laws	Section 6-11-1640(B)	
	Does state or federal law specifically require this deliverable?	No	
	Deliverable description	Special Purpose District Required Production of Information - If a special purpose district refuses to produce required reports, the Secretary of State or county auditor may seek a writ of mandamus to compel production.	
	Responsible organizational unit (primary)	Legal	
Results Sought			
	Does the legislature state intent, findings, or purpose?	Yes	
	What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The General Assembly finds that special purpose districts serve a necessary and useful function by providing services to residents and property owners in the State. The General Assembly finds further that special purpose districts operate to serve a public purpose and that this public trust is best secured by certain minimum standards of accountability designed to inform the public and appropriate general purpose local governments of the status and activities of special districts. It is the intent of the General Assembly that this public trust be secured by requiring each independent special district in the State to register and report its financial and other activities. The General Assembly finds further that failure of an independent special purpose district to comply with the minimum disclosure requirements set forth in this act may result in action against officers of such district board. Realizing that special purpose districts are created to serve special purposes, it is the legislative intent of this act that special purpose districts cooperate and coordinate their activities with the units of general purpose government in which they are located. The reporting requirements set forth in this act are the minimum level of cooperation necessary to provide services to the citizens of this State in an efficient and equitable fashion. It is not the intent of this act to confer budgetary powers upon county councils for those independent special purpose districts which file financial and other activity information with the county auditor, unless otherwise provided by law. (1984 Act No. 488)	
	Associated performance measure item numbers from the Performance Measures Chart, if any	5	
Customer Details			
	Customer description	Special Purpose Districts	
	Does the agency evaluate customer satisfaction?	2017-18	No
	Counties served in last completed fiscal year	2017-18	None
	Number of customers served in last completed FY	2017-18	0
	Percentage change in customers served predicted for current FY	2018-19	0.00%
	Maximum number of potential customers, if unlimited resources available to the agency	2017-18	256
Units Provided and Amounts Charged to Customers			
	Description of a single deliverable unit	Writ of Mandamus	
	Number of units provided	2017-18	0
		2016-17	0
		2015-16	0
	Does law prohibit charging the customer for the deliverable?	2017-18	No
	If yes, provide law	2016-17	No applicable law
	If yes, provide law	2016-17	No
	If yes, provide law	2015-16	No applicable law
	If yes, provide law	2015-16	No
	Amount charged to customer per deliverable unit	2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
Costs			
	Total employee equivalents required (37.5 hour per week units)	2017-18	0.00
		2016-17	0.00
		2015-16	0.00
	Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
	Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.00%
		2016-17	0.00%
		2015-16	0.00%
	Agency expenditures per unit of the deliverable	2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
		2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
		2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable			
	Total collected from charging customers	2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
	Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
	Total collected from charging customers and non-state sources	2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
Agency Comments			
	Additional comments from agency (optional)		

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable	Item number	180	181
	Associated laws	Section 4-11-290(F)	Section 4-11-290(G); Section 4-11-290(H)
Does state or federal law specifically require this deliverable?		Yes	Yes
Deliverable description		Notice of Review of Petition to Dissolve a Special Purpose District - Upon receipt of a petition to dissolve a special purpose district, the Secretary of State shall investigate the matters set forth in the petition and serve the petition and notice of review upon the Governor, the State Treasurer, the governing bodies of the county or counties in which the special purpose district is located, and members of the last known governing body of the special purpose district. The Secretary of State shall also publish the notice of review in a newspaper in each county in which the special purpose district is located.	Special Purpose District Dissolution Order - If the Secretary of State determines that the special purpose district must be dissolved, the Secretary of State shall file an order of dissolution in each county in which the special purpose district is located.
Responsible organizational unit (primary)		Legal	Legal
Results Sought			
Does the legislature state intent, findings, or purpose?		Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		The existence of these nonfunctioning special purpose districts has created inefficiencies in the provision of governmental services to the people of this State. The General Assembly adopts this section in order to provide a means in which special purpose districts which do not provide any governmental service, and which have made no provision for providing the service, may be dissolved. It is the intent of the General Assembly that dissolution of a special purpose district is mandatory if the conditions and procedures set forth in this section are met. (1992 Act No. 516)	The existence of these nonfunctioning special purpose districts has created inefficiencies in the provision of governmental services to the people of this State. The General Assembly adopts this section in order to provide a means in which special purpose districts which do not provide any governmental service, and which have made no provision for providing the service, may be dissolved. It is the intent of the General Assembly that dissolution of a special purpose district is mandatory if the conditions and procedures set forth in this section are met. (1992 Act No. 516)
Associated performance measure item numbers from the Performance Measures Chart, if any		5	5
Customer Details			
Customer description		Special Purpose Districts; Governor; State Treasurer; Counties; General Public	Special Purpose Districts; Counties
Does the agency evaluate customer satisfaction?	2017-18	No	No
Counties served in last completed fiscal year	2017-18	Greenville	Greenville
Number of customers served in last completed FY	2017-18	Unknown	2
Percentage change in customers served predicted for current FY	2018-19	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unknown
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit		Notice of Review of Petition to Dissolve a Special Purpose District	Order of Dissolution of a Special Purpose District
Number of units provided	2017-18	1	1
	2016-17	0	0
	2015-16	0	0
Does law prohibit charging the customer for the deliverable?	2017-18	No	No
If yes, provide law		No applicable law	No applicable law
	2016-17	No	No
If yes, provide law		No applicable law	No applicable law
	2015-16	No	No
If yes, provide law		No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18	0.01	0.01
	2016-17	0.00	0.00
	2015-16	0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$1,124.27	\$1,124.27
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.04%	0.04%
	2016-17	0.00%	0.00%
	2015-16	0.00%	0.00%
Agency expenditures per unit of the deliverable	2017-18	\$1,124.27	\$1,124.27
	2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable			
Total collected from charging customers	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Agency Comments			
Additional comments from agency (optional)		The agency listed the number of customers served in FY 2017-18 as "unknown" because it is unable to determine how many persons viewed the legal advertisement of the notice of review published in the newspaper in which the special purpose district was located.	

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable		
Item number	182	183
Associated laws	Section 4-11-290(H)	Section 6-24-50
Does state or federal law specifically require this deliverable?	Yes	Yes
Deliverable description	Special Purpose District Dissolution Notice - After issuing an order of dissolution of a special purpose district, the Secretary of State must serve a notice of dissolution upon the Governor, the State Treasurer, and the members of the last known governing body of the special purpose district. The Secretary of State shall also publish the notice of dissolution in a newspaper in each county in which the special purpose district is located. Joint Agency Filing - Two or more governmental entities participating in a joint agency may file an application with the Secretary of State. If the statutory requirements are met, the Secretary of State shall issue the joint agency a corporate certificate.	
Responsible organizational unit (primary)	Legal	Legal
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The existence of these nonfunctioning special purpose districts has created It is the intent of the General Assembly to provide to the gas authorities of the State a inefficiencies in the provision of governmental services to the people of this mechanism for the joint exercise of their powers, joint administration of functions, State. The General Assembly adopts this section in order to provide a means and sharing of related costs so as to ensure that the residents, businesses, and in which special purpose districts which do not provide any governmental industries of this State located in the service areas of the gas authorities are provided service, and which have made no provision for providing the service, may be with natural gas services as efficiently and inexpensively as possible. To accomplish dissolved. It is the intent of the General Assembly that dissolution of a special those goals, the General Assembly intends to empower the gas authorities to create purpose district is mandatory if the conditions and procedures set forth in this joint agencies to provide for the joint exercise of powers, joint administration of section are met. (1992 Act No. 516) functions, and sharing of costs in a convenient and predictable manner. (2003 Act. No 8)	
Associated performance measure item numbers from the Performance Measures Chart, if any	5	18
Customer Details		
Customer description	Special Purpose Districts; Governor; State Treasurer; General Public	Joint Agencies
Does the agency evaluate customer satisfaction?	No	No
Counties served in last completed fiscal year	Greenville	None
Number of customers served in last completed FY	Unknown	0
Percentage change in customers served predicted for current FY	0.00%	100% increase
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Notice of Dissolution of a Special Purpose District	Corporate Certificate for a Joint Agency
Number of units provided	2017-18 1	0
	2016-17 0	0
	2015-16 0	0
Does law prohibit charging the customer for the deliverable?	2017-18 No	No
If yes, provide law	2016-17 No applicable law	No applicable law
If yes, provide law	2016-17 No	No
If yes, provide law	2015-16 No applicable law	No applicable law
If yes, provide law	2015-16 No	No
If yes, provide law	2015-16 No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18 \$0.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18 0.01	0.00
	2016-17 0.00	0.00
	2015-16 0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$1,124.27	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.04%	0.00%
	2016-17 0.00%	0.00%
	2015-16 0.00%	0.00%
Agency expenditures per unit of the deliverable	2017-18 \$1,124.27	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2016-17 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2015-16 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable		
Total collected from charging customers	2017-18 \$0.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18 \$0.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00
Agency Comments		
Additional comments from agency (optional)	The agency listed the number of customers served in FY 2017-18 as "unknown" because it is unable to determine how many persons viewed the legal advertisement of the notice of review published in the newspaper in which the special purpose district was located.	

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable			184	185
Item number		184	185	
Associated laws		Section 6-24-70		Section 6-25-50
Does state or federal law specifically require this deliverable?		Yes		Yes
Deliverable description		Joint Agency Change in Membership - A joint agency shall notify the Secretary of State of the addition or withdrawal of members of the joint agency. Upon notification, the Secretary of State issues an amended corporate certificate to the joint agency.		Joint Authority Water and Sewer System Filing - Two or more governmental entities participating in a joint system may file an application with the Secretary of State. If the statutory requirements are met, the Secretary of State shall issue the joint system a corporate certificate.
Responsible organizational unit (primary)		Legal		Legal
Results Sought				
Does the legislature state intent, findings, or purpose?		Yes		Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		It is the intent of the General Assembly to provide to the gas authorities of the State a mechanism for the joint exercise of their powers, joint administration of functions, and sharing of related costs so as to ensure that the residents, businesses, and industries of this State located in the service areas of the gas authorities are provided with natural gas services as efficiently and inexpensively as possible. To accomplish those goals, the General Assembly intends to empower the gas authorities to create joint agencies to provide for the joint exercise of powers, joint administration of functions, and sharing of costs in a convenient and predictable manner. (2003 Act. No 8)		The General Assembly finds that: (1) The availability of water and sewer services to assist economic development and to provide for the health, safety, and welfare of its people is a very critical matter for this State. (2) It is appropriate to make it possible for a member of a joint authority water system to utilize certain sources of revenues available to them, including payments in lieu of taxes, to assist in the development of additional water and sewer treatment capacity and the provision of collection and distribution lines. (3) It is desirable to facilitate a joint authority water and sewer system in accommodating the desires of its members in projects and financings that affect only those members. (Section 6-25-5)
Associated performance measure item numbers from the Performance Measures Chart, if any		None		18
Customer Details				
Customer description		Joint Agencies		Joint Systems
Does the agency evaluate customer satisfaction? 2017-18		No		No
Counties served in last completed fiscal year 2017-18		None		None
Number of customers served in last completed FY 2017-18		0		0
Percentage change in customers served predicted for current FY 2018-19		0.00%		100% increase
Maximum number of potential customers, if unlimited resources available to the agency		8		Unknown
Units Provided and Amounts Charged to Customers				
Description of a single deliverable unit		Amended Corporate Certificate for a Joint Agency		Corporate Certificate for a Joint System
Number of units provided 2017-18		0		0
		2016-17		0
		2015-16		0
Does law prohibit charging the customer for the deliverable? 2017-18		No		No
If yes, provide law 2016-17		No applicable law		No applicable law
If yes, provide law 2016-17		No		No
If yes, provide law 2015-16		No applicable law		No applicable law
If yes, provide law 2015-16		No		No
If yes, provide law 2015-16		No applicable law		No applicable law
Amount charged to customer per deliverable unit 2017-18		\$0.00		\$0.00
		2016-17		\$0.00
		2015-16		\$0.00
Costs				
Total employee equivalents required (37.5 hour per week units) 2017-18		0.00		0.00
		2016-17		0.00
		2015-16		0.00
Total deliverable expenditures each year (operational and employee salary/fringe) 2017-18		\$0.00		\$0.00
		2016-17		\$0.00
		2015-16		\$0.00
Total deliverable expenditures as a percentage of total agency expenditures 2017-18		0.00%		0.00%
		2016-17		0.00%
		2015-16		0.00%
Agency expenditures per unit of the deliverable 2017-18		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
		2016-17		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
		2015-16		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable				
Total collected from charging customers 2017-18		\$0.00		\$0.00
		2016-17		\$0.00
		2015-16		\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable) 2017-18		\$0.00		\$0.00
		2016-17		\$0.00
		2015-16		\$0.00
Total collected from charging customers and non-state sources 2017-18		\$0.00		\$0.00
		2016-17		\$0.00
		2015-16		\$0.00
Agency Comments				
Additional comments from agency (optional)				

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable		
Item number	186	187
Associated laws	Section 6-25-70	Section 58-12-310
Does state or federal law specifically require this deliverable?	Yes	Yes
Deliverable description	Joint Authority Water and Sewer System Change in Membership - A joint system assist economic development and to provide for the health, safety, and welfare of its people is a very critical matter for this State. (2) It is appropriate to make it possible for a member of a joint authority water system to utilize certain sources of revenues available to them, including payments in lieu of taxes, to assist in the development of additional water and sewer treatment capacity and the provision of collection and distribution lines. (3) It is desirable to facilitate a joint authority water and sewer system in accommodating the desires of its members in projects and financings that affect only those members. (Section 6-25-5)	Certificate of Cable Franchise Authority Application Notice to Local Governments - Upon receipt of an application or amended application for a certificate of cable franchise authority, the Secretary of State notifies affected municipalities and/or counties of the application within five days, requesting the franchise fee rate, number of access channels under the franchise agreement, and whether the municipalities and/or counties consent.
Responsible organizational unit (primary)	Legal	Public Charities & Municipalities
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The General Assembly finds that: (1) The availability of water and sewer services to assist economic development and to provide for the health, safety, and welfare of its people is a very critical matter for this State. (2) It is appropriate to make it possible for a member of a joint authority water system to utilize certain sources of revenues available to them, including payments in lieu of taxes, to assist in the development of additional water and sewer treatment capacity and the provision of collection and distribution lines. (3) It is desirable to facilitate a joint authority water and sewer system in accommodating the desires of its members in projects and financings that affect only those members. (Section 6-25-5)	As stated in Act 8 of 2007 (amending Act 288 of 2006), "Competition between cable television, satellite, and other providers has promoted and continues to promote additional consumer choices for cable service, video service, and similar services, and the technology used to provide these services is not constrained or limited by municipal or county boundaries. Accordingly, it is appropriate for the General Assembly to review and update the policy of this State with regard to these services. The General Assembly finds that revising the current system of regulation of these services will relieve consumers of unnecessary costs and burdens, encourage investment, and promote deployment of innovative offerings that provide competitive choices for consumers. Additionally, the General Assembly finds that it is in the best interests of consumers for cable and video franchises to be nonexclusive and for requests for competitive cable or video franchises not to be unreasonably refused. The General Assembly further finds that a streamlined policy framework providing statewide uniformity is necessary to allow these functionally equivalent services to compete fairly and to deploy new consumer services more quickly."
Associated performance measure item numbers from the Performance Measures Chart, if any	None	None
Customer Details		
Customer description	Joint Systems	Cable Service Providers; Municipalities; Counties
Does the agency evaluate customer satisfaction?	No	No
Counties served in last completed fiscal year	None	Charleston; Dorchester; Kershaw; Lancaster; Lexington; Marion; Oconee; Newberry; Pickens
Number of customers served in last completed FY	0	15
Percentage change in customers served predicted for current FY	0.00%	Unknown
Maximum number of potential customers, if unlimited resources available to the agency	5	Unknown
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Amended Corporate Certificate for a Joint System	Notification and request for information to affected municipalities and/or counties regarding an application for a certificate of franchise authority
Number of units provided	2017-18 0	15
	2016-17 0	42
	2015-16 1	42
Does law prohibit charging the customer for the deliverable?	2017-18 No	No
If yes, provide law	2016-17 No applicable law	No applicable law
If yes, provide law	2016-17 No	No
If yes, provide law	2015-16 No applicable law	No applicable law
If yes, provide law	2015-16 No	No
If yes, provide law	2015-16 No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18 \$0.00	\$110.00
	2016-17 \$0.00	\$110.00
	2015-16 \$0.00	\$110.00
Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18 0.00	0.01
	2016-17 0.00	0.01
	2015-16 0.01	0.29
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$0.00	\$470.71
	2016-17 \$0.00	\$428.09
	2015-16 \$995.25	\$11,423.57
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.00%	0.02%
	2016-17 0.00%	0.02%
	2015-16 0.04%	0.45%
Agency expenditures per unit of the deliverable	2017-18 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$31.38
	2016-17 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$10.19
	2015-16 \$995.25	\$271.99
Amount generated from providing deliverable		
Total collected from charging customers	2017-18 \$0.00	\$1,650.00
	2016-17 \$0.00	\$4,620.00
	2015-16 \$0.00	\$4,620.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00	\$0.00
	2016-17 \$0.00	\$0.00
	2015-16 \$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18 \$0.00	\$1,650.00
	2016-17 \$0.00	\$4,620.00
	2015-16 \$0.00	\$4,620.00
Agency Comments		
Additional comments from agency (optional)		

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable		
Item number	188	
Associated laws	Section 58-12-310	
Does state or federal law specifically require this deliverable?	Yes	
Deliverable description	Notice of Denial of Application for Certificate of Cable Franchise Authority - If a municipality or county does not consent or does not respond within 65 days of the Secretary of State's request, the Secretary of State denies the application and notes the reason for the denial.	
Responsible organizational unit (primary)	Public Charities & Municipalities	
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	As stated in Act 8 of 2007 (amending Act 288 of 2006), "Competition between cable television, satellite, and other providers has promoted and continues to promote additional consumer choices for cable service, video service, and similar services, and the technology used to provide these services is not constrained or limited by municipal or county boundaries. Accordingly, it is appropriate for the General Assembly to review and update the policy of this State with regard to these services. The General Assembly finds that revising the current system of regulation of these services will relieve consumers of unnecessary costs and burdens, encourage investment, and promote deployment of innovative offerings that provide competitive choices for consumers. Additionally, the General Assembly finds that it is in the best interests of consumers for cable and video franchises to be nonexclusive and for requests for competitive cable or video franchises not to be unreasonably refused. The General Assembly further finds that a streamlined policy framework providing statewide uniformity is necessary to allow these functionally equivalent services to compete fairly and to deploy new consumer services more quickly."	
Associated performance measure item numbers from the Performance Measures Chart, if any	None	
Customer Details		
Customer description	Cable Service Providers; Municipalities; Counties	
Does the agency evaluate customer satisfaction?	2017-18	No
Counties served in last completed fiscal year	2017-18	Dorchester; Pickens
Number of customers served in last completed FY	2017-18	2
Percentage change in customers served predicted for current FY	2018-19	Unknown
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Notice of denial of an application for a certificate of franchise authority to the applicant cable services provider	
Number of units provided	2017-18	2
	2016-17	0
	2015-16	0
Does law prohibit charging the customer for the deliverable?	2017-18	No
If yes, provide law	2016-17	No applicable law
If yes, provide law	2016-17	No
If yes, provide law	2015-16	No applicable law
If yes, provide law	2015-16	No
Amount charged to customer per deliverable unit	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18	0.01
	2016-17	0.00
	2015-16	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$470.71
	2016-17	\$0.00
	2015-16	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.02%
	2016-17	0.00%
	2015-16	0.00%
Agency expenditures per unit of the deliverable	2017-18	\$235.36
	2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable		
Total collected from charging customers	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Agency Comments		
Additional comments from agency (optional)	Please note that the number of denials does not include denials of applications where the applicants receive a certificate of franchise authority at a later date. The number of denials is indicative of final denials where no further action is taken.	

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable			
	Item number	189	
	Associated laws	Section 58-12-310	
Does state or federal law specifically require this deliverable?			Yes
Deliverable description			Certificate of Cable Franchise Authority Issuance - Within 80 days from the Secretary of State's request to the affected municipalities and/or counties, the Secretary of State issues a certificate of franchise authority.
Responsible organizational unit (primary)			Public Charities & Municipalities
Results Sought			
Does the legislature state intent, findings, or purpose?			Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?			As stated in Act 8 of 2007 (amending Act 288 of 2006), "Competition between cable television, satellite, and other providers has promoted and continues to promote additional consumer choices for cable service, video service, and similar services, and the technology used to provide these services is not constrained or limited by municipal or county boundaries. Accordingly, it is appropriate for the General Assembly to review and update the policy of this State with regard to these services. The General Assembly finds that revising the current system of regulation of these services will relieve consumers of unnecessary costs and burdens, encourage investment, and promote deployment of innovative offerings that provide competitive choices for consumers. Additionally, the General Assembly finds that it is in the best interests of consumers for cable and video franchises to be nonexclusive and for requests for competitive cable or video franchises not to be unreasonably refused. The General Assembly further finds that a streamlined policy framework providing statewide uniformity is necessary to allow these functionally equivalent services to compete fairly and to deploy new consumer services more quickly."
Associated performance measure item numbers from the Performance Measures Chart, if any			None
Customer Details			
Customer description			Cable Service Providers; Municipalities; Counties
Does the agency evaluate customer satisfaction?			No
Counties served in last completed fiscal year			2017-18 Charleston; Dorchester; Kershaw; Lancaster; Lexington; Marion; Oconee; Newberry; Pickens
Number of customers served in last completed FY			2017-18 13
Percentage change in customers served predicted for current FY			2018-19 Unknown
Maximum number of potential customers, if unlimited resources available to the agency			Unknown
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit			Issuance of a certificate of franchise authority to a cable service provider
Number of units provided			2017-18 13
			2016-17 42
			2015-16 42
Does law prohibit charging the customer for the deliverable?			2017-18 No
If yes, provide law			2016-17 No applicable law
If yes, provide law			2016-17 No
If yes, provide law			2015-16 No applicable law
If yes, provide law			2015-16 No
Amount charged to customer per deliverable unit			2017-18 \$0.00
			2016-17 \$0.00
			2015-16 \$0.00
Costs			
Total employee equivalents required (37.5 hour per week units)			2017-18 0.01
			2016-17 0.02
			2015-16 0.02
Total deliverable expenditures each year (operational and employee salary/fringe)			2017-18 \$470.71
			2016-17 \$856.19
			2015-16 \$784.54
Total deliverable expenditures as a percentage of total agency expenditures			2017-18 0.02%
			2016-17 0.03%
			2015-16 0.03%
Agency expenditures per unit of the deliverable			2017-18 \$36.21
			2016-17 \$20.39
			2015-16 \$18.68
Amount generated from providing deliverable			
Total collected from charging customers			2017-18 \$0.00
			2016-17 \$0.00
			2015-16 \$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)			2017-18 \$0.00
			2016-17 \$0.00
			2015-16 \$0.00
Total collected from charging customers and non-state sources			2017-18 \$0.00
			2016-17 \$0.00
			2015-16 \$0.00
Agency Comments			
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable		
Item number	190	
Associated laws	Section 58-12-310	
Does state or federal law specifically require this deliverable?	Yes	
Deliverable description	Certificate of Cable Franchise Authority Termination by Cable Provider - A cable services provider may terminate its certificate of franchise authority issued by the Secretary of State by submitting written notice to the Secretary of State and affected municipalities and counties.	
Responsible organizational unit (primary)	Public Charities & Municipalities	
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	As stated in Act 8 of 2007 (amending Act 288 of 2006), "Competition between cable television, satellite, and other providers has promoted and continues to promote additional consumer choices for cable service, video service, and similar services, and the technology used to provide these services is not constrained or limited by municipal or county boundaries. Accordingly, it is appropriate for the General Assembly to review and update the policy of this State with regard to these services. The General Assembly finds that revising the current system of regulation of these services will relieve consumers of unnecessary costs and burdens, encourage investment, and promote deployment of innovative offerings that provide competitive choices for consumers. Additionally, the General Assembly finds that it is in the best interests of consumers for cable and video franchises to be nonexclusive and for requests for competitive cable or video franchises not to be unreasonably refused. The General Assembly further finds that a streamlined policy framework providing statewide uniformity is necessary to allow these functionally equivalent services to compete fairly and to deploy new consumer services more quickly."	
Associated performance measure item numbers from the Performance Measures Chart, if any	None	
Customer Details		
Customer description	Cable Service Providers; Municipalities; Counties	
Does the agency evaluate customer satisfaction?	2017-18	No
Counties served in last completed fiscal year	2017-18	None
Number of customers served in last completed FY	2017-18	0
Percentage change in customers served predicted for current FY	2018-19	Unknown
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Filing of a termination statement from a cable services provider	
Number of units provided	2017-18	0
	2016-17	0
	2015-16	0
Does law prohibit charging the customer for the deliverable?	2017-18	No
If yes, provide law	2016-17	No applicable law
If yes, provide law	2016-17	No
If yes, provide law	2015-16	No applicable law
If yes, provide law	2015-16	No
Amount charged to customer per deliverable unit	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18	0.00
	2016-17	0.00
	2015-16	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.00%
	2016-17	0.00%
	2015-16	0.00%
Agency expenditures per unit of the deliverable	2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable		
Total collected from charging customers	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Agency Comments		
Additional comments from agency (optional)		

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable		
Item number	191	
Associated laws	Section 58-12-310	
Does state or federal law specifically require this deliverable?	Yes	
Deliverable description	Certificate of Cable Franchise Authority Notice of Transfer - Notices of transfer must be filed with the Secretary of State and affected municipalities within 10 days of completion of the transfer. The Secretary of State then sends out a notice of the application with a copy of the transfer notice to the municipalities, giving them 65 days to respond to the notice of transfer.	
Responsible organizational unit (primary)	Public Charities & Municipalities	
Results Sought		
Does the legislature state intent, findings, or purpose?	Yes	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	As stated in Act 8 of 2007 (amending Act 288 of 2006), "Competition between cable television, satellite, and other providers has promoted and continues to promote additional consumer choices for cable service, video service, and similar services, and the technology used to provide these services is not constrained or limited by municipal or county boundaries. Accordingly, it is appropriate for the General Assembly to review and update the policy of this State with regard to these services. The General Assembly finds that revising the current system of regulation of these services will relieve consumers of unnecessary costs and burdens, encourage investment, and promote deployment of innovative offerings that provide competitive choices for consumers. Additionally, the General Assembly finds that it is in the best interests of consumers for cable and video franchises to be nonexclusive and for requests for competitive cable or video franchises not to be unreasonably refused. The General Assembly further finds that a streamlined policy framework providing statewide uniformity is necessary to allow these functionally equivalent services to compete fairly and to deploy new consumer services more quickly."	
Associated performance measure item numbers from the Performance Measures Chart, if any	None	
Customer Details		
Customer description	Cable Service Providers; Municipalities; Counties	
Does the agency evaluate customer satisfaction?	2017-18	No
Counties served in last completed fiscal year	2017-18	None
Number of customers served in last completed FY	2017-18	0
Percentage change in customers served predicted for current FY	2018-19	Unknown
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit	Filing of a Notice of Transfer and sending notice of the transfer to the affected counties and/or municipalities	
Number of units provided	2017-18	0
	2016-17	0
	2015-16	0
Does law prohibit charging the customer for the deliverable?	2017-18	No
If yes, provide law	2016-17	No applicable law
If yes, provide law	2016-17	No
If yes, provide law	2015-16	No applicable law
If yes, provide law	2015-16	No
Amount charged to customer per deliverable unit	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18	0.00
	2016-17	0.00
	2015-16	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.00%
	2016-17	0.00%
	2015-16	0.00%
Agency expenditures per unit of the deliverable	2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable		
Total collected from charging customers	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Agency Comments		
Additional comments from agency (optional)	Notices of transfer are required by statute to be filed with the Secretary of State, but the Secretary of State is not required to send out notice.	

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable			
	Item number		192
	Associated laws		Section 58-12-325
Does state or federal law specifically require this deliverable?			Yes
Deliverable description			Termination of County or Municipal Certificate of Cable Franchise Authority - A holder of a certificate of cable franchise authority issued by a county or municipality who wishes to instead offer services under a state-issued certificate of franchise authority, must file a termination statement with the Secretary and submit copies to the affected municipalities and counties. Termination of existing franchises is effective immediately upon issuance of a certificate of franchising authority by the Secretary of State according to the procedures outlined in Section 58-12-310 (Application for certificate; procedure).
Responsible organizational unit (primary)			Public Charities & Municipalities
Results Sought			
Does the legislature state intent, findings, or purpose?			Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?			As stated in Act 8 of 2007 (amending Act 288 of 2006), "Competition between cable television, satellite, and other providers has promoted and continues to promote additional consumer choices for cable service, video service, and similar services, and the technology used to provide these services is not constrained or limited by municipal or county boundaries. Accordingly, it is appropriate for the General Assembly to review and update the policy of this State with regard to these services. The General Assembly finds that revising the current system of regulation of these services will relieve consumers of unnecessary costs and burdens, encourage investment, and promote deployment of innovative offerings that provide competitive choices for consumers. Additionally, the General Assembly finds that it is in the best interests of consumers for cable and video franchises to be nonexclusive and for requests for competitive cable or video franchises not to be unreasonably refused. The General Assembly further finds that a streamlined policy framework providing statewide uniformity is necessary to allow these functionally equivalent services to compete fairly and to deploy new consumer services more quickly."
Associated performance measure item numbers from the Performance Measures Chart, if any			None
Customer Details			
Customer description			Cable Service Providers; Municipalities; Counties
Does the agency evaluate customer satisfaction?	2017-18		No
Counties served in last completed fiscal year	2017-18		None
Number of customers served in last completed FY	2017-18		0
Percentage change in customers served predicted for current FY	2018-19		Unknown
Maximum number of potential customers, if unlimited resources available to the agency			Unknown
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit			Filing of a termination statement from a cable services provider
Number of units provided	2017-18		0
	2016-17		0
	2015-16		0
Does law prohibit charging the customer for the deliverable?	2017-18		No
If yes, provide law	2016-17		No applicable law
If yes, provide law	2016-17		No
If yes, provide law	2015-16		No applicable law
If yes, provide law	2015-16		No
Amount charged to customer per deliverable unit	2017-18		\$0.00
	2016-17		\$0.00
	2015-16		\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18		0.00
	2016-17		0.00
	2015-16		0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18		\$0.00
	2016-17		\$0.00
	2015-16		\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18		0.00%
	2016-17		0.00%
	2015-16		0.00%
Agency expenditures per unit of the deliverable	2017-18		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2016-17		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2015-16		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable			
Total collected from charging customers	2017-18		\$0.00
	2016-17		\$0.00
	2015-16		\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18		\$0.00
	2016-17		\$0.00
	2015-16		\$0.00
Total collected from charging customers and non-state sources	2017-18		\$0.00
	2016-17		\$0.00
	2015-16		\$0.00
Agency Comments			
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable			
Item number	193		
Associated laws	Section 58-12-330		
Does state or federal law specifically require this deliverable?	Yes		
Deliverable description	Notice of Change of Franchise Fee - A change to a franchise fee in a state-issued certificate of cable franchise authority is not effective until 45 days after the Secretary of State provides written notice of the change to the holder. PEG changes are processed in the same way.		
Responsible organizational unit (primary)	Public Charities & Municipalities		
Results Sought			
Does the legislature state intent, findings, or purpose?	Yes		
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	As stated in Act 8 of 2007 (amending Act 288 of 2006), "Competition between cable television, satellite, and other providers has promoted and continues to promote additional consumer choices for cable service, video service, and similar services, and the technology used to provide these services is not constrained or limited by municipal or county boundaries. Accordingly, it is appropriate for the General Assembly to review and update the policy of this State with regard to these services. The General Assembly finds that revising the current system of regulation of these services will relieve consumers of unnecessary costs and burdens, encourage investment, and promote deployment of innovative offerings that provide competitive choices for consumers. Additionally, the General Assembly finds that it is in the best interests of consumers for cable and video franchises to be nonexclusive and for requests for competitive cable or video franchises not to be unreasonably refused. The General Assembly further finds that a streamlined policy framework providing statewide uniformity is necessary to allow these functionally equivalent services to compete fairly and to deploy new consumer services more quickly."		
Associated performance measure item numbers from the Performance Measures Chart, if any	None		
Customer Details			
Customer description	Cable Service Providers; Municipalities; Counties		
Does the agency evaluate customer satisfaction?	2017-18	No	
Counties served in last completed fiscal year	2017-18	Charleston; Kershaw; Lexington; Marion	
Number of customers served in last completed FY	2017-18	4	
Percentage change in customers served predicted for current FY	2018-19	Unknown	
Maximum number of potential customers, if unlimited resources available to the agency	2017-18	Unknown	
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit		Sending written notice of a franchise fee change or PEG change to the affected cable services provider	
Number of units provided	2017-18	4	
	2016-17	1	
	2015-16	1	
Does law prohibit charging the customer for the deliverable?	2017-18	No	
If yes, provide law	2016-17	No applicable law	
If yes, provide law	2016-17	No	
If yes, provide law	2015-16	No applicable law	
If yes, provide law	2015-16	No	
Amount charged to customer per deliverable unit	2017-18	\$0.00	
	2016-17	\$0.00	
	2015-16	\$0.00	
Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18	0.01	
	2016-17	0.01	
	2015-16	0.01	
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$470.71	
	2016-17	\$428.09	
	2015-16	\$392.27	
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.02%	
	2016-17	0.02%	
	2015-16	0.02%	
Agency expenditures per unit of the deliverable	2017-18	\$117.68	
	2016-17	\$428.09	
	2015-16	\$392.27	
Amount generated from providing deliverable			
Total collected from charging customers	2017-18	\$0.00	
	2016-17	\$0.00	
	2015-16	\$0.00	
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	
	2016-17	\$0.00	
	2015-16	\$0.00	
Total collected from charging customers and non-state sources	2017-18	\$0.00	
	2016-17	\$0.00	
	2015-16	\$0.00	
Agency Comments			
Additional comments from agency (optional)	While franchise fee changes require written notice by the Secretary of State, PEG changes do not, but would be processed the same way. However, the number of units processed are all franchise fee changes as no PEG changes have been filed during the period covered by this report.		

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable				
	Item number	194		195
	Associated laws	Section 58-12-310; Section 58-12-325		Section 41-25-20; Section 41-25-30
	Does state or federal law specifically require this deliverable?	Yes		Yes
	Deliverable description	Certificate of Cable Franchise Authority Publication - The Secretary of State keeps a public record of certificates applied for and posts on the agency's website information relating to any certificate of franchise authority issued.		Private Personnel Placement Service License Issuance - The Secretary of State licenses private personnel placement services operating in South Carolina. The applicant must meet statutory requirements in order for its license application to be approved.
	Responsible organizational unit (primary)	Public Charities & Municipalities		Public Charities & Municipalities
Results Sought				
	Does the legislature state intent, findings, or purpose?	Yes		No
	What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	As stated in Act 8 of 2007 (amending Act 288 of 2006), "Competition between cable television, satellite, and other providers has promoted and continues to promote additional consumer choices for cable service, video service, and similar services, and the technology used to provide these services is not constrained or limited by municipal or county boundaries. Accordingly, it is appropriate for the General Assembly to review and update the policy of this State with regard to these services. The General Assembly finds that revising the current system of regulation of these services will relieve consumers of unnecessary costs and burdens, encourage investment, and promote deployment of innovative offerings that provide competitive choices for consumers. Additionally, the General Assembly finds that it is in the best interests of consumers for cable and video franchises to be nonexclusive and for requests for competitive cable or video franchises not to be unreasonably refused. The General Assembly further finds that a streamlined policy framework providing statewide uniformity is necessary to allow these functionally equivalent services to compete fairly and to deploy new consumer services more quickly."		The outcome sought by the agency is to comply with the duties outlined in the South Carolina Private Personnel Placement Services Act.
	Associated performance measure item numbers from the Performance Measures Chart, if any	None		None
Customer Details				
	Customer description	Cable Service Providers; Municipalities; Counties; General Public		Private Personnel Placement Services
	Does the agency evaluate customer satisfaction?	No		No
	Counties served in last completed fiscal year	All		Unknown
	Number of customers served in last completed FY	Unknown		53
	Percentage change in customers served predicted for current FY	Unknown		0.00%
	Maximum number of potential customers, if unlimited resources available to the agency	Unknown		Unknown
Units Provided and Amounts Charged to Customers				
	Description of a single deliverable unit	Maintaining a record of all certificates of franchise authority applied for and posting information regarding any certificate of franchise authority issued		Private Personnel Placement Service License
	Number of units provided	2017-18 1		53
		2016-17 1		42
		2015-16 1		37
	Does law prohibit charging the customer for the deliverable?	2017-18 No		No
	If yes, provide law	No applicable law		No applicable law
	If yes, provide law	2016-17 No		No
	If yes, provide law	No applicable law		No applicable law
	If yes, provide law	2015-16 No		No
	If yes, provide law	No applicable law		No applicable law
	Amount charged to customer per deliverable unit	2017-18 \$0.00		\$300.00
		2016-17 \$0.00		\$300.00
		2015-16 \$0.00		\$300.00
Costs				
	Total employee equivalents required (37.5 hour per week units)	2017-18 0.00		0.15
		2016-17 0.00		0.15
		2015-16 0.00		0.19
	Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$0.00		\$5,884.02
		2016-17 \$0.00		\$6,421.40
		2015-16 \$0.00		\$6,940.04
	Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.00%		0.19%
		2016-17 0.00%		0.23%
		2015-16 0.00%		0.27%
	Agency expenditures per unit of the deliverable	2017-18 \$0.00		\$111.02
		2016-17 \$0.00		\$152.89
		2015-16 \$0.00		\$187.57
Amount generated from providing deliverable				
	Total collected from charging customers	2017-18 \$0.00		\$15,900.00
		2016-17 \$0.00		\$12,600.00
		2015-16 \$0.00		\$11,100.00
	Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00		\$0.00
		2016-17 \$0.00		\$0.00
		2015-16 \$0.00		\$0.00
	Total collected from charging customers and non-state sources	2017-18 \$0.00		\$15,900.00
		2016-17 \$0.00		\$12,600.00
		2015-16 \$0.00		\$11,100.00
Agency Comments				
	Additional comments from agency (optional)	The agency listed the number of customers served in FY 2017-18 as "unknown" because it is unable to determine how many persons viewed the report on the agency's website during that time period since the report was formatted as a downloadable PDF.		

Deliverables

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Deliverable				
Item number	196	197	198	199
Associated laws	Section 41-25-20; Section 41-25-30; Section 41-25-110	Section 41-25-20; Section 41-25-30; Section 41-25-110	Section 41-25-20; Section 41-25-30; Section 41-25-110	Section 39-57-50
Does state or federal law specifically require this deliverable?	Yes	Yes	Yes	Yes
Deliverable description	Private Personnel Placement Service License Revocation - The Secretary of State may revoke licenses of employment agencies under certain circumstances.	Private Personnel Placement Service License Renewal - An employment agency license must be renewed every 24 months.	Denial of Private Personnel Service Licenses for Renewal Applications - If an employment agency does not continue to meet the statutory requirements of the South Carolina Private Personnel Placement Services Act, the Secretary of State must deny its application to renew its license.	Sellers of Business Opportunities Registration Application - Sellers of business opportunities are required to file disclosure statements and a copy of surety bond or notice of trust account with the Secretary of State, after which the Secretary of State will issue the seller a registration number.
Responsible organizational unit (primary)	Public Charities & Municipalities	Public Charities & Municipalities	Public Charities & Municipalities	Public Charities & Municipalities
Results Sought				
Does the legislature state intent, findings, or purpose?	No	No	No	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The outcome sought by the agency is to comply with the duties outlined in the South Carolina Private Personnel Placement Services Act.	The outcome sought by the agency is to comply with the duties outlined in the South Carolina Private Personnel Placement Services Act.	The outcome sought by the agency is to comply with the duties outlined in the South Carolina Private Personnel Placement Services Act.	To regulate the practice of business opportunity sales and to provide a penalty. (1980 Act No. 474)
Associated performance measure item numbers from the Performance Measures Chart, if any	None	None	None	5
Customer Details				
Customer description	Private Personnel Placement Services	Private Personnel Placement Services	Private Personnel Placement Services	Sellers of Business Opportunities
Does the agency evaluate customer satisfaction?	No	No	No	No
Counties served in last completed fiscal year	None	Unknown	None	Unknown
Number of customers served in last completed FY	0	142	0	26
Percentage change in customers served predicted for current FY	0.00%	0.00%	0.00%	25% increase
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	Unknown	Unknown
Units Provided and Amounts Charged to Customers				
Description of a single deliverable unit	Private Personnel Placement Service License Revocation	Private Personnel Placement Service License Renewal	Private Personnel Placement Service License Denial	Initial Registration Application for a Business Opportunity
Number of units provided	0	142	0	26
	0	139	0	21
	0	128	0	22
Does law prohibit charging the customer for the deliverable?	No	No	No	No
If yes, provide law	No applicable law	No applicable law	No applicable law	No applicable law
	No	No	No	No
If yes, provide law	No applicable law	No applicable law	No applicable law	No applicable law
	No	No	No	No
If yes, provide law	No applicable law	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	\$0.00	\$100.00; \$100.00 late fee may apply.	\$200.00	\$100.00
	\$0.00	\$100.00; \$100.00 late fee may apply.	\$200.00	\$100.00
	\$0.00	\$100.00; \$100.00 late fee may apply.	\$200.00	\$100.00
Costs				
Total employee equivalents required (37.5 hour per week units)	0.00	0.15	0.00	0.01
	0.00	0.15	0.00	0.01
	0.00	0.19	0.00	0.01
Total deliverable expenditures each year (operational and employee salary/fringe)	\$0.00	\$5,884.02	\$0.00	\$470.71
	\$0.00	\$6,421.40	\$0.00	\$428.09
	\$0.00	\$6,940.04	\$0.00	\$392.27
Total deliverable expenditures as a percentage of total agency expenditures	0.00%	0.19%	0.00%	0.02%
	0.00%	0.23%	0.00%	0.02%
	0.00%	0.27%	0.00%	0.02%
Agency expenditures per unit of the deliverable	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$41.44	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$18.10
	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$46.20	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$20.39
	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$54.22	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$17.83
Amount generated from providing deliverable				
Total collected from charging customers	\$0.00	\$17,900.00	\$0.00	\$2,600.00
	\$0.00	\$17,200.00	\$0.00	\$2,100.00
	\$0.00	\$14,200.00	\$0.00	\$2,200.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	\$0.00	\$17,900.00	\$0.00	\$2,600.00
	\$0.00	\$17,200.00	\$0.00	\$2,100.00
	\$0.00	\$14,200.00	\$0.00	\$2,200.00
Agency Comments				
Additional comments from agency (optional)				

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable			
Item number	200	201	202
Associated laws	Section 39-57-55	Section 27-19-10	Section 27-19-20
Does state or federal law specifically require this deliverable?	Yes	Yes	Yes
Deliverable description	Sellers of Business Opportunities Registration Renewal - Sellers of business opportunities are required to renew their registration with the Secretary of State every 24 months. Notice of Escheated Lands - On knowledge, belief, or information that when lands have escheated to the State after death of the last owner without leaving anyone with a claim to the land, the Secretary of State will issue notification of the supposedly escheated lands to a circuit court judge of the county where the land lies at least 2 months before the next session of court. Recording of Verdict on Escheatment - The escheatment case is heard before a jury and judge and the court certifies the verdict to the Secretary of State who records it in a book for that purpose and returns the original to the Clerk of Court.		
Responsible organizational unit (primary)	Public Charities & Municipalities	Legal	Legal
Results Sought			
Does the legislature state intent, findings, or purpose?	Yes	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To regulate the practice of business opportunity sales and to provide a penalty. (1980 Act No. 474)	The outcome sought by the agency is to comply with the duties outlined in laws governing escheatment of land.	The outcome sought by the agency is to comply with the duties outlined in laws governing escheatment of land.

Associated performance measure item numbers from the Performance Measures Chart, if any	5	None	None
Customer Details			
Customer description	Sellers of Business Opportunities	Department of Administration; Circuit Court	Department of Administration
Does the agency evaluate customer satisfaction?	No	No	No
Counties served in last completed fiscal year	Unknown	None	None
Number of customers served in last completed FY	8	0	0
Percentage change in customers served predicted for current FY	0.00%	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown	Unknown	1

Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Renewal Registration Application for a Business Opportunity	Notification to the circuit court judge of the county where supposedly escheated lands are located	Recording of the verdict regarding escheatment of land
Number of units provided	2017-18 8	0	0
	2016-17 6	0	0
	2015-16 5	0	0
Does law prohibit charging the customer for the deliverable?	2017-18 No	No	No
If yes, provide law	2016-17 No	No applicable law	No applicable law
If yes, provide law	2015-16 No	No applicable law	No applicable law
If yes, provide law	2015-16 No	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18 \$100.00	\$0.00	\$0.00
	2016-17 \$100.00	\$0.00	\$0.00
	2015-16 \$100.00	\$0.00	\$0.00

Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18 0.01	0.00	0.00
	2016-17 0.01	0.00	0.00
	2015-16 0.01	0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$470.71	\$0.00	\$0.00
	2016-17 \$428.09	\$0.00	\$0.00
	2015-16 \$392.27	\$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.02%	0.00%	0.00%
	2016-17 0.02%	0.00%	0.00%
	2015-16 0.02%	0.00%	0.00%
Agency expenditures per unit of the deliverable	2017-18 \$58.84	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2016-17 \$71.35	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2015-16 \$78.45	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.

Amount generated from providing deliverable			
Total collected from charging customers	2017-18 \$800.00	\$0.00	\$0.00
	2016-17 \$600.00	\$0.00	\$0.00
	2015-16 \$500.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00	\$0.00	\$0.00
	2016-17 \$0.00	\$0.00	\$0.00
	2015-16 \$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18 \$800.00	\$0.00	\$0.00
	2016-17 \$600.00	\$0.00	\$0.00
	2015-16 \$500.00	\$0.00	\$0.00

Agency Comments	
Additional comments from agency (optional)	

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable			
Item number	203	204	
Associated laws	Section 27-19-60; Section 27-19-310	Section 27-19-70; Section 27-19-80; Section 27-19-90; Section 27-19-100; Section 27-19-310	
Does state or federal law specifically require this deliverable?	Yes	Yes	
Deliverable description	Escheated Lands Rental - When there is no claimant to the land, the Secretary of State can rent it until the escheatment process is concluded and the land is sold. Escheated Lands Advertisement and Disposal - If no one claims the land, the Clerk, in process signed by the judge, pronounces the land escheated and directs the Secretary of State to sell. The Secretary of State must advertise the sale of the land in the county newspaper and the most public places of the county, giving six weeks notice on a credit of 12 months. The Secretary of State will take good and sufficient surety and a mortgage of the premises before the title is altered or changed. If land is larger than 600 acres and it would be an advantage to the State in its sale, the Secretary shall divide it in a manner most beneficial to the state. If the property is being sold at a sacrifice, the Secretary of State may buy it for the Department of Administration, which can then rent or sell the property in a manner for the best interests of the State.		
Responsible organizational unit (primary)	Legal	Legal	
Results Sought			
Does the legislature state intent, findings, or purpose?	No	No	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The outcome sought by the agency is to comply with the duties outlined in laws governing escheatment of land.	The outcome sought by the agency is to comply with the duties outlined in laws governing escheatment of land.	

Associated performance measure item numbers from the Performance Measures Chart, if any	None	None	
Customer Details			
Customer description	Department of Administration	Department of Administration	
Does the agency evaluate customer satisfaction?	2017-18 No	No	
Counties served in last completed fiscal year	2017-18 None	None	
Number of customers served in last completed FY	2017-18 0	0	
Percentage change in customers served predicted for current FY	2018-19 0.00%	0.00%	
Maximum number of potential customers, if unlimited resources available to the agency	1	1	
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Rental of escheated lands	Advertisement and disposal of escheated land, in whole or divided into parts	
Number of units provided	2017-18 0	0	
	2016-17 0	0	
	2015-16 0	0	
Does law prohibit charging the customer for the deliverable?	2017-18 No	No	
If yes, provide law	2016-17 No applicable law	No applicable law	
If yes, provide law	2016-17 No applicable law	No applicable law	
If yes, provide law	2015-16 No applicable law	No applicable law	
Amount charged to customer per deliverable unit	2017-18 \$0.00	\$0.00	
	2016-17 \$0.00	\$0.00	
	2015-16 \$0.00	\$0.00	

Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18 0.00	0.00	
	2016-17 0.00	0.00	
	2015-16 0.00	0.00	
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$0.00	\$0.00	
	2016-17 \$0.00	\$0.00	
	2015-16 \$0.00	\$0.00	
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.00%	0.00%	
	2016-17 0.00%	0.00%	
	2015-16 0.00%	0.00%	
Agency expenditures per unit of the deliverable	2017-18 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	
	2016-17 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	
	2015-16 There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	

Amount generated from providing deliverable			
Total collected from charging customers	2017-18 \$0.00	\$0.00	
	2016-17 \$0.00	\$0.00	
	2015-16 \$0.00	\$0.00	
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00	\$0.00	
	2016-17 \$0.00	\$0.00	
	2015-16 \$0.00	\$0.00	
Total collected from charging customers and non-state sources	2017-18 \$0.00	\$0.00	
	2016-17 \$0.00	\$0.00	
	2015-16 \$0.00	\$0.00	

Agency Comments			
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable			
Item number	205	206	207
Associated laws	Section 27-19-210; Section 27-19-310	Section 27-19-340	Section 27-19-360
Does state or federal law specifically require this deliverable?	Yes	Yes	Yes
Deliverable description	Recovery of Moneys or Personal Property - The Secretary of State or Attorney General may sue for and recover moneys or personal property in the hands of an executor or administrator if the deceased person leaves no one entitled to claim. Any moneys recovered are paid into the State Treasury.	Proceeds of Escheats - The Secretary of State turns over the proceeds of escheats to, the State Treasurer after deducting and retaining reimbursement to the Sinking Fund of the state. Costs and expenses incurred may be deducted and retained from proceeds of other escheatment cases in discretion of the Department of Administration.	Annual Report of Escheats - A report must be made annually by the Secretary of State, included in his annual report, showing receipts and payments in each case of escheat.
Responsible organizational unit (primary)	Legal	Legal	Legal
Results Sought			
Does the legislature state intent, findings, or purpose?	No	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The outcome sought by the agency is to comply with the duties outlined in laws governing escheatment of land.	The outcome sought by the agency is to comply with the duties outlined in laws governing escheatment of land.	The outcome sought by the agency is to comply with the duties outlined in laws governing escheatment of land.

Associated performance measure item numbers from the Performance Measures Chart, if any	None	None	None
Customer Details			
Customer description	State Treasury	State Treasurer; Sinking Fund of the State	Department of Administration; Executive Budget Office
Does the agency evaluate customer satisfaction?	No	No	No
Counties served in last completed fiscal year	None	None	None
Number of customers served in last completed FY	0	0	0
Percentage change in customers served predicted for current FY	0.00%	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	1	2	1

Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit	Recovery of moneys or personal property in the hands of an executor or administrator when there is no one entitled to claim them.	Reimbursement to the Sinking Fund and providing the remainder of proceeds of escheats to the Treasurer	Annual report showing receipts and payments in each case of escheat
Number of units provided	2017-18	0	0
	2016-17	0	0
	2015-16	0	0
Does law prohibit charging the customer for the deliverable?	2017-18	No	No
If yes, provide law	2016-17	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law
If yes, provide law	2015-16	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00

Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18	0.00	0.00
	2016-17	0.00	0.00
	2015-16	0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.00%	0.00%
	2016-17	0.00%	0.00%
	2015-16	0.00%	0.00%
Agency expenditures per unit of the deliverable	2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.

Amount generated from providing deliverable			
Total collected from charging customers	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00

Agency Comments			
Additional comments from agency (optional)			

Deliverables

Agency: Secretary of State's Office

Accurate as of: May 3, 2019

Deliverable	
Item number	208
Associated laws	Section 30-4-30
Does state or federal law specifically require this deliverable?	Yes
Deliverable description	Freedom of Information Act Requests - Requires public bodies to furnish records to persons upon receipt of a Freedom of Information Act request, unless the record is specifically exempted by law.
Responsible organizational unit (primary)	Legal
Results Sought	
Does the legislature state intent, findings, or purpose?	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	The General Assembly finds that it is vital in a democratic society that public business be performed in an open and public manner so that citizens shall be advised of the performance of public officials and of the decisions that are reached in public activity and in the formation of public policy. (Section 30-4-15)

Associated performance measure item numbers from the Performance Measures Chart, if any	None
Customer Details	
Customer description	General Public; Media; General Assembly; Other Governmental Agencies; Legal Community
Does the agency evaluate customer satisfaction?	No
Counties served in last completed fiscal year	Unknown
Number of customers served in last completed FY	25
Percentage change in customers served predicted for current FY	0.00%
Maximum number of potential customers, if unlimited resources available to the agency	Unknown

Units Provided and Amounts Charged to Customers	
Description of a single deliverable unit	Response to Freedom of Information Act Request, to include provision of public records when applicable.
Number of units provided	2017-18 25
	2016-17 14
	2015-16 6
Does law prohibit charging the customer for the deliverable?	2017-18 No
If yes, provide law	No applicable law
If yes, provide law	2016-17 No
If yes, provide law	No applicable law
If yes, provide law	2015-16 No
If yes, provide law	No applicable law
Amount charged to customer per deliverable unit	2017-18 If records provided, \$.10 per page copied plus staff time to search, retrieve and/or redact records, unless fee waived.
	2016-17 If records provided, \$.10 per page copied plus staff time to search, retrieve and/or redact records, unless fee waived.
	2015-16 If records provided, \$.10 per page copied plus staff time to search, retrieve and/or redact records, unless fee waived.

Costs	
Total employee equivalents required (37.5 hour per week units)	2017-18 0.05
	2016-17 0.01
	2015-16 0.01
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$5,621.36
	2016-17 \$1,052.96
	2015-16 \$995.25
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.18%
	2016-17 0.04%
	2015-16 0.04%
Agency expenditures per unit of the deliverable	2017-18 \$224.85
	2016-17 \$75.21
	2015-16 \$165.87

Amount generated from providing deliverable	
Total collected from charging customers	2017-18 \$246.94
	2016-17 \$172.32
	2015-16 \$35.63
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00
	2016-17 \$0.00
	2015-16 \$0.00
Total collected from charging customers and non-state sources	2017-18 \$246.94
	2016-17 \$172.32
	2015-16 \$35.63

Agency Comments	
Additional comments from agency (optional)	

Performance Measures

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Performance Measure			
Item #	1	2	3
Description	Provide charity customers expanded accessibility 24/7 on mobile devices and upgraded online capabilities.	Provide data for internal and external customers with enhancements to business filings online application.	Increase the number of business filings submitted online 24/7 with increased filing options.
Time applicable	State Fiscal Year (July - June)	State Fiscal Year (July - June)	State Fiscal Year (July - June)

Results Summary			
Is the goal to meet, exceed, or obtain a lower value than the target?			
	Meet or exceed	Meet or exceed	Meet or exceed

Did the agency achieve its goal			
2017	No	Yes	No
2016	Yes	Yes	Yes
2015	No	No	No
2014	No	No	No
2013	No	No	Yes

Changes in target			
2018	Same as prior year	Increased from prior year	Increased from prior year
2017	Increased from prior year	Increased from prior year	Increased from prior year
2016	Decreased from prior year	Decreased from prior year	Decreased from prior year
2015	Same as prior year	No prior year target	Same as prior year
2014	No prior year target	No prior year target	Increased from prior year

Result details for year ending... (Note: DNE means "did not exist")

<p>Note from agency: The agency's performance measures from the yearly Accountability Report track the progress during a fiscal year on the agency's specific goals during that fiscal year. A performance measure may not be specifically tracked during subsequent fiscal years if the agency met the goal. Some goals take multiple fiscal years to complete.</p>	2018		
	Target	85%	DNE
	2017		
	Target	85%	80%
	Actual	83%	70%
	2016		
	Target	75%	65%
	Actual	80%	70%
	2015		
	Target	80%	70%
	Actual	30%	30%
	2014		
	Target	80%	DNE
	Actual	20%	20%
	2013		
	Target	DNE	DNE
	Actual	DNE	0%

Agency Comments			
Additional comments from agency (optional)	See agency note beside target and actual values.	See agency note beside target and actual values.	See agency note beside target and actual values.

Performance Measures

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Performance Measure			
Item #	4	5	6
Description	Protect data and records and provide staff additional tools to fulfill statutory duties. (Create centralized investigations database application for charities, professional fundraisers, raffles, investigations and trademark violations.)	Protect data and records and provide staff additional tools to fulfill statutory duties. (Create database and applications for municipal incorporations, railroads, landlord-tenants, business opportunities and special purpose districts.)	Participate in multi-state enforcement actions to protect the citizens of the state.
Time applicable	State Fiscal Year (July - June)	State Fiscal Year (July - June)	State Fiscal Year (July - June)

Results Summary			
Is the goal to meet, exceed, or obtain a lower value than the target?			
	Meet or exceed	Meet or exceed	Meet or exceed

Did the agency achieve its goal			
2017	Yes	Yes	Yes
2016	Yes	Yes	Yes
2015	No	No	Yes
2014	No	No	No
2013	No	No	No

Changes in target			
2018	Increased from prior year	Increased from prior year	Decreased from prior year
2017	Increased from prior year	Increased from prior year	Increased from prior year
2016	No prior year target	No prior year target	Decreased from prior year
2015	Increased from prior year	Increased from prior year	Same as prior year
2014	No prior year target	No prior year target	No prior year target

Result details for year ending... (Note: DNE means "did not exist")

<p>Note from agency: The agency's performance measures from the yearly Accountability Report track the progress during a fiscal year on the agency's specific goals during that fiscal year. A performance measure may not be specifically tracked during subsequent fiscal years if the agency met the goal. Some goals take multiple fiscal years to complete.</p>	2018		
	Target	DNE	90%
			2
	2017		
	Target	85%	85%
	Actual	85%	4
	2016		
	Target	75%	75%
	Actual	80%	5
	2015		
	Target	DNE	DNE
	Actual	DNE	3
	2014		
	Target	90%	90%
	Actual	60%	60%
			1
	2013		
	Target	DNE	DNE
	Actual	DNE	DNE

Agency Comments			
Additional comments from agency (optional)	See agency note beside target and actual values.	See agency note beside target and actual values.	See agency note beside target and actual values.

Performance Measures

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Performance Measure			
Item #	7	8	9
Description	Provide trainings to charity and raffle groups statewide.	Publish additional reports on the agency website to educate and protect charitable donors.	Develop educational material for target areas concerning charitable solicitation.
Time applicable	State Fiscal Year (July - June)	State Fiscal Year (July - June)	State Fiscal Year (July - June)

Results Summary			
Is the goal to meet, exceed, or obtain a lower value than the target?			
	Meet or exceed	Meet or exceed	Meet or exceed

Did the agency achieve its goal			
2017	No	Yes	Yes
2016	Yes	Yes	Yes
2015	No	No	No
2014	No	No	No
2013	No	No	No

Changes in target			
2018	Decreased from prior year	Increased from prior year	Increased from prior year
2017	Increased from prior year	Increased from prior year	Increased from prior year
2016	Decreased from prior year	No prior year target	No prior year target
2015	Same as prior year	Increased from prior year	No prior year target
2014	Increased from prior year	No prior year target	No prior year target

Result details for year ending... (Note: DNE means "did not exist")

<p>Note from agency: The agency's performance measures from the yearly Accountability Report track the progress during a fiscal year on the agency's specific goals during that fiscal year. A performance measure may not be specifically tracked during subsequent fiscal years if the agency met the goal. Some goals take multiple fiscal years to complete.</p>	2018		
	Target	15	2 DNE
	2017		
	Target	36	1 2
	Actual	17	1 2
	2016		
	Target	35	0 1
	Actual	35	0 1
	2015		
	Target	38	DNE DNE
	Actual	31	DNE DNE
	2014		
	Target	38	5 DNE
	Actual	34	2 DNE
	2013		
	Target	30	DNE DNE
	Actual	20	DNE DNE

Agency Comments			
Additional comments from agency (optional)	See agency note beside target and actual values.	See agency note beside target and actual values.	See agency note beside target and actual values.

Performance Measures

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Performance Measure			
Item #	10	11	12
Description	Protect charitable donors in the state through filing injunctions against noncompliant organizations.	Provide notary staff in-house application to gather data and more easily process applications.	Improve search capabilities for customer inquiries.
Time applicable	State Fiscal Year (July - June)	State Fiscal Year (July - June)	State Fiscal Year (July - June)

Results Summary			
Is the goal to meet, exceed, or obtain a lower value than the target?			
	Meet or exceed	Meet or exceed	Meet or exceed

Did the agency achieve its goal			
2017	Yes	Yes	Yes
2016	Yes	No	No
2015	Yes	No	No
2014	No	No	No
2013	No	No	No

Changes in target			
2018	Increased from prior year	Decreased from prior year	Decreased from prior year
2017	Increased from prior year	Increased from prior year	Increased from prior year
2016	Increased from prior year	Decreased from prior year	Decreased from prior year
2015	No prior year target	No prior year target	No prior year target
2014	No prior year target	No prior year target	No prior year target

Result details for year ending... (Note: DNE means "did not exist")

<p>Note from agency: The agency's performance measures from the yearly Accountability Report track the progress during a fiscal year on the agency's specific goals during that fiscal year. A performance measure may not be specifically tracked during subsequent fiscal years if the agency met the goal. Some goals take multiple fiscal years to complete.</p>	2018		
	Target	12	DNE
	2017		
	Target	6	100%
	Actual	7	100%
	2016		
	Target	5	DNE
	Actual	5	DNE
	2015		
	Target	0	90%
	Actual	1	50%
	2014		
	Target	DNE	DNE
	Actual	DNE	DNE
	2013		
	Target	DNE	DNE
	Actual	DNE	DNE

Agency Comments			
Additional comments from agency (optional)	See agency note beside target and actual values.	See agency note beside target and actual values. Also, this goal was accomplished in FY 2017, with the notary application that was live as of May 2017, although it was not tracked in that year's Accountability Report.	See agency note beside target and actual values. Also, this goal was accomplished in FY 2017, with the notary application that was live as of May 2017, although it was not tracked in that year's Accountability Report.

Performance Measures

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Performance Measure			
Item #	13	14	15
Description	Improve workflow for notary renewals and updates.	Replace legacy system for notary division.	Replace legacy database for notary division.
Time applicable	State Fiscal Year (July - June)	State Fiscal Year (July - June)	State Fiscal Year (July - June)

Results Summary			
Is the goal to meet, exceed, or obtain a lower value than the target?	Meet or exceed	Meet or exceed	Meet or exceed

Did the agency achieve its goal			
2017	Yes	Yes	Yes
2016	No	No	No
2015	No	No	Yes
2014	No	No	No
2013	No	No	No

Changes in target			
2018	Decreased from prior year	Decreased from prior year	Decreased from prior year
2017	Increased from prior year	Increased from prior year	Increased from prior year
2016	Decreased from prior year	Decreased from prior year	Decreased from prior year
2015	No prior year target	No prior year target	No prior year target
2014	No prior year target	No prior year target	No prior year target

Result details for year ending... (Note: DNE means "did not exist")

Note from agency: The agency's performance measures from the yearly Accountability Report track the progress during a fiscal year on the agency's specific goals during that fiscal year. A performance measure may not be specifically tracked during subsequent fiscal years if the agency met the goal. Some goals take multiple fiscal years to complete.	2018			
	Target	DNE	DNE	DNE
	2017			
	Target	100%	100%	100%
	Actual	100%	100%	100%
	2016			
	Target	DNE	DNE	DNE
	Actual	DNE	DNE	DNE
	2015			
	Target	60%	90%	20%
	Actual	50%	25%	20%
	2014			
	Target	DNE	DNE	DNE
	Actual	DNE	DNE	DNE
	2013			
	Target	DNE	DNE	DNE
	Actual	DNE	DNE	DNE

Agency Comments			
Additional comments from agency (optional)	See agency note beside target and actual values. Also, this goal was accomplished in FY 2017, with the notary application that was live as of May 2017, although it was not tracked in that year's Accountability Report.	See agency note beside target and actual values. Also, this goal was accomplished in FY 2017, with the notary application that was live as of May 2017, although it was not tracked in that year's Accountability Report.	See agency note beside target and actual values. Also, this goal was accomplished in FY 2017, with the notary application that was live as of May 2017, although it was not tracked in that year's Accountability Report.

Performance Measures

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Performance Measure			
Item #	16	17	18
Description	Create faster turn-around time for corporate paper filings submitted by mail and walk-in customers with the implementation of an in-house application to more quickly process paper filings.	Providing public additional online information with the completion of a microfilm conversion project that digitized 1.5 million corporate records to preserve permanent corporate records.	Increase the number of all online applications.
Time applicable	State Fiscal Year (July - June)	State Fiscal Year (July - June)	State Fiscal Year (July - June)

Results Summary			
Is the goal to meet, exceed, or obtain a lower value than the target?			
	Meet or exceed	Meet or exceed	Meet or exceed

Did the agency achieve its goal			
2017	No	No	No
2016	No	No	No
2015	No	No	No
2014	No	No	No
2013	No	No	No

Changes in target			
2018	No prior year target	No prior year target	No prior year target
2017	No prior year target	No prior year target	No prior year target
2016	Increased from prior year	Increased from prior year	Increased from prior year
2015	No prior year target	No prior year target	Increased from prior year
2014	No prior year target	No prior year target	No prior year target

Result details for year ending... (Note: DNE means "did not exist")

<p>Note from agency: The agency's performance measures from the yearly Accountability Report track the progress during a fiscal year on the agency's specific goals during that fiscal year. A performance measure may not be specifically tracked during subsequent fiscal years if the agency met the goal. Some goals take multiple fiscal years to complete.</p>	2018			
	Target	90%	90%	5
	2017			
	Target	DNE	DNE	DNE
	Actual	DNE	DNE	DNE
	2016			
	Target	DNE	DNE	DNE
	Actual	DNE	DNE	DNE
	2015			
	Target	60%	70%	5
	Actual	30%	60%	3
	2014			
	Target	DNE	DNE	4
	Actual	DNE	DNE	2
	2013			
	Target	DNE	DNE	DNE
	Actual	DNE	DNE	DNE

Agency Comments			
Additional comments from agency (optional)	See agency note beside target and actual values.	See agency note beside target and actual values.	See agency note beside target and actual values.

Performance Measures

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Performance Measure			
Item #	19	20	21
Description	Provide Voice Over Internet Protocol (VOIP) technology to staff to enable the use of the Internet as the medium to transmit telephone calls by sending voice data using Internet Protocol instead of circuit transmissions of the Public Switched Telephone Network (PTSN).	Provide backup off-site.	Increase security technologies.
Time applicable	State Fiscal Year (July - June)	State Fiscal Year (July - June)	State Fiscal Year (July - June)

Results Summary			
Is the goal to meet, exceed, or obtain a lower value than the target?	Meet or exceed	Meet or exceed	Meet or exceed

Did the agency achieve its goal

2017	No	No	No
2016	No	No	No
2015	No	No	Yes
2014	No	No	No
2013	No	No	No

Changes in target

2018	No prior year target	No prior year target	No prior year target
2017	No prior year target	No prior year target	No prior year target
2016	No prior year target	No prior year target	Increased from prior year
2015	Increased from prior year	Increased from prior year	Increased from prior year
2014	No prior year target	No prior year target	No prior year target

Result details for year ending... (Note: DNE means "did not exist")

<p>Note from agency: The agency's performance measures from the yearly Accountability Report track the progress during a fiscal year on the agency's specific goals during that fiscal year. A performance measure may not be specifically tracked during subsequent fiscal years if the agency met the goal. Some goals take multiple fiscal years to complete.</p>	2018			
	Target	DNE	DNE	DNE
	2017			
	Target	DNE	DNE	DNE
	Actual	DNE	DNE	DNE
	2016			
	Target	DNE	DNE	DNE
	Actual	DNE	DNE	DNE
	2015			
	Target	DNE	DNE	100%
	Actual	100%	DNE	100%
	2014			
	Target	100%	100%	85%
	Actual	0%	80%	60%
	2013			
	Target	DNE	DNE	DNE
	Actual	DNE	DNE	DNE

Agency Comments			
Additional comments from agency (optional)	See agency note beside target and actual values. Also, the agency completed this implementation to switch from PTSN to VOIP.	See agency note beside target and actual values. Also, the agency works with the Department of Administration's Division of Information Security and South Carolina Interactive to provide off-site backup.	See agency note beside target and actual values. Also, the agency implemented two data collectors with the Department of Administration's Division of Information Security which notifies the agency of any activities of concern or potential attacks.

Performance Measures

Agency: Secretary of State's Office
Accurate as of: May 3, 2019

Performance Measure			
Item #	22	23	24
Description	Percent of staff cross trained.	Number of notary trainings provided statewide.	Number of small businesses filed for High Growth Small Business Job Creation Act.
Time applicable	State Fiscal Year (July - June)	State Fiscal Year (July - June)	State Fiscal Year (July - June)

Results Summary			
Is the goal to meet, exceed, or obtain a lower value than the target?			
	Meet or exceed	Meet or exceed	Meet or exceed

Did the agency achieve its goal			
2017	No	No	No
2016	No	No	No
2015	No	No	No
2014	No	No	No
2013	No	No	No

Changes in target			
2018	No prior year target	No prior year target	No prior year target
2017	No prior year target	No prior year target	No prior year target
2016	No prior year target	No prior year target	No prior year target
2015	No prior year target	No prior year target	No prior year target
2014	Increased from prior year	Increased from prior year	Increased from prior year

Result details for year ending... (Note: DNE means "did not exist")

<p>Note from agency: The agency's performance measures from the yearly Accountability Report track the progress during a fiscal year on the agency's specific goals during that fiscal year. A performance measure may not be specifically tracked during subsequent fiscal years if the agency met the goal. Some goals take multiple fiscal years to complete.</p>	2018		
	Target	DNE	DNE
	2017		
	Target	DNE	DNE
	Actual	DNE	82
	2016		
	Target	DNE	DNE
	Actual	DNE	76
	2015		
	Target	DNE	DNE
	Actual	DNE	75
	2014		
	Target	DNE	DNE
	Actual	DNE	65
	2013		
	Target	70%	15
	Actual	50%	9

Agency Comments			
Additional comments from agency (optional)	See agency note beside target and actual values. Also, this goal is not a specific goal in the Accountability Report each year.	See agency note beside target and actual values. Also, some training locations change from year-to-year, and availability of venue affects the number of trainings offered.	See agency note beside target and actual values. Also, although the agency did not have targets for the fiscal years after 2013, the agency is providing the actual data to show the increase in the number of filings.