

AGENCY NAME:	Secretary of State		
AGENCY CODE:	E080	SECTION:	096

**Fiscal Year 2018-2019
Accountability Report**

SUBMISSION FORM

AGENCY MISSION	The mission of the Secretary of State’s Office is to provide innovative technology to enhance the transaction of business in the state, to serve the business community and members of the public with prompt and efficient customer service, to protect the charitable donors of South Carolina, and to fulfill all other statutory duties of the office.
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AGENCY VISION	The Office of the Secretary of State is mandated by the South Carolina Code of Laws to serve as the state filing office for business corporations, nonprofit corporations, limited partnerships, limited liability partnerships and limited liability companies, as well as for all Uniform Commercial Code Article 9 secured transaction filings. The Secretary of State also serves as the agent for service of process for corporations that do not have authority to transact business in South Carolina, and serves as registered agent as otherwise provided by statute. In addition to business filings, the Secretary of State’s Office examines and files state trademarks, maintains the state notary public database, and issues commissions for elected officials and those appointed by the Governor. The Secretary of State’s Office is also responsible for issuing all statewide cable franchises and serves as the repository for several types of municipal filings. The office handles the incorporation of municipalities and special purpose districts, the annexations of land, and the escheatment of real property in South Carolina. Finally, the Secretary of State’s Office regulates charitable organizations, professional fundraisers, nonprofit raffles, business opportunities, and employment agencies.
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Please select yes or no if the agency has any major or minor (internal or external) recommendations that would allow the agency to operate more effectively and efficiently.

RESTRUCTURING RECOMMENDATIONS:	Yes	No
	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Please identify your agency’s preferred contacts for this year’s accountability report.

	<i>Name</i>	<i>Phone</i>	<i>Email</i>
PRIMARY CONTACT:	Melissa Dunlap	734-2157	mdunlap@sos.sc.gov
SECONDARY CONTACT:	LaToria Williams	734-1723	lwilliams@sos.sc.gov

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I have reviewed and approved the enclosed FY 2018-2019 Accountability Report, which is complete and accurate to the extent of my knowledge.

AGENCY DIRECTOR <i>(SIGN AND DATE):</i>			
	<i>(TYPE OR PRINT NAME):</i> Mark Hammond, Secretary of State		

BOARD/CMSN. CHAIR <i>(SIGN AND DATE):</i>			
	<i>(TYPE OR PRINT NAME):</i>		

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AGENCY'S DISCUSSION AND ANALYSIS

Statutory Duties

The Office of the Secretary of State is mandated by the South Carolina Code of Laws to serve as the state filing office for business corporations, nonprofit corporations, limited partnerships, limited liability partnerships, and limited liability companies, as well as for all Uniform Commercial Code Article 9 secured transaction filings. The Secretary of State also serves as the agent for service of process for corporations that do not have authority to transact business in South Carolina, and serves as registered agent as otherwise provided by statute. In addition to business filings, the Secretary of State's Office examines and files state trademarks, maintains the state notary public database, and issues commissions for elected officials and those appointed by the Governor. The Secretary of State's Office is also responsible for issuing all statewide cable franchises and serves as the repository for several types of municipal filings. The office handles the incorporation of municipalities and special purpose districts, the annexations of land, and the escheatment of real property in South Carolina. Finally, the Secretary of State's Office regulates charitable organizations, professional fundraisers, nonprofit raffles, business opportunities and employment agencies.

Mission Statement

The mission of the Secretary of State's Office is to provide innovative technology to enhance the transaction of business in the state, to serve the business community and members of the public with prompt and efficient customer service, to protect the charitable donors of South Carolina, and to fulfill all other statutory duties of the office.

The South Carolina Code requires the Secretary of State to serve as the filing agent for several types of documents, as noted in the table below:

Agency Division	Work Processes	Processed in FY 2018-19
Business Filings	UCC Filings	102,347
	Corporate Filings	95,778
	Copy Work Requests	124,759
Charities	Charity Registrations & Financial Reports	23,882
	Charity Financial Report Extensions	6,152
	Professional Fundraiser Registrations	1,573
	Fundraiser Contracts & Financial Reports	2,285
	Raffle Registrations & Financial Reports	1,430
Notaries, Boards and Commissions	Notary Applications	16,630
	Apostilles and Authentications	9,720
	State Board & Commission Appointments	992

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	Constables, SLED Agents, Department of Natural Resources and Other Law Enforcement Officers	1,672
	Other Oaths & Commissions	1,238
Trademarks	Trademark & Service Mark Registrations	869
Service of Process	Service of Process Requests	701
Municipalities	Annexation Filings	375
	Cable Franchise Filings	66
	Employment Agency Applications	181
	Business Opportunity Applications	37
	Special Purpose Districts	183

As the state’s repository for these official filings, the Secretary of State’s Office has continued to focus on technology enhancements in recent years. The goal of these enhancements is threefold: maintaining the highest levels of customer service and accessibility; improving the efficiency and productivity of our staff; and protecting the data and infrastructure of the agency.

Technology Enhancements and Cyber Security

In FY 2018-2019, the Information Technology Division completed infrastructure upgrades including the installation of storage area networks (SANS), and updated servers, firewalls, and switches to ensure that the agency’s technology remains secure and up-to-date. With the online technology provided by the agency, the IT Division remains vigilant with its support of both in-house and customer-facing technology for the benefit of both staff and members of the public.

Continuing to expand online applications for 24/7 access to the Secretary of State’s Office remains a top priority for the office. As reflected in our mission statement, providing online system applications to our customers is always a primary objective. In FY 2018-2019, we continued to expand the functionality of our Business Entities Online application, which launched in January 2017, with the completed integration of the document/certificate requests component. In addition, there were continued studies of filing processes and implementation of system enhancements to increase adoption rate, efficiencies, and effectiveness. This award winning application provides public access to file and search corporate documents. 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) that has increased the adoption rate for online filings. During this fiscal year, additional functionality was added to this application to offer more options for customers. The adoption rate was 74% as of June 30, 2019, a 14% increase over the previous fiscal year. Additionally, we continue to expand the number of corporate forms available on the online application to ensure that all downloadable forms are available 24/7.

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Work on the new Secretary of State’s website continued during FY 2018-2019, and the website was officially launched on August 18, 2019. The new website will continue to provide access to all the online applications across the division, as well as important information for customers in an easily accessible format.

In the Division of Public Charities, the second phase of the charities application enhancement project was completed, which provided important security upgrades to the platform. Additional enhancements are in process to provide mobile phone and tablet compatibility. Additionally, we received 82 customer complaints filed through our online Charitable Solicitation Compliant Form that is available on our website. This form allows customers to submit confidential complaints about solicitations from charities, professional fundraisers, and raffles that may warrant investigation by the office.

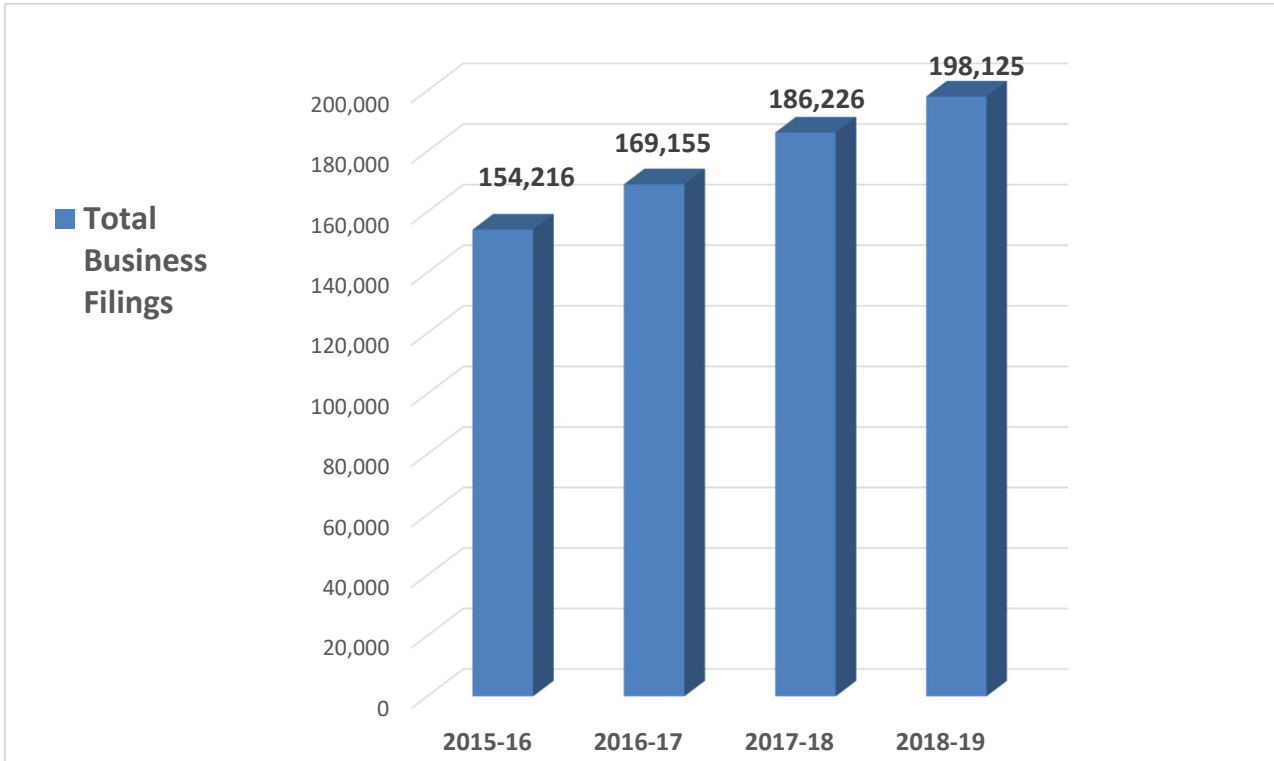
The Secretary of State’s Office continues to work with the Department of Administration’s Division of Technology to provide off-site storage of our databases as part of our disaster recovery plan. In addition, we continue to work on the requirements of the Department’s statewide security plan. As the office continues to expand online services offered, maintaining IT infrastructure remains more critical than ever for serving our customers.

Business Filings Division

The Secretary of State’s Office is integral to the transaction of business in the state. New business formations and amendments to existing business entities are filed with the office. The Secretary is also responsible for Uniform Commercial Code Article 9 secured transaction filings.

The number of Uniform Commercial Code filings increased slightly by 1 percent from the previous year, from 100,879 filed in FY 2017-2018 to 102,347 filed in FY 2018-2019. The number of corporate filings increased by 10 percent, from 85,347 filed in FY 2017-2018 to 95,778 filed in FY 2018-2019. The total number of business filings for FY 2018-2019 was 198,125, up 6% from the 186,226 filed in FY 2017-2018.

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Secretary Hammond remains committed to providing online filing capabilities which are critical for our customers. In FY 2018-2019, the Secretary of State’s Office continued to experience success with the Business Entities Online Filing, Search, and Retrieval System. This followed the online Business Filings Document Request application that was introduced in FY 2015-2016. Together, these online systems continue to allow businesses to file corporate documents online and receive filed copies electronically from any location, at any time.

In addition to providing online service to our business customers, the Secretary of State’s Office is committed to responding to calls and walk-in customers. In FY 2018-2019, the corporate phone room assisted 71,000 customers. This was down 7% from 76,146 in FY 2017-2018, which our office attributes to the benefits of our new Business Filings Online application. The Secretary of State’s Office also assisted over 12,650 walk-in customers. Of these, over 6,800 were business filings customers. This decrease in the number of walk-in customers is again the result of the ease and convenience of the Business Filings Online application. The success of this online application is another example of how the technology provided by the office improves efficiency and benefits customers.

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Division of Public Charities—Filings, Enforcement, and Donor Education

As administrator of the South Carolina Solicitation of Charitable Funds Act, Secretary Hammond remains committed to promoting transparency in charitable giving and protecting the donors of South Carolina. Under the Act, the mission of the Secretary of State’s Division of Public Charities is to (1) efficiently register all charitable organizations and professional fundraisers that are soliciting in the state of South Carolina; (2) review all financial reports submitted by registered charities and fundraisers, and make this information available to the public; and (3) investigate and prosecute all violations of the Solicitation of Charitable Funds Act.

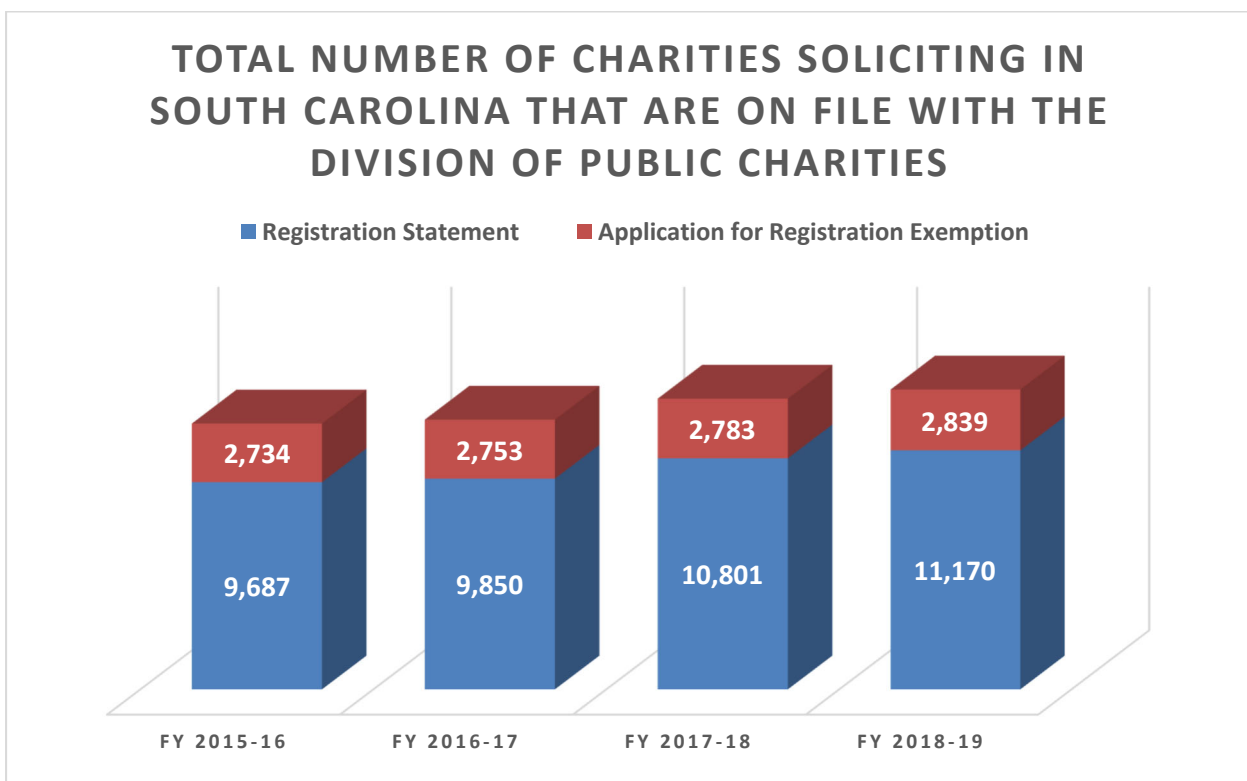
In FY 2018-2019, 14,008 charitable organizations registered or filed annual applications for registration exemption with the Secretary of State’s Division of Public Charities. Sixty percent of these registration and exemption applications were filed using the Secretary of State’s Online Charities System. Additionally, the Division of Public Charities filed 15,537 annual financial reports and annual financial report extensions for charitable organizations, as well as 4,023 professional fundraiser registrations, fundraising contracts and joint financial reports. In FY 2018-2019, 808 organizations filed raffle registrations with the Division—an increase of 27% over the prior fiscal year—and nearly 42% of these organizations filed their raffle registration forms online. The division assisted 13,123 customers with phone calls.

During FY 2018-2019, Secretary Hammond continued to bring enforcement actions against charities and professional fundraisers that violated the Solicitation of Charitable Funds Act. The Secretary of State’s Office collected \$381,910 in fine revenue for violations of the Solicitation of Charitable Fund Act in FY 2018-2019—a 24% increase over FY 2017-2018. The Secretary of State’s Office was successful in seeking injunctive relief against in-state charitable organizations that were not in compliance with the Solicitations of Charitable Funds Act. This was in conjunction with joining other states in investigating and pursuing enforcement actions. The Secretary of State’s Office increased the number of petitions for injunctive relief filed with the Administrative Law Court from seven to twelve, including eight against local charities, three against out-of-state charities, and one against a professional fundraiser. The investigations team reviewed 887 expired and terminated charities, and issued 111 violations as a result.

The Online Charitable Solicitation Complaint Form continues to be an important tool in the enforcement of the Solicitation of Charitable Funds Act. This application allows consumers to submit confidential complaints regarding charitable organizations, professional fundraisers, and raffles directly through the Secretary of State’s website. The Secretary of State’s Office received 82 online complaints about charities and professional fundraisers during FY 2018-2019.

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In addition to promoting transparency and accountability, Secretary Hammond believes that donor education is central to fostering a culture of wise charitable giving. To that end, Secretary Hammond continued the tradition of recognizing ten Angel charities during the 2018 holiday season. The Secretary of State’s Office also maintained the charity search engine on its website, which allowed donors to look up registered charities and review the most recent financial information filed with the Division of Public Charities. The office continued to publish on its website a comprehensive Wise Giving & Professional Solicitor’s Report, which provides detailed information from fundraising contracts and joint financial reports filed by professional solicitors. Furthermore, Secretary of State’s Office staff conducted 14 speaking engagements and statewide trainings and presentations on the Solicitation of Charitable Funds Act and nonprofit raffles.



Trademarks Division and Counterfeit Goods Enforcement

The Secretary of State’s Office is the agency responsible for examining and filing all state trademarks and service marks. In FY 2018-2019, the office filed 869 trademarks and service marks. In order to assist trademarks customers, the Secretary of State’s Office maintains an online listing of trademarks and service marks registered with the Secretary of State. The list is updated daily and includes the name of the trademark or service mark, the relevant goods or services and class numbers, the applicant’s name, and the expiration date of the mark. This listing makes it easier for trademark customers to determine the availability of a mark, and improves the efficiency of the Trademarks Division by reducing the number of calls received from customers.

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The Secretary of State’s Office continued to assist law enforcement on the local, state and federal level to investigate and prosecute counterfeit trafficking in South Carolina. In FY 2018-2019, the Secretary of State’s Office facilitated 38 counterfeit raids that led to 4 arrests, 36 cease-and-desist orders, and the seizure of \$2,517,537.00 in counterfeit merchandise. The addition of a new investigator provided much needed assistance resulting in 325 cases opened for investigation. This was an 8% increase from FY 2017-2018. Staff continued to raise awareness of the negative impact of counterfeit goods by presenting to nine organizations throughout the state.

Division of Notaries Public, Boards and Commissions, and Authentications

The Secretary of State is the public official charged with commissioning notaries public in the state of South Carolina. In FY 2018-2019, the Secretary of State commissioned 16,630 notaries public. Currently, there are over 141,000 commissioned notaries public in South Carolina who play an important role in the prevention of fraud.

As in previous years, Secretary Hammond demonstrated his commitment to promoting understanding and compliance with state laws governing notaries by conducting six free notary public seminars throughout the state. Additionally, the Secretary of State’s Office offers a notary public webinar that is available on its website.

Notaries Division staff continues to update the state boards and commissions online database that launched in 2014. The online system has benefited members of the public interested in serving on state boards and commissions, and the appointing authorities as well, by providing up-to-date information on current board members, expired terms and vacancies.

The Secretary of State’s Notaries Division processes apostilles and authentications daily for our customers who seek this service for adoption records, school records and transcripts, vital records, background checks and travel documents. Of the 12,646 walk-in customers of the Secretary of State’s Office in FY 2018-2019, 3,799 were for this division. The Notaries Division also is responsible for maintaining all Executive Orders of the Governor and Ratified Acts of the General Assembly.

Risk Assessment and Mitigation Strategies

The Secretary of State’s Office is integral in the transaction of business in the state. The duties of the office are mandated by statute. Failing to accomplish our goals and objectives would have a detrimental impact on business and the economy in South Carolina, since articles forming, amending, and dissolving businesses are filed in the Secretary of State’s Office. The customers we serve include individual members of the public, business entities, nonprofits, lending institutions, the legal community, accountants, state agencies, and members of the legislative and executive branches of government.

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In addition to affecting the business community, failing to meet our goals and objectives would impact charitable donors in the state of South Carolina. The Secretary of State is tasked with promoting transparency and accountability through the Solicitation of Charitable Funds Act, and taking enforcement actions against violators of the Act. The Secretary of State’s Office also works alongside the General Assembly and Governor’s Office by filing Ratified Acts and Executive Orders, as well as commissioning public officials.

In order to ensure that the Secretary of State’s Office meets its goals and objectives, the General Assembly could provide the following to ensure that the office does not face a crisis in delivering services:

1. Permit the Secretary of State’s Office to maintain additional revenue collected from other funds to assist with the operations of the office with increased spending authorization.
2. Provide needed resources by increasing the agency’s General Fund appropriations. In FY 2018-2019, the Secretary of State returned \$8,142,847 to the State General Fund, while receiving state appropriations of only \$1,143,160. Increasing General Fund appropriations would allow the office to have adequate funds for projects critical in meeting the mission of the agency and to retain staff.

Restructuring Recommendations

The Secretary of State’s Office has no restructuring recommendations as none are needed in this agency.

Conclusion

Throughout his tenure as South Carolina’s Secretary of State, Secretary Hammond has remained committed to providing exemplary customer service to the public while fulfilling the many statutory duties of the office. He continues to strive toward this goal through cross-training of staff and enhancing the technological services of the office. Secretary Hammond remains committed to educating the public about the services offered by the agency, maintaining South Carolina’s business friendly environment, and promoting transparency and accountability in charitable giving.

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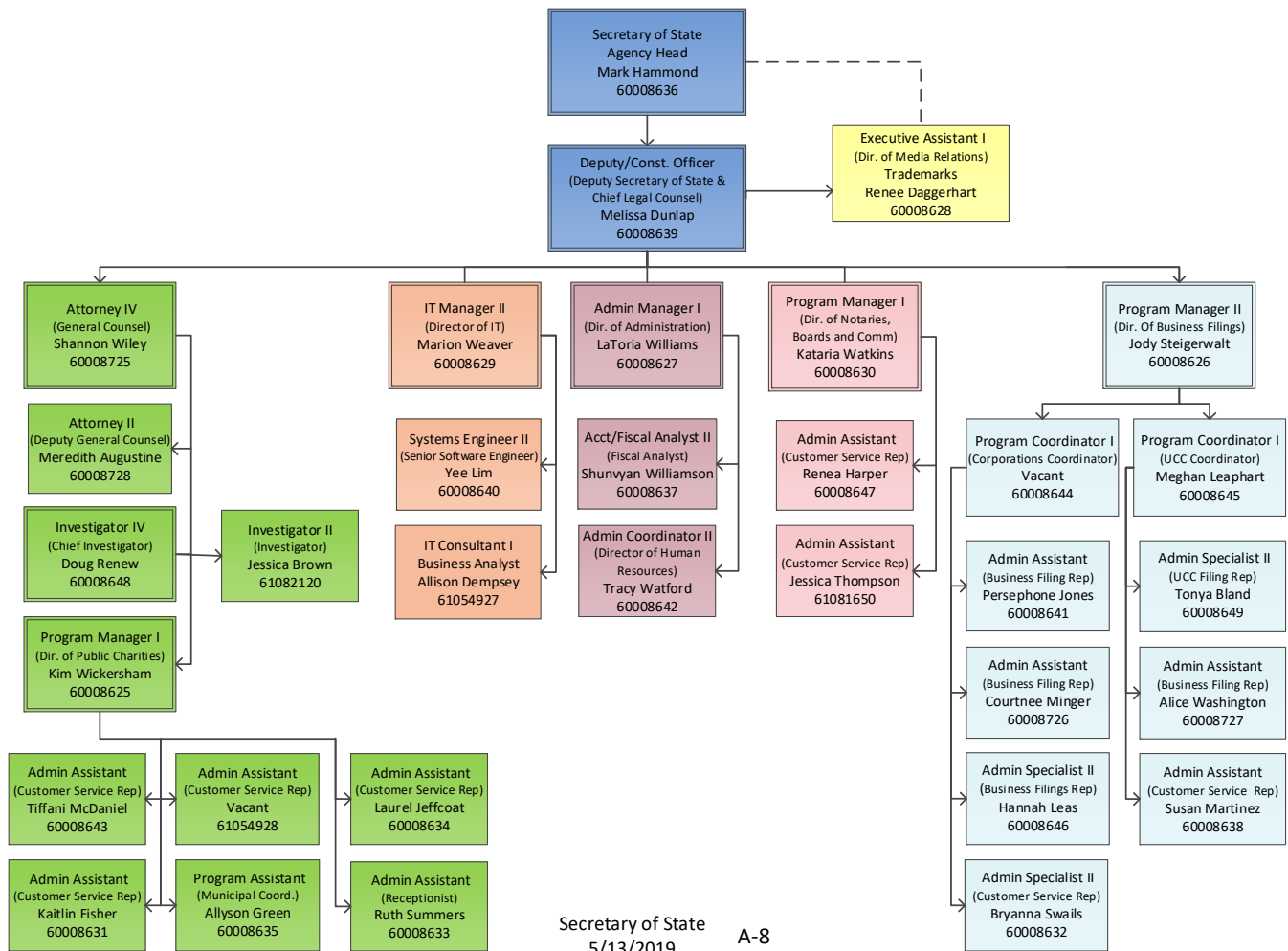
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SECRETARY OF STATE'S OFFICE ORGANIZATIONAL CHART



Secretary of State
5/13/2019

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Strategic Planning and Performance Measurement Template

Statewide Enterprise Strategic Objective	Type	Item #			Description	2018-19			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
Government and Citizens	G	1			Create technology to provide a business friendly environment for the State							
	S	1.1			Expand functionality and enhancements to online business filings and document request system							
	M		1.1.1	Increase number of subscribers	5%	15%	10%	July 1-June 30	IT Reports	Total number of subscribers	Increase benefits of online technology	
	M		1.1.2	Provide bulk filing capabilities	5%	10%	20%	July 1-June 30	IT Reports	Increase in number of bulk filers from prior year	Increase benefits of online technology	
	M		1.1.3	Percentage increase in online filing	67%	80%	74%	July 1-June 30	IT Reports	Increase in number of customers filing online compared to prior year	Increase benefits of online technology	
	S	1.2			Expand functionality and enhancements to the charities, professional fundraisers, and raffles online filing system							
	M		1.2.1	Provide charities, professional fundraisers, and raffles methodology to update their records 24/7	0	80%	100%	July 1-June 30	IT Reports	Charities, professional fundraisers and raffles each provided methodology to update their records 24/7	Increase benefits of online technology	
	M		1.2.2	Percentage of letters/correspondence in a universally readable format	0	99%	100%	July 1-June 30	IT Reports	Total percentage of letters/correspondence available in universally readable format	Increase benefits of online technology	
	M		1.2.3	Percentage of online filings and use of the online system	58%	65%	60%	July 1-June 30	IT Reports	Increase in percentage of filings using online system from prior year	Increase benefits of online technology	
	S	1.3			Expand in-house applications to facilitate the ability to meet statutory requirements and protect permanent state records							
	M		1.3.1	Digitize municipal incorporation, special purpose districts, and railroad records	5%	60%	40%	July 1-June 30	IT Reports	Increase in percentage of permanent records digitized during the fiscal year	Preservation of state records	
	M		1.3.2	Create in-house process system/application	5%	70%	80%	July 1-June 30	IT Reports	Total number of in-house applications provided for digitization of permanent records during the fiscal year	Preservation of state records	
Government and Citizens	G	2			Educate the public in making informed decisions about wise charitable giving							
	S	2.1			Provide public awareness and education on the Solicitation of Charitable Funds Act through continued statewide training							
	M		2.1.1	Number of seminars and trainings to targeted audiences, including charitable organizations, fraternal organizations, and industry associations	17	20	14	July 1-June 30	Staff Reports	Increase in the number of seminars and trainings provided compared to the prior fiscal year	Promotes wise charitable giving	
	S	2.2			Provide public awareness with information on the agency website, including annual professional solicitor report and suspended charities list							

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Statewide Enterprise Strategic Objective	Type	Item #			Description	2018-19			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
	M			2.2.1	Publish reports including suspended charities list updated daily, professional solicitors report, and annual financial reports, joint financial reports and raffle financial reports from regulated entities	1	2		2 July 1-June 30	Staff Reports	Number of reports provided	Promotes wise charitable giving
Government and Citizens	G		3		Protect the public from unscrupulous charities and professional fundraisers through enforcement actions							
	S			3.1	Increase efforts to hold charitable organizations accountable under the Solicitation of Charitable Funds Act through expanded judicial/court/legal actions							
	M			3.1.1	Number of in-state enforcement efforts with petitions for injunctive relief	7	9		12 July 1-June 30	Staff Reports	Number of in-state enforcement actions filed compared to prior fiscal year	Increases enforcement of Solicitation of Charitable Funds Act
	S			3.2	Collaborate with other state and federal agencies to bring multi-state actions against charities and professional fundraisers							
	M			3.2.1	Number of joint enforcement actions and/or educational outreach programs with out-of-state agencies	4	2		5 July 1-June 30	Staff Reports	Number of joint enforcement actions and/or educational outreach programs provided compared to prior fiscal year	Increases enforcement of Solicitation of Charitable Funds Act
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Statewide Enterprise Strategic Objective	Type	Item #			Description	2019-2020			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
Government and Citizens	G	1			Create technology to provide a business friendly environment for the State							
	S	1.1			Expand functionality and enhancements to online business filings and document request system							
	M		1.1.1	Percentage increase in online filing	74%	80%		July 1-June 30	IT Reports	Increase in number of customers filing online compared to prior year	Increase benefits of online technology	
	M		1.1.2	Expand online special corporate filings availability to customers such as business trusts, cooperatives, and captive insurance agencies	0%	50%		July 1-June 30	IT Reports	Total number of special corporate filings made available	Increase benefits of online technology	
	M											
	S	1.2			Expand functionality and enhancements to the charities, professional fundraisers, and raffles online filing system							
	M		1.2.1	Provide security upgrades/enhancements to charities application and upgrade framework to modernize code/platform	50%	100%		July 1-June 30	IT Reports	Total number of security upgrades/enhancements made to charities application and completion of upgrade to modernize code/platform	Increase benefits of online technology	
	M		1.2.2	Create process for mobile experience and filings for charities, professional fundraisers, and raffles allowing mobile phone and tablet compatibility	0%	100%		July 1-June 30	IT Reports	Completion of process to provide mobile experience for filing and searching	Increase benefits of online technology	
	M		1.2.3	Percentage of online filings and use of the online system	60%	70%		July 1-June 30	IT Reports	Increase in number of customers filing online compared to prior year	Increase benefits of online technology	
	S	1.3			Expand in-house applications to facilitate the ability to meet statutory requirements and protect permanent state records.							
	M		1.3.1	Increase the number of digitized records/filings with employment agency filings, business opportunity filings, municipal incorporation filings, and railroad records	20%	60%		July 1-June 30	IT Reports	Increase in number of permanent records digitized during the fiscal year	Preservation of state records	
	M		1.3.2	Create a unified in-house system for digital applications.	25%	70%		July 1-June 30	IT Reports	Completion of unified in-house system for digital applications for preservation of permanent records.	Preservation of state records	
Government and Citizens	G	2			Educate the public in making informed decisions about wise charitable giving.							
	S	2.1			Provide public awareness and education on the Solicitation of Charitable Funds Act through continued statewide training							
	M		2.1.1	Number of seminars and trainings to targeted audiences, including charitable organizations, fraternal organizations, and industry associations	14	17		July 1-June 30	Staff Reports	Total number of seminars and trainings	Promotes wise charitable giving	
	S	2.2			Provide public awareness with information on the agency website, including annual professional solicitor report and suspended charities list							

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Statewide Enterprise Strategic Objective	Type	Item #			Description	2019-2020			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
	M			2.2.1	Publish reports including suspended charities list updated daily, professional solicitors report, and annual financial reports, joint financial reports, and raffle financial reports from regulated entities	2	5		July 1-June 30	Staff Reports	Total number of reports published.	Promotes wise charitable giving
Government and Citizens	G			3	Protect the public from unscrupulous charities and professional fundraisers through enforcement actions							
	S			3.1	Increase efforts to hold charitable organizations accountable under the Solicitation of Charitable Funds Act through expanded judicial/court/legal actions							
	M			3.1.1	Number of in-state enforcement efforts with petitions for injunctive relief	12	9		July 1-June 30	Staff Reports	Total number of in-state enforcement efforts for injunctive relief compared to prior fiscal year	Increases enforcement of Solicitation of Charitable Funds Act
	S			3.2	Collaborate with other state and federal agencies to bring multi-state actions against charities and professional fundraisers							
	M			3.2.1	Number of joint enforcement actions and/or educational outreach programs with out-of-state agencies	5	3		July 1-June 30	Staff Reports	Total number of joint enforcement actions and/or educational outreach programs with out-of-state agencies	Increases enforcement of Solicitation of Charitable Funds Act
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Program/Title	Purpose	FY 2018-19 Expenditures (Actual)				FY 2019-20 Expenditures (Projected)				Associated Measure(s)
		General	Other	Federal	TOTAL	General	Other	Federal	TOTAL	
I. Administration	This program encompasses corporate and UCC filings, charity and solicitor regulations, administration of notary, trademark, annexation, special purpose district, municipal incorporation, and cable franchise laws. This program also provides administrative direction, control, and support for the agency.	\$ 772,948	\$ 1,903,644		\$ 2,676,592	\$ 861,711	\$ 2,053,644		\$ 2,915,355	
II. Employee Benefits	This program encompasses all the fringe benefits associated with all program positions. These benefits include health and dental insurance, retirement, workers compensation, and unemployment compensation benefits.	\$ 370,212	\$ 215,611		\$ 585,823	\$ 385,128	\$ 230,611		\$ 615,739	
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Agency Name: SECRETARY OF STATE'S OFFICE

Fiscal Year 2018-2019
Accountability Report

Agency Code: E080 Section: 096

Legal Standards Template

Item #	Law Number	Jurisdiction	Type of Law	Statutory Requirement and/or Authority Granted	Does this law specify who your agency must or may serve? (Y/N)	Does the law specify a product or service your agency must or may provide?	If yes, what type of service or product?	If other service or product, please specify what service or product.
1	§ 1-1-810	State	Statute	As a state agency, the Secretary of State must send to the Governor and the General Assembly an annual accountability report.	Yes	Yes	Report our agency must/may provide	
2	§ 1-1-820	State	Statute	The annual accountability report must contain the agency's mission, objectives to accomplish the mission, and performance measures that show the degree to which objectives are being met.	Yes	Yes	Report our agency must/may provide	
3	§ 1-1-1310	State	Statute	Each state board and commission must send written notification of all appointments, elections, resignations, or vacancies to the Secretary of State.	Yes	Yes	Other service or product our agency must/may provide	Monitoring of state boards and commissions and publication of
4	§ 1-5-30	State	Statute	The Secretary of State keeps the records and papers of the Executive Chamber when the Governor is absent from the state capitol.	Yes	Yes	Other service or product our agency must/may provide	Maintenance of executive records and papers
5	§ 1-5-40	State	Statute	The Secretary of State is responsible for monitoring positions on state boards and commissions, as certified to the Secretary of State by the appointing authorities. In addition, the Secretary of State must keep a public record available for inspection of the composition of state boards and commissions, and publicize vacancies, expired terms, and terms expiring within one year.	Yes	Yes	Other service or product our agency must/may provide	Monitoring of state boards and commissions and publication of membership
6	§ 1-5-50	State	Statute	The Secretary of State may collect fees for the actual cost of searching and making copies of records, and use the fees collected to defray expenses associated with purchasing and maintaining computer and telephone facsimile equipment and rent.	Yes	Yes	Other service or product our agency must/may provide	Fees for retrieval and copying of records
7	§ 1-5-60	State	Statute	The Secretary of State may collect fees to recover the costs of collection of dishonored checks and retain the fees to defray collection expenses.	Yes	Yes	Other service or product our agency must/may provide	Recovery of costs for dishonored checks
8	§ 1-23-120	State	Statute	As a state agency that promulgates or administers regulations, the Secretary of State must conduct a formal review of all regulations that it has promulgated or that it administered and submit a report to the Code Commissioner regarding whether the regulations should be repealed or amended. The review and report must be completed every five years.	Yes	Yes	Report our agency must/may provide	
9	§ 2-65-50	State	Statute	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.	Yes	Yes	Report our agency must/may provide	
10	§ 4-11-290(F)	State	Statute	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.	Yes	Yes	Other service or product our agency must/may provide	Notice of review of petition to dissolve special purpose district
11	§ 4-11-290(G); § 4-11-290(H)	State	Statute	If the Secretary of State determines that a 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.	Yes	Yes	Other service or product our agency must/may provide	Order of dissolution of a special purpose district
12	§ 4-11-290(H)	State	Statute	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.	Yes	Yes	Other service or product our agency must/may provide	Notice of dissolution of a special purpose district
13	§ 5-1-10	State	Statute	A municipality with a certificate of incorporation issued by the Secretary of State is a perpetual body, politic and corporate.	Yes	Yes	Other service or product our agency must/may provide	Certificate of incorporation for a municipality
14	§ 5-1-24	State	Statute	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.	Yes	Yes	Other service or product our agency must/may provide	Filing of application to incorporate a municipality
15	§ 5-1-30	State	Statute	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, including a service feasibility study that has been reviewed by the Committee and approved by the Secretary of State.	Yes	Yes	Other service or product our agency must/may provide	Determination if requirements for municipal incorporation are met

16	§ 5-1-40	State	Statute	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 a copy of to the applicant.	Yes	Yes	Other service or product our agency must/may provide	Recommendation for municipal incorporation
17	§ 5-1-50	State	Statute	If the Secretary of State determines that the statutory requirements for municipal incorporation 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.	Yes	Yes	Other service or product our agency must/may provide	Issuance of commission by Secretary of State authorizing election on issue of municipal incorporation
18	§ 5-1-70	State	Statute	The commissioners of the election certify the result of the election under oath to the Secretary of State. If the result is in favor of incorporation, the Secretary of State issues a certificate of incorporation to the municipality.	Yes	Yes	Other service or product our agency must/may provide	Issuance of certificate of incorporation by Secretary of State
19	§ 5-1-80	State	Statute	The Secretary of State must have a receipt from the State Treasurer for payment of the incorporation fee before delivering a certificate of incorporation.	Yes	Yes	Other service or product our agency must/may provide	Fees for municipal incorporation
20	§ 5-1-90	State	Statute	The Secretary of State issues the certificate of incorporation to the commissioners who provide for election of municipal officers. The certificate of incorporation is not effective until the municipal officers are elected and qualify.	Yes	Yes	Other service or product our agency must/may provide	Effective date of certificate of incorporation
21	§ 5-1-100	State	Statute	If there is an election to determine if a municipal certificate should be surrendered with a result in favor of surrendering the certificate, the municipal council certifies the result to the Secretary of State who cancels the certificate. If 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 four years, he shall cancel the certificate.	Yes	Yes	Other service or product our agency must/may provide	Forfeiture, surrender or cancellation of municipal certificate
22	§ 5-3-90	State	Statute	Any municipality that increases its territory shall file a notice with the Secretary of State, the Department of Transportation, and the Department of Public Safety describing its new boundaries. The notice shall include a written description of the boundary and a map or plat which clearly defines the new territory added.	Yes	Yes	Other service or product our agency must/may provide	Annexation filings
23	§ 5-3-280	State	Statute	If the residents of a municipality vote to reduce the corporate territory of a municipality, the municipal council must notify the Secretary of State of the new boundaries of the municipality.	Yes	Yes	Other service or product our agency must/may provide	Notification of reduction in corporate limits of a municipality
24	§ 5-5-30	State	Statute	A municipality shall file the ordinance selecting its form of government with the Secretary of State, who shall then issue an appropriate certificate of incorporation to the municipality.	Yes	Yes	Other service or product our agency must/may provide	Form of municipal government filing
25	§ 6-11-335	State	Statute	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.	Yes	Yes	Other service or product our agency must/may provide	Certification of change of membership for special purpose district
26	§ 6-11-1620	State	Statute	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.	Yes	Yes	Other service or product our agency must/may provide	Special purpose district notification form
27	§ 6-11-1630(A)	State	Statute	A newly-formed special purpose district must forward a notification form to the Secretary of State and the auditor of the county in which the district is located within 90 days after the election of the special purpose district's governing body.	Yes	Yes	Other service or product our agency must/may provide	Special purpose district notification form for newly-formed district
28	§ 6-11-1630(B)	State	Statute	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.	Yes	Yes	Report our agency must/may provide	
29	§ 6-11-1630(C); § 6-11-1630(D)	State	Statute	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.	Yes	Yes	Other service or product our agency must/may provide	Determination that special purpose district is nonfunctioning and notification of inactive status to local government
30	§ 6-11-1640(A)	State	Statute	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.	Yes	Yes	Other service or product our agency must/may provide	Investigation of failure to file special purpose district notification form
31	§ 6-11-1640(B)	State	Statute	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.	Yes	Yes	Other service or product our agency must/may provide	Writ of mandamus to compel production of documents from a special purpose district
32	§ 6-24-50	State	Statute	Two or more governmental entities participating in 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 certification.	Yes	Yes	Other service or product our agency must/may provide	Joint agency filing
33	§ 6-24-70	State	Statute	A joint agency shall notify the Secretary of State of the addition or withdrawal of members of the joint agency.	Yes	Yes	Other service or product our agency must/may provide	Notification of change in membership of joint agency

34	§ 6-25-50	State	Statute	Two or more governmental entities participating in 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 certification.	Yes	Yes	Other service or product our agency must/may provide	Joint system filing
35	§ 6-25-70	State	Statute	A joint system shall notify the Secretary of State of the addition or withdrawal of members of the joint system.	Yes	Yes	Other service or product our agency must/may provide	Notification of change in membership of joint system
36	§ 7-9-10	State	Statute	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.	Yes	Yes	Other service or product our agency must/may provide	Political party decertification
37	§ 7-9-80	State	Statute	Following their county 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. The reports must be public record.	Yes	Yes	Other service or product our agency must/may provide	Political party county convention officer reports
38	§ 7-9-100	State	Statute	Following their state conventions, political parties must report to the Secretary of State their elected officers. 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.	Yes	Yes	Other service or product our agency must/may provide	Political party state convention officer reports
39	§ 7-17-300	State	Statute	The Secretary of State shall record certified election results received from the State Election Commission.	Yes	Yes	Other service or product our agency must/may provide	Recording of election results
40	§ 7-17-310	State	Statute	Upon receipt of certified election results from the State Election Commission, the Secretary of State shall transmit a copy of those results to the elected candidates and the Governor.	Yes	Yes	Other service or product our agency must/may provide	Transmission of election results to candidates and the Governor
41	§ 7-17-320	State	Statute	The Secretary of State shall publish a copy of the certified election results in one or more South Carolina newspapers.	Yes	Yes	Other service or product our agency must/may provide	Publication of certified election results
42	§ 7-19-70	State	Statute	Candidates for 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 party's candidates for President and Vice President go on the ballot in place of the electors' names. Once the Secretary of State receives certified election results from the State Election Commission, the Secretary certifies to the Governor the names of the persons elected as electors for President and Vice President.	Yes	Yes	Other service or product our agency must/may provide	Election of presidential electors
43	§ 7-19-80	State	Statute	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 the prescribed forms.	Yes	Yes	Other service or product our agency must/may provide	Declaration of candidates by electors
44	§ 7-19-90	State	Statute	Electors for President and Vice President meet in the office of the Secretary of State the first Monday after the second Wednesday in December after the election. Electors sign six certificates of vote for President and Vice President and affix a list of electors provided to them by the Secretary of State at the direction of the Governor (Certificates of Ascertainment).	Yes	Yes	Other service or product our agency must/may provide	Meeting of electors; organization; balloting and certification of results
45	§ 7-19-100	State	Statute	One certificate of vote and certificate of ascertainment are mailed to the President of the 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 United States); and one certificate of vote and certificate of ascertainment are sent to the federal judge of the district where the electors have assembled.	Yes	Yes	Other service or product our agency must/may provide	Disposition of certificates of votes and ascertainment
46	§ 7-19-110	State	Statute	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.	Yes	Yes	Other service or product our agency must/may provide	Payment of compensation and expenses of electors
47	§ 7-19-120	State	Statute	Governor, Secretary of State, and State officers shall perform duties and functions related to election of electors, election of President and Vice President, and certification of electors and results of election as provided by acts of Congress.	Yes	Yes	Other service or product our agency must/may provide	Duties and functions related to Electoral College
48	§ 8-11-92	State	Statute	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.	Yes	Yes	Other service or product our agency must/may provide	Determination of charitable organizations eligible for state employee payroll deduction
49	§ 11-11-40	State	Statute	The Comptroller General is required to furnish to the Governor financial statements for each state agency, classified and itemized in strict accordance with the budget classifications adopted by the Governor. To fulfill that requirement, each state agency including the Secretary of State's Office is required to submit annual financial reports to the Comptroller General's Office.	Yes	Yes	Report our agency must/may provide	
50	§ 11-15-20	State	Statute	The Secretary of State shall file copies of records of proceedings relating to the issuance of bonds by state agencies and provide certified copies to purchasers of bonds and interested parties. The Secretary of State may charge a reasonable fee for the certification.	Yes	Yes	Other service or product our agency must/may provide	Recording of transcript bonds

51	§ 11-35-2440	State	Statute	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.	Yes	Yes	Report our agency must/may provide	
52	§ 11-35-5240	State	Statute	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.	Yes	Yes	Report our agency must/may provide	
53	§ 11-35-5260	State	Statute	The Small and Minority Business Assistance Office shall 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.	Yes	Yes	Report our agency must/may provide	
54	§ 11-41-120	State	Statute	All bonds issued under the State General Obligation Economic Development Bond Act must be signed by the Governor and State Treasurer, and attested to by the Secretary of State. The Great Seal of the State must be affixed to the bond.	Yes	Yes	Other service or product our agency must/may provide	Execution of state general obligation economic development bonds
55	§ 11-44-60	State	Statute	The Secretary of State registers and renews qualified businesses that meet the criteria for registration under the High Growth Small Business Job Creation Act. The Secretary of State may revoke a registration if false information is found in the application. The Secretary of State reports a list of registered qualified businesses by January 31st of each year to the House Ways & Means Committee, Senate Finance Committee, and the Governor, and must post an aggregated statewide report on the agency's website.	Yes	Yes	Other service or product our agency must/may provide	Registration of qualified businesses eligible for investments by angel investors
56	§ 15-9-245	State	Statute	Foreign corporations or nonprofits not authorized to do business in this state are considered to have designated the Secretary of State as agent for service of process. The Secretary of State forwards the documents by certified mail addressed to the corporation either at its registered office in the jurisdiction of its incorporation, its principal place of business in the jurisdiction, or at the last address of the foreign business or nonprofit corporation known to the plaintiff, in that order.	Yes	Yes	Other service or product our agency must/may provide	Service of process on foreign corporation not authorized to do business in South Carolina
57	§ 15-9-250	State	Statute	Service of process may be made on the Secretary of State as agent for a foreign rural electric cooperative. The Secretary of State forwards the documents by certified mail to the entity at the address specified in the instrument appointing the Secretary of State as agent for service.	Yes	Yes	Other service or product our agency must/may provide	Service of process on foreign rural electric cooperatives
58	§ 15-9-280	State	Statute	Any act of transacting insurance business by an unauthorized insurer is irrevocable appointment of the Secretary of State as the true and lawful attorney on whom may be served all lawful process in any action in any court by the Director of the Department of Insurance or by the State, and on whom may be served any process in any proceeding before the Department of Insurance and which arises out of transacting business in this state by an unauthorized insurer. The Secretary of State forwards the documents by certified mail to the defendant in the court proceeding or to whom the notice, order, pleading, or process in the administrative proceeding is addressed or directed at its last known principal place of business. The Secretary of State shall also keep a record of all process so served on him which shall show the day and hour of service.	Yes	Yes	Other service or product our agency must/may provide	Service of process on unauthorized insurer
59	§ 15-9-430	State	Statute	Nonresident directors of domestic corporations are deemed to have appointed the Secretary of State as agent for service of process. The Secretary of State forwards the documents by certified mail to the nonresident director. Delivery of copies of service to the nonresident director must be made by delivering the copy to the most recent address on file with the company's most current annual report or any more current interim report which has been filed with the Secretary of State.	Yes	Yes	Other service or product our agency must/may provide	Service of process on nonresident directors of domestic corporations
60	§ 15-9-440	State	Statute	When there is no resident trustee of an inter vivos trust, the nonresident trustee is deemed to have consented to service of process when served upon the Secretary of State when the trust is created under the laws of this state, or in the case of a foreign trust, when part of the trust property is in this state.	Yes	Yes	Other service or product our agency must/may provide	Service of process on trustees of inter vivos trusts
61	§ 15-9-460	State	Statute	Anyone engaged in nursery business outside of this state who ships trees or plants into this state appoints the Secretary of State as agent for service.	Yes	Yes	Other service or product our agency must/may provide	Service of process on certain nursery businesses
62	§ 25-1-120	State	Statute	Members of the National Guard may form military corporations for the purpose of social activities and holding property by filing an application for incorporation with the Secretary of State.	Yes	Yes	Other service or product our agency must/may provide	Military corporation filings
63	§ 26-1-10	State	Statute	Upon appointment by the Governor, a commission is issued to each notary public and record of the appointment is filed with the Secretary of State.	Yes	Yes	Other service or product our agency must/may provide	Appointment and term of notary public

64	§ 26-1-15	State	Statute	A notary public must be a registered voter in this state, read and write the English language, and submit an application with no significant misstatement or omissions. The application form is provided by the Secretary of State.	Yes	Yes	Other service or product our agency must/may provide	Qualifications and application for notarial commission
65	§ 26-1-20	State	Statute	County legislative delegations endorse applicants to be a notary public and choose the means of endorsement. Each delegation notifies the Secretary of State of the method it will utilize. If the delegation chooses endorsement by the senator and representative in whose district the applicant applies, the applicant, senator, and representative indicate their respective districts on the application provided to the Secretary of State. If office of senator or representative is vacant, notary applicant is endorsed by majority of legislative delegation.	Yes	Yes	Other service or product our agency must/may provide	Endorsement of notary application
66	§ 26-1-25	State	Statute	A legislator may provide for endorsement of an application by authorizing the chair or secretary of the delegation. A copy of the resolution adopting any method of endorsement for a county must be forwarded to the Secretary of State.	Yes	Yes	Other service or product our agency must/may provide	Additional methods of endorsement of notary applications
67	§ 26-1-30	State	Statute	The fee for issuance or renewal of the commission is \$25.00, collected by the Secretary of State.	Yes	Yes	Other service or product our agency must/may provide	Fee for issuance or renewal of notary commission
68	§ 26-1-40	State	Statute	All notaries public take the constitutional oath, certified copies of which are recorded with the Secretary of State.	Yes	Yes	Other service or product our agency must/may provide	Filing of oath of notary public
69	§ 26-1-110	State	Statute	A notary public must sign by hand in ink when notarizing a paper record. A notary public with a disability may sign using a signature stamp upon prior approval of the Secretary of State.	Yes	Yes	Other service or product our agency must/may provide	Authorization for use of signature stamp by notary public
70	§ 26-1-130	State	Statute	Notaries must notify the Secretary of State of changes in status within 45 days by filing a Change in Status form and fee of \$10.00 with the Secretary of State.	Yes	Yes	Other service or product our agency must/may provide	Changes in notary public's status
71	§ 26-1-140	State	Statute	A notary who resigns must submit a Change in Status form indicating the date of resignation. A notary who ceases to reside in this state or becomes permanently unable to perform duties must resign and submit the Change in Status form to the Secretary of State.	Yes	Yes	Other service or product our agency must/may provide	Resignation of notary commission
72	§ 26-1-150	State	Statute	The personal representative of a deceased notary public must notify the Secretary of State in writing and destroy the deceased notary's seals.	Yes	Yes	Other service or product our agency must/may provide	Notification of death of notary public
73	§ 26-1-200	State	Statute	The Secretary of State provides certificates of authority and Apostilles for notarized documents being sent to other states and nations.	Yes	Yes	Other service or product our agency must/may provide	Authentication of notarized document being sent to another state or nation
74	§ 26-1-220	State	Statute	The Secretary of State can charge a reasonable fee for issuing a certificate of authority or Apostille.	Yes	Yes	Other service or product our agency must/may provide	Fee for issuance of authentication or Apostille
75	§ 26-1-230	State	Statute	The Secretary of State shall not issue a certificate of authority 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.	Yes	Yes	Other service or product our agency must/may provide	Denial of request for authentication or Apostille
76	§ 27-19-10	State	Statute	On knowledge, belief, or information of another, 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 two months before the next session of court.	Yes	Yes	Other service or product our agency must/may provide	Notification of escheated lands to Circuit Court
77	§ 27-19-20	State	Statute	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.	Yes	Yes	Other service or product our agency must/may provide	Hearing on escheatment and recording of verdict
78	§ 27-19-60	State	Statute	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.	Yes	Yes	Other service or product our agency must/may provide	Rental of land pending escheatment
79	§ 27-19-70	State	Statute	If no one claims the land within 12 months after expiration of time for advertising, the Clerk of Court issues process signed by the judge to the Secretary of State pronouncing the land escheated and directing him to sell and convey it upon usual notice.	Yes	Yes	Other service or product our agency must/may provide	Manner of pronouncing escheatment
80	§ 27-19-80	State	Statute	Once the Secretary of State receives the process from the Clerk of Court pronouncing land escheated, he 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.	Yes	Yes	Other service or product our agency must/may provide	Advertising escheated land for sale and terms of sale
81	§ 27-19-90	State	Statute	If land is larger than 600 acres and it would be an advantage to the State in its sale, the Secretary of State shall divide the land in a manner most beneficial to the state.	Yes	Yes	Other service or product our agency must/may provide	Division of land into tracts for sale
82	§ 27-19-100	State	Statute	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.	Yes	Yes	Other service or product our agency must/may provide	Purchase of land by Department of Administration and disposition of land

83	§ 27-19-210	State	Statute	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.	Yes	Yes	Other service or product our agency must/may provide	Recovery of property in hands of an executor
84	§ 27-19-310	State	Statute	The duties of the escheator are devolved on the Secretary of State as agent of the Department of Administration and the Secretary shall act under the direction and control of the Department. Under the direction of the Department, the Secretary may use funds and services of subagents of the department as necessary in discovering, renting, litigating, and realizing money from escheated lands.	Yes	Yes	Other service or product our agency must/may provide	Duties of escheator devolved upon Secretary of State as agent of Department of Administration
85	§ 27-19-320	State	Statute	The Secretary of State cannot directly or indirectly purchase any escheated lands. If he does so, he is subject to payment of \$5,000.00 and will be rendered incapable of holding or exercising an office of trust.	No	No - But relates to manner in which one or more agency deliverables is provided		
86	§ 27-19-340	State	Statute	The Secretary of State turns over the proceeds of escheats to the State Treasurer after deducting and retaining reimbursement to the Sinking Fund. Costs and expenses incurred may be deducted and retained from proceeds of other escheatment cases in discretion of the Department of Administration.	Yes	Yes	Other service or product our agency must/may provide	Disposition of proceeds of escheats
87	§ 27-19-360	State	Statute	The Secretary of State must provide an annual report showing receipts and payments in each case of escheat, including all resales, income, rents, and profits derived from the property while held by the Department.	Yes	Yes	Report our agency must/may provide	
88	§ 27-19-370	State	Statute	If the Secretary of State fails in his duty, the case goes before a jury and if convicted, that Secretary of State will not be allowed to hold any office of trust or profit in the State. The Secretary shall be responsible for all loss or damage accrued to the State by his misconduct or fraudulent practices.	No	No - But relates to manner in which one or more agency deliverables is provided		
89	§ 27-40-130	State	Statute	If a landlord is a nonresident or corporation not authorized to do business in this state and does not designate an agent or if process can't be served on the agent, process is served on the Secretary of State, but service is not effective unless the Plaintiff mails a copy of process and pleading by registered or certified mail requiring a signed receipt to the Defendant at the last reasonably ascertainable address.	Yes	Yes	Other service or product our agency must/may provide	Designation of registered agent by nonresident landlord
90	§ 30-4-30	State	Statute	As a public body, the Secretary of State's Office is required to furnish records to persons upon receipt of a Freedom of Information Act request.	Yes	Yes	Other service or product our agency must/may provide	Freedom of Information Act requests
91	§ 30-11-20	State	Statute	Mortgages or deeds of trust of railroad company property are valid from the time of execution and delivery when filed within 40 days from execution and delivery of mortgages or deeds of trust to the Secretary of State. If filed with the Secretary of State after the 40 days and also recorded with the Clerk of Court or Register of Deeds after 40 days, they are valid from the date of the record. Filings are provided in duplicate. One copy of such instrument filed is given a file number, indexed, and retained by the Secretary of State. The other is properly endorsed, giving the file number from the Secretary of State, and returned.	Yes	Yes	Other service or product our agency must/may provide	Recordation of mortgages and deeds of trust for railroads with Secretary of State
92	§ 30-11-40	State	Statute	Instruments in writing for railroads are filed by the Secretary of State with a fee of \$5.00.	Yes	Yes	Other service or product our agency must/may provide	Filings and fees for written instruments for railroads
93	§ 30-11-50	State	Statute	A certified copy of a railroad document filed by the Secretary of State is evidence of the filing and facts contained in the instrument so filed and certified in courts of this State.	Yes	Yes	Other service or product our agency must/may provide	Effect of certified copy of recorded instrument for railroad
94	§ 30-11-60	State	Statute	When railroad mortgages on file are satisfied, the mortgagee notes it on the margin of the copy on file or files a separate instrument with the Secretary of State declaring the mortgage satisfied.	Yes	Yes	Other service or product our agency must/may provide	Recordation of satisfaction of mortgage of railroad
95	§ 31-3-340	State	Statute	The Secretary of State files certificates of appointment and reappointment of Housing Authority Commissioners, and the certificate is conclusive evidence of the due and proper appointment of the commissioner.	Yes	Yes	Other service or product our agency must/may provide	Certificate of appointment of housing authority commissioners
96	§ 31-10-30	State	Statute	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.	Yes	Yes	Other service or product our agency must/may provide	Certificates of incorporation for redevelopment commissions
97	§ 33-1-200	State	Statute	All business corporation filings that meet the legal requirements of Chapters 1 through 20 of Title 33, satisfy formatting requirements and that are properly executed are entitled to filing by the Secretary of State. All filings must be accompanied by an exact or conformed copy, the correct filing fee, and any franchise tax, license fee, or penalty required by law.	Yes	Yes	Other service or product our agency must/may provide	Business corporation filing requirements
98	§ 33-1-210	State	Statute	The Secretary of State may prescribe and furnish forms for documents filed pursuant to Chapters 1 through 20 of Title 33, applications for certificate of existence; applications for foreign corporations doing business in South Carolina, and the Department of Revenue's annual report. The Secretary of State may also prescribe mandatory forms through regulation.	Yes	Yes	Other service or product our agency must/may provide	Business corporation forms

99	§ 33-1-220	State	Statute	The Secretary of State shall collect filing fees for documents filed pursuant to Chapters 1 through 20 of Title 33; service of process fees; copy fees for corporate documents; and taxes that must be remitted to the State Treasurer for certain filings.	Yes	Yes	Other service or product our agency must/may provide	Business corporation filing fees
100	§ 33-1-230	State	Statute	A filing is effective on the date that it is received by the Secretary of State unless a delayed effective date and time are specified.	Yes	Yes	Other service or product our agency must/may provide	Effective date of business corporation filings
101	§ 33-1-240	State	Statute	A business corporation may correct a document filed with the Secretary of State by filing articles of correction.	Yes	Yes	Other service or product our agency must/may provide	Articles of correction for business corporations
102	§ 33-1-250	State	Statute	If a document delivered to the Secretary of State meets the legal filing requirements stated under Section 33-1-200, the Secretary of State shall file it. The Secretary of State files a document by stamping or endorsing "Filed" on the original and copy of the document, along with the Secretary of State's name and official title. The Secretary of State's duty to file documents is ministerial and does not affect the validity of the document, relate to the correctness of the information contained therein, or create a presumption that the document is valid or contains correct information.	Yes	Yes	Other service or product our agency must/may provide	Business corporation filing process
103	§ 33-1-260	State	Statute	If the Secretary of State refuses to file a document, the Secretary of State must return it to the business corporation within five days with a brief written explanation of the reason it was rejected. If the Secretary of State refuses to file a document, a business corporation may file an appeal with the Richland County Circuit Court within 30 days of receipt of the rejected filing.	Yes	Yes	Other service or product our agency must/may provide	Rejection of business corporation filings and right of appeal
104	§ 33-1-270	State	Statute	A certified copy of a document filed by the Secretary of State is conclusive evidence that the original document is on file with the Secretary of State.	Yes	Yes	Other service or product our agency must/may provide	Evidentiary effect of filed document
105	§ 33-1-280	State	Statute	A person may obtain a certificate of existence for a business corporation from the Secretary of State that may be relied upon as conclusive evidence that the business corporation is in existence or is authorized to do business in South Carolina.	Yes	Yes	Other service or product our agency must/may provide	Certificate of existence for business corporation
106	§ 33-1-300	State	Statute	The Secretary of State has the power reasonably necessary to perform the duties required under Chapters 1 through 20 of Title 33.	Yes	Yes	Other service or product our agency must/may provide	Authority of Secretary of State to perform duties under Business Corporations Act
107	§ 33-14-200	State	Statute	The Secretary of State shall begin administrative dissolution proceedings against a business corporation if the corporation fails to pay taxes or penalties, fails to file its annual report with the Department of Revenue, fails to maintain a registered agent or registered office in the state, fails to notify the Secretary of State of a change in registered agent or office, or the duration of the corporation as stated in its articles of incorporation expires.	Yes	Yes	Other service or product our agency must/may provide	Grounds for administrative dissolution of business corporation
108	§ 33-14-210	State	Statute	The Secretary of State must notify a business corporation if grounds for administrative dissolution exist and dissolve the corporation if the grounds are not corrected within 60 days.	Yes	Yes	Other service or product our agency must/may provide	Procedure for administrative dissolution of business corporation
109	§ 33-15-200	State	Statute	When a foreign corporation files to withdraw its certificate of authority with the Secretary of State, Yes that application sets forth that authority of the registered agent is revoked and the Secretary of State is appointed as agent for service of process in any proceeding based on a cause of action arising during the time it was authorized to transact business. After withdrawal of the corporation is effective, service of process on the Secretary of State is service on the foreign corporation. On receipt of process, the Secretary of State mails a copy to the foreign corporation at the mailing address provided on the application for withdrawal.	Yes	Yes	Other service or product our agency must/may provide	Withdrawal of foreign business corporation
110	§ 33-15-300	State	Statute	The Secretary of State shall begin a proceeding to revoke the certificate of authority to transact business in South Carolina of a foreign business corporation if the corporation fails to pay taxes or penalties; fails to file its annual report with the Department of Revenue; fails to maintain a registered agent or registered office in the state; fails to notify the Secretary of State of a change in registered agent or office; the incorporator, director, officer or agent of the corporation filed a false document with the Secretary of State; or the Secretary of State is notified that the corporation was dissolved or merged out of existence in the state where the corporation is domesticated.	Yes	Yes	Other service or product our agency must/may provide	Grounds for revocation of certificate of authority of foreign business corporation
111	§ 33-15-310	State	Statute	The Secretary of State's revocation of a certificate of authority of a foreign corporation appoints the Secretary of State as the agent for service of process in a proceeding based on a cause of action that arose when the corporation was authorized to transact business. On receipt of process, the Secretary of State mails a copy to the secretary of the corporation at its principal office.	Yes	Yes	Other service or product our agency must/may provide	Procedure for and effect of revocation of certificate of authority for foreign business corporation
112	§ 33-31-120	State	Statute	All nonprofit corporation filings that meet the legal requirements of Chapter 31 of Title 33, that satisfy formatting requirements, and that are properly executed are entitled to filing by the Secretary of State. All filings must be accompanied by an exact or conformed copy, the correct filing fee, and any franchise tax, license fee, or penalty required by law.	Yes	Yes	Other service or product our agency must/may provide	Nonprofit corporation filing requirements

113	§ 33-31-121	State	Statute	The Secretary of State may prescribe and furnish forms for documents filed pursuant to Chapter 31 of Title 33, applications for certificate of existence; and applications for foreign corporations doing business in South Carolina. The Secretary of State may also prescribe mandatory forms through regulation.	Yes	Yes	Other service or product our agency must/may provide	Nonprofit corporation forms
114	§ 33-31-122	State	Statute	The Secretary of State of State shall collect filing fees for documents filed pursuant to Chapter 31 of Title 33; service of process fees; and copy fees for corporate documents.	Yes	Yes	Other service or product our agency must/may provide	Nonprofit corporation filing fees
115	§ 33-31-123	State	Statute	A filing is effective on the date that it is received by the Secretary of State unless a delayed effective date and time are specified.	Yes	Yes	Other service or product our agency must/may provide	Effective date of nonprofit corporation filings
116	§ 33-31-124	State	Statute	A nonprofit corporation may correct a document filed with the Secretary of State by filing articles of correction.	Yes	Yes	Other service or product our agency must/may provide	Articles of correction for nonprofit corporation
117	§ 33-31-125	State	Statute	If a document delivered to the Secretary of State meets the legal filing requirements stated under Section 33-31-120, the Secretary of State shall file it. The Secretary of State files a document by stamping or endorsing "Filed" on the original and copy of the document, along with the Secretary of State's name and official title. The Secretary of State's duty to file documents is ministerial and does not affect the validity of the document, relate to the correctness of the information contained therein, or create a presumption that the document is valid or contains correct information.	Yes	Yes	Other service or product our agency must/may provide	Nonprofit corporation filing process
118	§ 33-31-125(c)	State	Statute	If the Secretary of State refuses to file a document, the Secretary of State must return it to the nonprofit corporation within five days with a brief written explanation of the reason it was rejected.	Yes	Yes	Other service or product our agency must/may provide	Rejection of nonprofit corporation filing
119	§ 33-31-126	State	Statute	If the Secretary of State refuses to file a document, a nonprofit corporation may file an appeal with the Richland County Court of Common Pleas.	Yes	Yes	Other service or product our agency must/may provide	Right to appeal rejection of nonprofit corporation filing
120	§ 33-31-127	State	Statute	A certified copy of a document filed by the Secretary of State is conclusive evidence that the original document is on file with the Secretary of State.	Yes	Yes	Other service or product our agency must/may provide	Evidentiary effect of filed document
121	§ 33-31-128	State	Statute	A person may obtain a certificate of existence for a nonprofit corporation from the Secretary of State that may be relied upon as conclusive evidence that the nonprofit corporation is in existence or is authorized to do business in South Carolina.	Yes	Yes	Other service or product our agency must/may provide	Certificate of existence for nonprofit corporation
122	§ 33-31-130	State	Statute	The Secretary of State has the power reasonably necessary to perform the duties required under Chapter 31 of Title 33.	Yes	Yes	Other service or product our agency must/may provide	Authority of Secretary of State to perform duties under Nonprofit Corporation Act
123	§ 33-31-1420	State	Statute	The Secretary of State shall begin administrative dissolution proceedings against a nonprofit corporation if the corporation fails to report a change or principal office, fails to maintain a registered agent or registered office in the state, fails to notify the Secretary of State of a change in registered agent or office, the duration of the corporation as stated in its articles of incorporation expires, or the corporation has been adjudicated bankrupt.	Yes	Yes	Other service or product our agency must/may provide	Grounds for administrative dissolution of nonprofit corporation
124	§ 33-31-1421	State	Statute	The Secretary of State must notify a nonprofit corporation if grounds for administrative dissolution exist and dissolve the corporation if the grounds are not corrected within 60 days. The Secretary of State must also notify the Attorney General.	Yes	Yes	Other service or product our agency must/may provide	Procedure for administrative dissolution of nonprofit corporation
125	§ 33-31-1520	State	Statute	Once an authorized foreign nonprofit corporation's certificate of withdrawal is effective, service on the Secretary of State is service on the foreign corporation. On receipt of process, the Secretary of State mails a copy to the foreign corporation at the address in its application for withdrawal.	Yes	Yes	Other service or product our agency must/may provide	Withdrawal of foreign nonprofit corporation
126	§ 33-31-1531	State	Statute	If the Secretary of State or Richland Court of Common Pleas revokes a certificate of authority, the Secretary of State is the agent for service of process for an action that arose while the corporation was authorized. On receipt of process, the Secretary of State mails a copy to the foreign corporation at its principal office.	Yes	Yes	Other service or product our agency must/may provide	Procedure and effect of revocation of certificate of authority for foreign nonprofit corporation
127	§ 33-31-1707	State	Statute	Failure to file a Notification by Existing Corporation by January 2, 1996 means a nonprofit corporation is considered to have designated the Secretary of State as agent for service of process. When the Secretary of State receives service, a copy is forwarded by certified mail to the principal office of a domestic corporation, the last address of the foreign or domestic corporation known to the plaintiff, and with respect to a foreign corporation, any registered office in the jurisdiction of incorporation (provided to the Secretary of State by the Plaintiff).	Yes	Yes	Other service or product our agency must/may provide	Notification by existing corporation form
128	§ 33-36-220	State	Statute	A corporation not-for-profit is formed when articles of incorporation are filed with the Secretary of State and the filing fee has been paid. All filings must be accompanied by a duplicate copy and will be returned to the customer upon payment of certified copy fee.	Yes	Yes	Other service or product our agency must/may provide	Corporation not-for-profit filing requirements
129	§ 33-36-230	State	Statute	The Secretary of State of State shall collect filing fees for documents filed for corporations not-for-profit, as well as copy fees for regular and certified copies.	Yes	Yes	Other service or product our agency must/may provide	Corporation not-for-profit filing fees

130	§ 33-36-1320	State	Statute	A corporation not-for-profit may submit a petition to the Secretary of State to convert to a public service district.	Yes	Yes	Other service or product our agency must/may provide	Conversion of corporation not-for-profit to a public service district
131	§ 33-37-210	State	Statute	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.	Yes	Yes	Other service or product our agency must/may provide	Business development corporation filings
132	§ 33-37-910	State	Statute	The provisions of Chapters 1 through 20 of Title 33 shall apply to business development corporations except when such provisions conflict with or are inconsistent with Chapter 37 of Title 33.	Yes	Yes	Other service or product our agency must/may provide	Applicability of general business corporation laws to business development corporations
133	§ 33-38-120	State	Statute	The provisions of Chapters 1 through 19 of Title 33 shall apply to benefit corporations except when such provisions conflict with or are inconsistent with Chapter 38 of Title 33.	Yes	Yes	Other service or product our agency must/may provide	Applicability of general business corporation laws to benefit corporations
134	§ 33-38-200	State	Statute	A domestic corporation may incorporate or convert to a benefit corporation, and must identify a specific public benefit purpose in its articles of incorporation.	Yes	Yes	Other service or product our agency must/may provide	Benefit corporation filings
135	§ 33-41-1110	State	Statute	A partnership may become a registered limited liability partnership by filing an application or renewal application with the Secretary of State. Registration is effective for one year unless voluntarily withdrawn.	Yes	Yes	Other service or product our agency must/may provide	Registered limited liability partnership filings
136	§ 33-41-1160	State	Statute	A foreign limited liability partnership may file an application or renewal application with the Secretary of State for a certificate of authority to transact business in South Carolina.	Yes	Yes	Other service or product our agency must/may provide	Foreign limited liability partnership filings
137	§ 33-41-1170	State	Statute	If the Secretary of State finds that an application for certificate of authority to transact business by a foreign limited liability partnership conforms to law, the Secretary of State shall file it upon receipt of all filing fees. The Secretary of State files a document by stamping or endorsing "Filed" on the original and copy of the document, along with the date and time of the filing.	Yes	Yes	Other service or product our agency must/may provide	Foreign limited liability partnership filing process
138	§ 33-41-1190	State	Statute	Once a foreign limited liability partnership files an application for cancellation with the Secretary of State it revokes the authority for the registered agent and once cancelled, service is made upon the Secretary of State. A cancellation does not terminate the authority of the Secretary of State to accept service on the foreign limited liability partnership with respect to causes of action arising out of transaction of business in this state.	Yes	Yes	Other service or product our agency must/may provide	Cancellation of registration of foreign limited liability partnership
139	§ 33-41-1200	State	Statute	By transacting business in South Carolina without registration, the foreign limited liability partnership appoints the Secretary of State as agent for service of process with respect to a cause of action arising out of the transaction of business in South Carolina.	Yes	Yes	Other service or product our agency must/may provide	Effect of failure of foreign limited liability partnership to register
140	§ 33-42-210	State	Statute	A limited partnership may form by executing and filing a certificate of limited partnership with the Secretary of State.	Yes	Yes	Other service or product our agency must/may provide	Limited partnership filings
141	§ 33-42-220	State	Statute	If a limited partnership formed before June 27, 1984 failed to file the certificate of amendment with respect to agent for service of process as set forth in Section 33-42-50(2) by January 1, 1988, the limited partnership designates the Secretary of State as the agent for service of process.	Yes	Yes	Other service or product our agency must/may provide	Amendment of limited partnership certificate
142	§ 33-42-260	State	Statute	Unless the Secretary of State finds that a limited partnership certificate of limited partnership, amendment or cancellation does not conform to law, the Secretary of State shall file it upon receipt of all filing fees. The Secretary of State files a document by stamping or endorsing "Filed" on the original and copy of the document, along with the day, month, and year of the filing.	Yes	Yes	Other service or product our agency must/may provide	Limited partnership filing process
143	§ 33-42-1620	State	Statute	A foreign limited partnership's registration with the Secretary of State must include a statement that the Secretary of State is agent for service of process if no agent is appointed, the agent's authority has been revoked, or if the agent cannot be found or served with the exercise of reasonable diligence.	Yes	Yes	Other service or product our agency must/may provide	Registration of foreign limited partnership
144	§ 33-41-1630	State	Statute	A foreign limited partnership may file an application for registration with the Secretary of State for a certificate of authority to transact business in South Carolina. The Secretary of State shall file the application if it conforms to laws and all fees have been paid, and shall file the application by stamping or endorsing "Filed" on the original and copy of the document, along with the day, month, and year of the filing.	Yes	Yes	Other service or product our agency must/may provide	Foreign limited partnership filings
145	§ 33-41-1670	State	Statute	By transacting business without being registered, a foreign limited partnership appoints the Secretary of State as agent for service of process.	Yes	Yes	Other service or product our agency must/may provide	Transaction of business without registration by foreign limited partnership

146	§ 33-44-111	State	Statute	If a limited liability company or foreign limited liability company fails to appoint or maintain an agent for process, the Secretary of State is agent. Service is made by delivering to the Secretary of State duplicate copies of the process, one of which is forwarded by registered or certified mail, return receipt requested, to the company at its designated office. The Secretary of State keeps a record of all process served.	Yes	Yes	Other service or product our agency must/may provide	Service of process on limited liability company
147	§ 33-44-202	State	Statute	A limited liability company may organize by filing articles of organization with the Secretary of State.	Yes	Yes	Other service or product our agency must/may provide	Formation of limited liability company
148	§ 33-44-206	State	Statute	If a document delivered to the Secretary of State meets the filing requirements and the filing fees have been paid, the Secretary of State shall file it. The Secretary of State shall provide a certified copy upon request and payment of a fee. A filing is effective on the date that it is received by the Secretary of State unless a delayed effective date and time are specified.	Yes	Yes	Other service or product our agency must/may provide	Limited liability company filing process
149	§ 33-44-207	State	Statute	A limited liability company may correct a document filed with the Secretary of State by filing articles of correction.	Yes	Yes	Other service or product our agency must/may provide	Articles of correction for limited liability company
150	§ 33-44-208	State	Statute	A person may obtain a certificate of existence or authorization for a limited liability company from the Secretary of State that may be relied upon as conclusive evidence that the limited liability company is in existence or is authorized to do business in South Carolina.	Yes	Yes	Other service or product our agency must/may provide	Certificate of existence for limited liability company
151	§ 33-44-1006	State	Statute	The Secretary of State may revoke the certificate of authority of a foreign limited liability company to transact business in South Carolina if the company fails to pay a fee, tax, or penalty owed to the state; fails to appoint and maintain an agent for service of process; fails to file a statement of change in the name or address of its agent for service of process; or a material misrepresentation has been made in a document submitted by the company. If grounds for revocation exist, the Secretary of State may send notice of the revocation to the company. The revocation becomes effective if the company does not cure the deficiency by the effective date of the revocation.	Yes	Yes	Other service or product our agency must/may provide	Grounds and procedure for revocation of certificate of authority of foreign limited liability company
152	§ 33-44-1007	State	Statute	A foreign limited liability company's cancellation of its certificate of authority does not terminate the Secretary of State's authority to accept service of process for the limited liability company for claims arising out of the transaction of business in South Carolina.	Yes	Yes	Other service or product our agency must/may provide	Cancellation of certificate of authority of foreign limited liability company
153	§ 33-44-1008	State	Statute	If a foreign limited liability company transacts business in this state without a certificate of authority, it appoints the Secretary of State as agent for service of process for claims arising out of transaction of business in this state.	Yes	Yes	Other service or product our agency must/may provide	Appointment of Secretary of State as agent for service of process by foreign limited liability companies failing to obtain certificate of authority
154	§ 33-45-40	State	Statute	The members of a limited liability company or five or more residents of South Carolina may petition the Secretary of State to form a cooperative association for the purpose of conducting any agricultural, dairy, mercantile, mining, mechanical, or manufacturing business.	Yes	Yes	Other service or product our agency must/may provide	Cooperative association petition
155	§ 33-45-50	State	Statute	Upon receipt of a petition to form a cooperative association and payment of the filing fee, the Secretary of State must issue to the petitioners a commission constituting them a board of incorporators and authorizing them to issue stock.	Yes	Yes	Other service or product our agency must/may provide	Commission for cooperative association
156	§ 33-45-140	State	Statute	Upon receipt of certification from the board of incorporators that all requirements for formation have been met, the Secretary of State shall issue a certificate of charter to the cooperative association.	Yes	Yes	Other service or product our agency must/may provide	Certificate of charter for cooperative association
157	§ 33-46-90	State	Statute	A telephone cooperative must file corporate documents with the Secretary of State. If the filing conforms to requirements of Chapter 46 of Title 33, and the filing fees as prescribed in Section 33-1-220 are paid, the Secretary of State shall file it.	Yes	Yes	Other service or product our agency must/may provide	Telephone cooperative filings
158	§ 33-47-40	State	Statute	The provisions of the general corporation laws of South Carolina shall apply to marketing cooperative associations except when such provisions conflict with or are inconsistent with Chapter 47 of Title 33.	Yes	Yes	Other service or product our agency must/may provide	Applicability of general corporation laws to marketing cooperative associations
159	§ 33-47-70	State	Statute	Five or more persons engaged in the production of agricultural products may form a nonprofit marketing cooperative association.	Yes	Yes	Other service or product our agency must/may provide	Formation of marketing cooperative association
160	§ 33-47-260	State	Statute	Marketing cooperative associations shall pay filing fees of \$10.00 for articles of incorporation and \$2.50 for articles of amendment.	Yes	Yes	Other service or product our agency must/may provide	Filing fees for marketing cooperative associations
161	§ 33-49-80	State	Statute	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, and the required filing fees are paid.	Yes	Yes	Other service or product our agency must/may provide	Electric cooperative filings
162	§ 33-49-90	State	Statute	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.	Yes	Yes	Other service or product our agency must/may provide	Transmission of electric cooperative filings to county officials

163	§ 33-53-10	State	Statute	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.	Yes	Yes	Other service or product our agency must/may provide	Business trust filings
164	§ 33-56-30	State	Statute	Charitable organizations soliciting in South Carolina must file a registration statement with the Secretary of State that discloses specific information required by statute.	Yes	Yes	Other service or product our agency must/may provide	Registration statement for a charitable organization
165	§ 33-56-40	State	Statute	Requires the Children's Trust Fund of South Carolina to file a registration statement, but exempts it from paying the \$50.00 registration fee.	Yes	Yes	Other service or product our agency must/may provide	Registration statement for Children's Trust Fund of South Carolina
166	§ 33-56-45	State	Statute	Requires fire departments to file a registration statement, but allows the local governing body of multiple fire departments (e.g. the county) to pay a single \$50.00 registration fee for all of the fire departments within its jurisdiction.	Yes	Yes	Other service or product our agency must/may provide	Registration statement for fire departments
167	§ 33-56-50	State	Statute	Allows some types of charitable organizations to 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.	Yes	Yes	Other service or product our agency must/may provide	Annual application for registration exemption
168	§ 33-56-55	State	Statute	Allows parent-teacher associations and local chambers of commerce to engage in charitable solicitation without filing a registration statement, annual financial report, or annual application for registration exemption, or otherwise comply with the Solicitation of Charitable Funds Act, unless the organizations use professional solicitors to conduct their fundraising activities.	Yes	Yes	Other service or product our agency must/may provide	Special interest exemption for parent-teacher associations and local chambers of commerce
169	§ 33-56-60	State	Statute	Charitable organizations that have filed a registration statement or that are soliciting contributions in South Carolina must file an annual financial report with the Secretary of State.	Yes	Yes	Other service or product our agency must/may provide	Annual financial report filing
170	§ 33-56-70(A); § 33-56-70(B)	State	Statute	Professional solicitors, professional fundraising counsel, and commercial co-venturers must file fundraising contracts with the Secretary of State.	Yes	Yes	Other service or product our agency must/may provide	Professional fundraising contract filing
171	§ 33-56-70(A); § 33-56-70(C)	State	Statute	Professional solicitors and commercial co-venturers must file notices of solicitation along with their fundraising contracts.	Yes	Yes	Other service or product our agency must/may provide	Notice of solicitation filing
172	§ 33-56-70(E)	State	Statute	Professional solicitors and commercial co-venturers must file joint financial reports with the Secretary of State.	Yes	Yes	Other service or product our agency must/may provide	Joint financial report filing
173	§ 33-56-75	State	Statute	Provides requirements for use and maintenance of a donor list owned by a charitable organization, and allows the Secretary of State pursue enforcement actions for violations of the section, including issuing notices of violation, administrative fines, and suspension of registration, as well as seeking injunctive relief in Administrative Law Court.	Yes	Yes	Other service or product our agency must/may provide	Donor list enforcement
174	§ 33-56-80	State	Statute	Filings required under the Solicitation of Charitable Funds Act are public records. In addition, the Secretary of State shall publish and disseminate information to the public regarding the requirements and enforcement of Solicitation of Charitable Funds Act.	Yes	Yes	Other service or product our agency must/may provide	Public records and education on Solicitation of Charitable Funds Act
175	§ 33-56-90	State	Statute	Outlines required disclosures by professional solicitors when soliciting contributions and provides for enforcement of this section by the Secretary of State.	Yes	Yes	Other service or product our agency must/may provide	Professional solicitor disclosure requirements
176	§ 33-56-100	State	Statute	Charitable organizations, professional solicitors, professional fundraising counsel, and commercial co-venturers are required to maintain accurate fiscal records of activity in South Carolina for three years after the end of the relevant registration period.	No	No - But relates to manner in which one or more agency deliverables is provided		
177	§ 33-56-110(A); § 33-56-110(B); § 33-56-110(F)	State	Statute	Requires professional solicitors to file a registration application that discloses specific information required by statute, and that includes a professional solicitor's bond.	Yes	Yes	Other service or product our agency must/may provide	Registration application for a professional solicitor company
178	§ 33-56-110(A); § 33-56-110(B); § 33-56-110(C)	State	Statute	Requires individual professional solicitors that are employed by a professional solicitor company to file a registration application that discloses specific information required by statute.	Yes	Yes	Other service or product our agency must/may provide	Registration application for an individual professional solicitor
179	§ 33-56-110(A); § 33-56-110(D)	State	Statute	Requires professional fundraising counsel to file a registration application that discloses specific information required by statute.	Yes	Yes	Other service or product our agency must/may provide	Registration application for a professional fundraising counsel
180	§ 33-56-110(A); § 33-56-110(E)	State	Statute	Requires commercial co-venturers to file a registration application that discloses specific information required by statute.	Yes	Yes	Other service or product our agency must/may provide	Registration application for a commercial co-venturer
181	§ 33-56-120	State	Statute	Prohibits misrepresentations when soliciting contributions and provides for enforcement of this section by the Secretary of State.	Yes	Yes	Other service or product our agency must/may provide	Prohibition of misrepresentation in charitable solicitation
182	§ 33-56-130	State	Statute	Foreign charitable organizations, professional solicitors, professional fundraising counsel, and commercial co-venturers are deemed to appoint the Secretary of State as registered agent, if they have not otherwise appointed a registered agent.	Yes	Yes	Other service or product our agency must/may provide	Appointment of Secretary of State as registered agent for foreign charitable organizations and professional fundraisers
183	§ 33-56-140(A)	State	Statute	Authorizes Secretary of State to investigate violations of Solicitation of Charitable Funds Act and issue subpoenas.	Yes	Yes	Other service or product our agency must/may provide	Investigation authority of Secretary of State

184	§ 33-56-140(B)	State	Statute	Authorizes the Secretary of State to send notices via certified mail for violations of the Solicitation of Charitable Funds Act.	Yes	Yes	Other service or product our agency must/may provide	Notices of violation
185	§ 33-56-140(B)	State	Statute	Authorizes the Secretary of State to assess administrative fines of up to \$2,000.00 per violation of the Solicitation of Charitable Funds Act.	Yes	Yes	Other service or product our agency must/may provide	Imposition of administrative fines
186	§ 33-56-140(C)	State	Statute	Authorizes the Secretary of State to seek injunctive relief in Administrative Law Court for violations of the Solicitation of Charitable Funds Act.	Yes	Yes	Other service or product our agency must/may provide	Injunctive relief
187	§ 33-56-140(D)	State	Statute	Authorizes the Secretary of State to reject registration applications, statements, reports and other filings that contain false or misleading information.	Yes	Yes	Other service or product our agency must/may provide	Rejection of filings
188	§ 33-56-140(E)	State	Statute	Allows persons who have received an administrative fine, been suspended, or had their registration rejected to file an appeal with the Administrative Law Court. Authorizes the Secretary of State to suspend the registration and seek injunctive relief against persons who have failed to remit administrative fines or file an appeal within allotted time frame.	Yes	Yes	Other service or product our agency must/may provide	Notices of suspension, injunctive relief, and right to appeal
189	§ 33-56-145	State	Statute	Provides for criminal prosecution of certain charities-related offenses and prohibits convicted persons from serving as a professional solicitor or professional fundraising counsel for five years after conviction.	Yes	Yes	Other service or product our agency must/may provide	Prohibition of convicted persons from serving as professional solicitors and professional fundraising counsel
190	§ 33-56-150	State	Statute	Allows the Secretary of State to designate a Director of Public Charities.	Yes	Yes	Other service or product our agency must/may provide	Designation of Director of Public Charities
191	§ 33-56-190	State	Statute	Allows the Secretary of State to enter into agreements with other states to exchange information related to charitable organizations, professional solicitors, professional fundraising counsel, and commercial co-venturers.	Yes	Yes	Other service or product our agency must/may provide	Cooperation with other states for sharing information and enforcement actions
192	§ 33-57-110	State	Statute	Provides definitions for administration and enforcement of raffles operated for charitable purposes.	Yes	No - But relates to manner in which one or more agency deliverables is provided		
193	§ 33-57-120(A)	State	Statute	Provides the specific requirements a nonprofit organization must meet in order to legally conduct raffles.	Yes	No - But relates to manner in which one or more agency deliverables is provided		
194	§ 33-57-120(B)	State	Statute	Outlines the types of raffles that a nonprofit organization can conduct without having to register with the Secretary of State, including prize limits and frequency of raffles.	Yes	No - But relates to manner in which one or more agency deliverables is provided		
195	§ 33-57-120(B); § 33-57-120(C)	State	Statute	Requires nonprofit organizations that intend to conduct raffles to file an annual raffle form with the Secretary of State.	Yes	Yes	Other service or product our agency must/may provide	Raffle registration form
196	§ 33-57-120(D)	State	Statute	Permits the Secretary of State to revoke a nonprofit organization's registration to conduct raffles if it loses its tax exempt status with the Internal Revenue Service.	Yes	Yes	Other service or product our agency must/may provide	Revocation of raffle registration
197	§ 33-57-120(E); § 33-57-120(F)	State	Statute	Provides that raffles operated for charitable purposes are subject to investigation and actions by the Secretary of State, and that other raffles and lotteries are subject to investigations and actions by law enforcement.	Yes	Yes	Other service or product our agency must/may provide	Jurisdiction for raffle enforcement
198	§ 33-57-130; § 33-57-140	State	Statute	Provides specific requirements and restrictions for raffles, which are subject to enforcement by the Secretary of State.	Yes	Yes	Other service or product our agency must/may provide	Raffle restrictions and standards
199	§ 33-57-150	State	Statute	Outlines allowable expenses for raffles and requires nonprofit organizations to file an annual financial report that contains itemized information for each raffle held during the fiscal year. Also provides for administrative fines, revocation of registration, and injunctive action by the Secretary of State for failure to file the report timely.	Yes	Yes	Other service or product our agency must/may provide	Allowable raffle expenses and annual raffle financial report
200	§ 33-57-150(D)	State	Statute	Requires nonprofit organizations to maintain accurate fiscal records relating to raffles for three years.	Yes	No - But relates to manner in which one or more agency deliverables is provided		
201	§ 33-57-160(A)	State	Statute	Authorizes Secretary of State to administer the provisions of the chapter governing nonprofit raffles.	Yes	Yes	Other service or product our agency must/may provide	Administration of Chapter 57, Title 33 by Secretary of State
202	§ 33-57-160(A)	State	Statute	Authorizes Secretary of State to investigate raffle violations, issue subpoenas, and inspect premises.	Yes	Yes	Other service or product our agency must/may provide	Investigation authority of Secretary of State
203	§ 33-57-160(B); § 33-57-160(C)	State	Statute	Authorizes the Secretary of State to assess administrative fines of up to \$500.00 per raffle violation, including each day in violation, and to seek injunctive relief before the Administrative Law Court.	Yes	Yes	Other service or product our agency must/may provide	Imposition of administrative fines and injunctive relief

204	§ 33-57-160(D)	State	Statute	Allows persons who have received an administrative fine, or had their registration suspended, revoked or rejected to file an appeal with the Administrative Law Court. Authorizes the Secretary of State to suspend the registration and seek injunctive relief against persons who have failed to remit administrative fines or file an appeal within allotted time frame.	Yes	Yes	Other service or product our agency must/may provide	Notices of suspension, injunctive relief, and right to appeal
205	§ 33-57-170	State	Statute	Provides for criminal prosecution of certain raffles-related offenses and prohibits convicted persons from registering to conduct raffles for five years after conviction.	Yes	Yes	Other service or product our agency must/may provide	Criminal penalties and prohibition on conducting raffles
206	§ 33-57-190	State	Statute	Authorizes the Secretary of State to promulgate regulations to administer and enforce the laws governing nonprofit raffles.	Yes	Yes	Other service or product our agency must/may provide	Promulgation of regulations for nonprofit raffles
207	§ 36-9-501	State	Statute	The Office of the Secretary of State shall serve as the office in which to file a financing statement to perfect a security interest in collateral, including fixtures, of a transmitting utility, and all other collateral except as-extracted collateral, timber to be cut, and fixture filings.	Yes	Yes	Other service or product our agency must/may provide	Secretary of State as filing office for financing statements
208	§ 36-9-502	State	Statute	A financing statement is sufficient only if it provides the name of debtor, the name of secured party, and indicates the collateral covered by the financing statement.	Yes	No - But relates to manner in which one or more agency deliverables is provided		
209	§ 36-9-503	State	Statute	The financing statement must contain the name and address of the debtor and the secured party to be sufficient.	Yes	No - But relates to manner in which one or more agency deliverables is provided		
210	§ 36-9-504	State	Statute	The financing statement must contain a description of the collateral that it covers to be sufficient.	Yes	No - But relates to manner in which one or more agency deliverables is provided		
211	§ 36-9-516	State	Statute	Communication of a record to a filing office and payment of applicable filing fee or acceptance of the record by the filing office constitutes filing.	Yes	Yes	Other service or product our agency must/may provide	Filing and effectiveness of UCC filing
212	§ 36-9-516(b)	State	Statute	Filing does not occur if the record is not communicated by a method or medium authorized by the filing office; applicable fee not submitted; lack of debtor/secured party information; and other information for proper indexing.	Yes	Yes	Other service or product our agency must/may provide	Rejection of UCC filings
213	§ 36-9-516(b)(8)	State	Statute	Filing does not occur if the Secretary of State refuses to accept a filing upon determination that the record is not created pursuant to Chapter 9 of Title 36, or is otherwise intended for an improper purpose, such as to defraud, hinder, harass, or otherwise wrongfully interfere with a person.	Yes	Yes	Other service or product our agency must/may provide	Rejection of UCC filing for improper purpose
214	§ 36-9-516(b)(9)	State	Statute	Filing does not occur if the Secretary of State refuses to accept a filing upon determination that the same person is listed as both debtor and secured party, the collateral described is not within the scope of Chapter 9 of Title 36, or the record is being filed for a purpose other than a secured transaction.	Yes	Yes	Other service or product our agency must/may provide	Rejection of UCC filing when secured party and debtor are same person, and collateral and/or transaction is not in scope of Chapter 9 of Title 36
215	§ 36-9-518	State	Statute	A person may file an information statement with the Secretary of State if they believe a previously filed record is inaccurate or was wrongfully filed.	Yes	Yes	Other service or product our agency must/may provide	Information statement filing
216	§ 36-9-519	State	Statute	As the filing office, the Secretary of State shall assign a unique number to the statement to include date and time of filing; index debtor's/secured party's name and address; and maintain the filed record for public inspection.	Yes	Yes	Other service or product our agency must/may provide	Numbering, maintaining, indexing, and communicating information provided in records
217	§ 36-9-520	State	Statute	As the filing office, the Secretary of State shall refuse to accept a record for filing for a reason stated in 36-9-516(b).	Yes	Yes	Other service or product our agency must/may provide	Rejection of UCC filing
218	§ 36-9-520(e)	State	Statute	If the Secretary of State refuses to accept a for filing or cancels a wrongfully filed record, the secured party may file an appeal with the Administrative Law Court.	Yes	Yes	Other service or product our agency must/may provide	Right to appeal decision to reject UCC filing
219	§ 36-9-521	State	Statute	The filing office must accept financing statements and amendments in the form and format prescribed, except for reasons provided under Section 36-9-516(b).	Yes	Yes	Other service or product our agency must/may provide	Uniform form for financing statement and amendments
220	§ 36-9-522	State	Statute	As a filing office, the Secretary of State maintains records for public inspection in a searchable index within the Uniform Commercial Code information management system for at least one year after the effectiveness of the statement has lapsed with respect to the secured party of record.	Yes	Yes	Other service or product our agency must/may provide	Maintenance and destruction of UCC records
221	§ 36-9-523	State	Statute	Persons may request copies from the Secretary of State that are retrievable by the name of the debtor and/or secured party or by the file number of the related initial financing statement, and each record related to an initial financing statement is retrieved with the initial financing statement using either retrieval method. The Secretary of State shall also offer for sale or license bulk copies of all records filed under Chapter 9 of Title 36.	Yes	Yes	Other service or product our agency must/may provide	Request for information and copies of UCC filings

222	§ 36-9-526	State	Statute	The Secretary of State shall adopt and publish rules to implement Chapter 9 of Title 36. The Secretary of State follows the International Association of Commercial Administrators rules, and takes into consideration the rules and practices of, and the technology used by, filing offices in other jurisdictions.	Yes	Yes	Other service or product our agency must/may provide	UCC filing office rules
223	§ 37-17-30(B)(1)	State	Statute	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.	Yes	Yes	Other service or product our agency must/may provide	Designation of registered agent for discount medical plan organizations
224	§ 37-17-30(B)(2)	State	Statute	The Secretary of State is designated as the registered agent and may accept service of process for discount medical plan organizations that have not filed a registered agent with the Secretary of State.	Yes	Yes	Other service or product our agency must/may provide	Service of process upon Secretary of State for nonregistered discount medical plan organizations
225	§ 39-15-420	State	Statute	Application for a state agricultural or horticultural brand or mark is made to the Secretary of State. The Secretary of State determines if the brand or mark too closely resembles another as to be misleading or deceiving. If it is, the application is denied. If the mark is acceptable, the Secretary maintains a record of the mark and assigns it a permanent registered number.	Yes	Yes	Other service or product our agency must/may provide	Registration of agricultural or horticultural brand with Secretary of State
226	§ 39-15-430	State	Statute	The application for filing of an agricultural or horticultural brand or mark is accompanied by a \$2.00 fee and the Secretary of State issues the applicant a certificate of recordation and the registered number assigned thereto. Thereafter, he issues certificates to any person applying for it on the payment of a \$1.00 fee.	Yes	Yes	Other service or product our agency must/may provide	Issuance of certificate of recordation of agricultural or horticultural brand or mark; fees; admissibility of certificate as evidence
227	§ 39-15-440	State	Statute	The owner of a registered agricultural or horticultural brand or mark may transfer, sell, or release it by an instrument in writing on application to the Secretary of State with a fee of \$2.00. The Secretary of State will keep a record of the transfer.	Yes	Yes	Other service or product our agency must/may provide	Transfer, release or sale of agricultural or horticultural brand or mark; record thereof
228	§ 39-15-1105	State	Statute	The Secretary of State is charged with the administration of Article 11 of Chapter 15, Title 39, which governs registration of state trademarks and service marks.	Yes	Yes	Other service or product our agency must/may provide	Definitions used in Title 39, Chapter 15
229	§ 39-15-1110	State	Statute	Provides a list of reasons that a mark may not be registered by the Secretary, including when a mark is merely descriptive or too closely resembles a mark already registered in this State. However, a mark that might otherwise be merely descriptive may be registered if it has become distinctive, which is shown by providing proof of continuous use as a mark in this State by the applicant for the five years prior.	Yes	Yes	Other service or product our agency must/may provide	Conditions precluding registration of distinguishing mark for goods or services; exception for distinctive mark
230	§ 39-15-1115	State	Statute	Lists the requirements of an application for registration of a mark, which includes that the application must be accompanied by three specimens showing the mark as used and accompanied by the application fee to the Secretary of State.	Yes	Yes	Other service or product our agency must/may provide	Application for registration of mark; required information
231	§ 39-15-1120	State	Statute	The Secretary of State examines applications for registration of marks. The Secretary may require a disclaimer of components or amendments to the application. The Secretary may make amendments with the applicant's consent. The Secretary will notify the applicant of reasons for rejection when rejected. An applicant may appeal to the circuit court in Richland County if a registration application is finally refused.	Yes	Yes	Other service or product our agency must/may provide	Examination and amendment by Secretary of application for registration of mark
232	§ 39-15-1125	State	Statute	When a mark is registered, the Secretary issues a certificate of registration to the applicant showing required information. Certificate of registration is admissible in evidence as proof of registration of the mark in an action or judicial proceeding in this State.	Yes	Yes	Other service or product our agency must/may provide	Certificate of registration; issuance; admissibility as evidence
233	§ 39-15-1130	State	Statute	Registration of a mark is effective five years and may be renewed within six months before the expiration. A renewal must meet the Secretary's requirements, include a verified statement that the mark is in use, provide a specimen showing actual use, and must include a renewal fee.	Yes	Yes	Other service or product our agency must/may provide	Effective period of registration of mark; renewal
234	§ 39-15-1135	State	Statute	A registered mark can be assigned by the applicant to another person by filing a properly executed instrument with the Secretary of State and paying the recording fee. A registrant changing the name of the applicant may record the change of name on payment of the recording fee and the Secretary may issue a new certificate of registration in the name of the assignee for the remainder of the registration. Other instruments, such as a security interest, may be recorded at the discretion of the Secretary.	Yes	Yes	Other service or product our agency must/may provide	Assignment of mark and registration; Certificate of change of name; Recording
235	§ 39-15-1140	State	Statute	The Secretary keeps a record of all marks registered or renewed for public examination.	Yes	Yes	Other service or product our agency must/may provide	Public record of registered or renewed marks
236	§ 39-15-1145	State	Statute	The Secretary shall cancel a registration if the registrant requests it, if the registration is not renewed, or if the court orders it.	Yes	Yes	Other service or product our agency must/may provide	Cancellation of registration of mark from register
237	§ 39-15-1150	State	Statute	Provides a listing of general classification of goods and services to which applicants refer for purposes of completing an application for registration. A single application for registration of a mark may include goods upon which or services with which the mark is actually being used indicating the appropriate class or classes of goods or services. When a single application includes goods or services which fall within multiple classes, the secretary may require payment of a fee for each class.	Yes	Yes	Other service or product our agency must/may provide	Classification of goods and services

238	§ 39-15-1185	State	Statute	The Secretary charges a fee of \$15.00 for an original application (The Secretary charges a fee of \$15.00 per class in an original application per Section 39-15-1150), \$5.00 for a renewal application, and \$3.00 for an assignment. Fees are not refundable.	Yes	Yes	Other service or product our agency must/may provide	Trademark application fees
239	§ 39-15-1190	State	Statute	Authorizes the Secretary of State to independently investigate and assist law enforcement in investigations of illegal distribution, trafficking, and production of counterfeit marks, as well as refer evidence to solicitors and the Department of Revenue for prosecution.	Yes	Yes	Other service or product our agency must/may provide	Investigation of distribution, trafficking, and production of Counterfeit Marks
240	§ 39-57-50	State	Statute	Requires sellers of business opportunities to file disclosure statements and copy of surety bond or notice of trust account with the Secretary of State, and the Secretary of State to issue the seller a registration number.	Yes	Yes	Other service or product our agency must/may provide	Application for registration of a business opportunity
241	§ 39-57-55	State	Statute	Requires sellers of business opportunities to renew their registration with the Secretary of State every 24 months.	Yes	Yes	Other service or product our agency must/may provide	Biennial registration and licensure of business opportunities
242	§ 40-43-83(B)	State	Statute	Non-resident prescription drug distributors must designate a registered agent for service of process.	Yes	Yes	Other service or product our agency must/may provide	Designation of registered agent for non-resident prescription drug distributors
243	§ 40-43-83(B)	State	Statute	The Secretary of State is designated as the registered agent and may accept service of process for non-resident prescription drug distributors that have not designated a registered agent with the Secretary of State, as well as those that are not permitted by the Board of Pharmacy.	Yes	Yes	Other service or product our agency must/may provide	Service of process upon Secretary of State for non-resident prescription drug distributors
244	§ 41-25-30	State	Statute	Requires the Secretary of State to license private personnel placement services to operate in South Carolina and provides the license application requirements. Also requires the Secretary of State to investigate violations of licensure requirements, as well as revoke and deny licenses under certain circumstances.	Yes	Yes	Other service or product our agency must/may provide	Licensing requirements for private personnel placement services
245	§ 41-25-35	State	Statute	Provides that the licensure period for a private personnel placement service shall extend for 24 months, and provides the deadline for renewal of the license.	Yes	Yes	Other service or product our agency must/may provide	Duration of license for private personnel placement services
246	§ 41-25-110	State	Statute	Permits 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 to enforce the Act.	Yes	Yes	Other service or product our agency must/may provide	Enforcement of South Carolina Private Personnel Placement Services Act
247	§ 42-7-75	State	Statute	All state agencies are required to pay workers' compensation premiums as determined by the State Accident Fund. To determine premiums, state agencies must provide an annual report of the agency's gross payroll and number of employees to the State Accident Fund.	Yes	Yes	Report our agency must/may provide	
248	§ 46-33-40	State	Statute	Foreign nursery businesses shipping into this State shall appoint the Secretary of State as agent for service.	Yes	Yes	Other service or product our agency must/may provide	Appointment of Secretary of State as agent for service of process by out-of-state shippers
249	§ 47-9-260	State	Statute	A person can apply for a brand by sending the Secretary of State a facsimile of the desired brand and written application which states where the brand will appear on the livestock. The cost is \$3.00.	Yes	Yes	Other service or product our agency must/may provide	Application and fee for adoption of livestock brand
250	§ 47-9-270	State	Statute	On receipt of the application and fee, if the brand is not the recorded brand of another in this State, the Secretary of State registers the brand and issues a certificate of registration. The certificate shows the brand registered and where it appears on the livestock.	Yes	Yes	Other service or product our agency must/may provide	Issuance of certificate for livestock brand
251	§ 47-9-280	State	Statute	Once the certificate is received from the Secretary of State, the owner records it with the Clerk of Court in every county where he or she has livestock.	Yes	No - But relates to manner in which one or more agency deliverables is provided		
252	§ 47-9-330	State	Statute	A registered brand may be conveyed to another by written instrument which must be registered to the Secretary of State. On registration of the instrument and payment of \$3.00, the Secretary of State issues a new certificate to the purchaser for the remainder of the term of registration and records the certificate.	Yes	Yes	Other service or product our agency must/may provide	Transfers of livestock brands
253	§ 47-9-340	State	Statute	The Secretary of State shall cancel the registration of any brand at the written request of the owner Yes or on order of a court of competent jurisdiction.	Yes	Yes	Other service or product our agency must/may provide	Cancellation of registration of livestock brand
254	§ 47-9-380	State	Statute	It is unlawful to brand livestock unless the brand has been registered with and certified as the Secretary of State and has been recorded with the Clerk of Court in each county where he has livestock.	Yes	No - But relates to manner in which one or more agency deliverables is provided		
255	§ 47-9-390	State	Statute	The Secretary of State must keep a record of all brands registered and the names and addresses of the owners, which records are open to the public.	Yes	Yes	Other service or product our agency must/may provide	Livestock brand records
256	§ 47-9-400	State	Statute	The Secretary of State may promulgate rules and regulations to supplement this article.	Yes	Yes	Other service or product our agency must/may provide	Rules and regulations for livestock brands
257	§ 58-12-300	State	Statute	The Secretary of State is the sole cable franchising authority in South Carolina.	Yes	Yes	Other service or product our agency must/may provide	Secretary of State as Cable Franchise Authority

258	§ 58-12-310	State	Statute	A person or entity seeking to provide cable or video service in SC must apply with the Secretary of State. To amend the state-issued certificate, the franchisee must file an amended application with the Secretary of State reflecting new areas to be served. Within five days of receipt of an application, the Secretary of State must notify each affected municipality and county of receipt of the application and must request from them the franchise fee rate imposed on the incumbent provider, the number of access channels they've activated under the incumbent cable provider's franchise agreement, and whether they consent to the state-issued certificate of franchise authority sought. If the municipality or county does not respond or denies consent, the Secretary of State denies the application with regard to that municipality or county, noting on the notice of denial the reason for it. Within 80 days of the request, the Secretary of State will issue the applicant a certificate of franchise authority. The Secretary of State shall keep for public examination a record of all certificates applied for or granted. Notices of transfer must be filed with the Secretary of State and the affected municipalities or counties within ten days of the completion of the transfer. Certificates of franchise authority may be terminated by the provider by submitting written notice to the Secretary of State and affected municipalities or counties.	Yes	Yes	Other service or product our agency must/may provide	Application for cable franchise certificate; procedure
259	§ 58-12-325	State	Statute	At the time any certificate of franchise authority is issued by the Secretary of State, the Secretary of State immediately shall post information relating to the certificate. At any time on or after a holder of a state-issued certificate of franchise authority gives notice that it is offering cable or video service in a given municipality or county, any cable service provider serving such municipality or county has the option to terminate existing franchises previously issued by such municipality or county and instead offer cable or video service in such municipality or county under a certificate of franchise authority issued by the Secretary of State. A cable service provider exercising its termination option shall file a statement of termination with the Secretary of State on a form as required by the Secretary of State and submit copies of such filing with any affected municipalities or counties. Termination of existing franchises is effective immediately upon issuance of a certificate of franchising authority by the Secretary of State granting authority to provide cable or video service in the described municipalities and counties.	Yes	Yes	Other service or product our agency must/may provide	Transfer from county or municipality issued franchise authority to state issued franchise authority
260	§ 58-12-330	State	Statute	No change to a franchise fee in a state-issued certificate of franchise authority is effective earlier than 45 days after the Secretary of State provides the holder with written notice of the change. A municipality or county must notify the Secretary of State of any change to cable or video service franchise fee rate.	Yes	Yes	Other service or product our agency must/may provide	Notice of change of cable franchise fee rate
261	§ 58-12-350	State	Statute	A franchise authority, state agency, or political subdivision may not impose build-out requirements on a holder of a state-issued certificate of franchise authority.	Yes	Yes	Other service or product our agency must/may provide	Imposition of cable system or video service network construction or cable or video service deployment build-out requirements
262	§ 58-15-10	State	Statute	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.	Yes	Yes	Other service or product our agency must/may provide	Petition for incorporation of railroad, street railway, steamboat or canal company
263	§ 58-15-30	State	Statute	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.	Yes	Yes	Other service or product our agency must/may provide	Appearance of opponents of railroad application
264	§ 58-15-40	State	Statute	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.	Yes	Yes	Other service or product our agency must/may provide	Issuance of commission to railroad incorporators
265	§ 58-15-70	State	Statute	On completion of the organization of the corporation, the incorporators file with the Secretary of State a return, duly attested, that they have complied with the requirements. The return must also include names, residences, and amount subscribed by each subscriber and names and residences of the board of directors, president, and secretary of the company.	Yes	Yes	Other service or product our agency must/may provide	Filing and contents of railroad incorporators' return

266	§ 58-15-90	State	Statute	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.	Yes	Yes	Other service or product our agency must/may provide	Issuance of railroad charter
267	§ 58-15-100	State	Statute	The declaration, commission, incorporators' return, and charter is filed or recorded by the Secretary of State.	Yes	Yes	Other service or product our agency must/may provide	Recordation and filing of railroad charter and other documents
268	§ 58-15-160	State	Statute	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 five dollars 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 58-15-100 with the changes, additions, or alterations sought.	Yes	Yes	Other service or product our agency must/may provide	Manner in which railroad charters may be amended
269	§ 58-15-170	State	Statute	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 is attached with the petition to amend filed with the Secretary of State under 58-15-160.	Yes	Yes	Other service or product our agency must/may provide	Amendment of railroad filings
270	§ 58-15-200	State	Statute	All fees collected by the Secretary of State under this chapter go to the State Treasury.	Yes	Yes	Other service or product our agency must/may provide	Fees for railroad filings
271	§ 58-17-340	State	Statute	In the sale of a railroad wholly or partially in SC, 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.	Yes	Yes	Other service or product our agency must/may provide	Formation of corporation following purchase of railroad
272	§ 58-17-430	State	Statute	A copy of the certificate attested by the Secretary of State or his deputy is evidence of incorporation.	Yes	Yes	Other service or product our agency must/may provide	Certificate as evidence of incorporation of railroad
273	§ 58-17-620	State	Statute	In consolidation of railroad companies, agreement to consolidate must be submitted to the stockholders of each company and voted upon. If the agreement is adopted, the agreement or a certified copy of it must be filed in the office of the Secretary of State and from that point on is the act of consolidation of the companies. A copy of the agreement and act of consolidation duly certified by the Secretary of State is evidence of the new corporation.	Yes	Yes	Other service or product our agency must/may provide	Procedure for consolidation of railroad companies
274	§ 58-17-630	State	Statute	When a railroad company consolidates, there is paid to the Secretary of State a fee on the capital stock of the combined company as in the organization of the new company, but credit is given for any charter fees paid by the companies forming the consolidated company.	Yes	Yes	Other service or product our agency must/may provide	Fees for consolidation of railroad companies
275	§ 58-17-660	State	Statute	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.	Yes	Yes	Other service or product our agency must/may provide	Rights and duties of consolidated railroad corporations
276	2 U.S.C. § 1(a)-(b)	Federal	Statute	It shall be the duty of the executive of the State from which any Senator has been chosen to certify his election, under the seal of the State, to the President of the Senate of the United States. The certificate mentioned in section 1a of this title shall be countersigned by the secretary of state of the State.	Yes	Yes	Other service or product our agency must/may provide	Election of United States Senator to be certified by Governor and countersigned by Secretary of State
277	96.1 (SS: UCC Filing Fees)	State	FY 2019-20 Proviso	Revenues from the fees raised pursuant to Sections 36-9-525(a), not to exceed \$180,000, may be retained by the Secretary of State for purposes of UCC administration.	Yes	Yes	Other service or product our agency must/may provide	UCC filings
278	96.2 (SS: Charitable Funds Act Disclosure Violations)	State	FY 2019-20 Proviso	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.	Yes	Yes	Report our agency must/may provide	
279	96.3 (SS: Charitable Funds Act Misrepresentation Violations)	State	FY 2019-20 Proviso	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 of more for those violations.	Yes	Yes	Report our agency must/may provide	

280	117.13 (GP: Discrimination Policy)	State	FY 2019-20 Proviso	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.	Yes	Yes	Report our agency must/may provide	
281	117.29 (GP: Base Budget Analysis)	State	FY 2019-20 Proviso	As a state agency, the Secretary of State is required to make its annual accountability report accessible to the Governor, the Senate Finance Committee, the House Ways and Means Committee, and the public on or before September 15th.	Yes	Yes	Report our agency must/may provide	
282	117.33 (GP: Debt Collection Reports)	State	FY 2019-20 Proviso	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.	Yes	Yes	Report our agency must/may provide	
283	117.73 (GP: Fines and Fees Report)	State	FY 2019-20 Proviso	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.	Yes	Yes	Report our agency must/may provide	
284	117.82 (GP: Bank Account Transparency and Accountability)	State	FY 2019-20 Proviso	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).	Yes	Yes	Report our agency must/may provide	
285	117.117 (GP: Statewide Strategic Information Technology Plan Implementation)	State	FY 2019-20 Proviso	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.	Yes	Yes	Report our agency must/may provide	
286	47-15 Department of Employment and Workforce--Contribution and Wage Report	State	Regulation	As a state agency, the Secretary of State's Office must provide an quarterly reports of employees' wages and contributions to the Department of Employment and Workforce to determine premiums for unemployment insurance.	Yes	Yes	Report our agency must/may provide	
287	113-200 Municipal Corporations	State	Regulation	Outlines requirements for the incorporation of municipalities	Yes	Yes	Other service or product our agency must/may provide	Petitions for municipal incorporations
288	113-300 Uniform Real Property Recording Act	State	Regulation	Outlines procedures for the electronic filing of real property records	Yes	Yes	Other service or product our agency must/may provide	Regulations for electronic recording of real property
289	State Executive Order 2017-09	State	Executive Order	Requires each agency that promulgates or administers regulations to provide to the Governor the report that is submitted to the Code Commissioner pursuant to Section 1-23-120(I).	Yes	Yes	Report our agency must/may provide	
290	S.C. Constitution, Article 3, Section 18	State	Constitution	Bills and joint resolutions do not have the force of law until they've been read three times, had the Great Seal of the State affixed, and been signed by the President of the Senate and Speaker of the House of Representatives.	Yes	Yes	Other service or product our agency must/may provide	Placement of Great Seal on ratified acts
291	S.C. Constitution, Article 3, Section 25	State	Constitution	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.	Yes	Yes	Other service or product our agency must/may provide	Certification of Writ of Election for General Assembly vacancies

Agency Name: SECRETARY OF STATE'S OFFICE

Fiscal Year 2018-2019

Accountability Report

Agency Code and Code: E080 96

Customer Template

Service/Product Provided to Customers	Customer Segments	Specify only for the following Segments: (1) Industry; Name; (2) Professional Organization; Name; (3) Public; Demographics.	Divisions or Major Programs	Description
Filings of corporate documents; search and retrieval of all corporate documents; repository of permanent state records.	General Public	Business owners, banks, attorneys, accountants, and individuals	Business Filings Division (Corporations)	Files organizing documents, amendments and all other forms related to the operation of corporations, limited liability companies, limited partnerships and limited liability partnerships.
Filing UCCs and UCC amendments; providing state repository of all UCC filings for search and retrieval; provide public notice system of UCC filings as the central filing office for financing statements regarding security interests.	General Public	Business owners, banks, attorneys, accountants, and individuals	Business Filings Division (UCC)	Responsible for filing of Uniform Commercial Code Article 9 Secured Transactions filings.
Regulates charitable organizations and professional fundraisers. Regulates the registration of certain nonprofit organizations wishing to conduct raffles in the state. Oversees annual registration and financial reporting for charitable organizations, professional fundraisers, and nonprofit raffles.	General Public	All members of the public who donate to charitable organizations in South Carolina	Public Charities Division	Protecting charitable donors through the enforcement of the Solicitation of Charitable Funds Act.
Processing notary public applications and issuing commissions. Providing statewide training on notary public laws. Authenticates acts of notaries public or officials whose signatures are filed with the Secretary of State by issuing an apostille or state authentication.	General Public	Notaries public, attorneys, banks, individuals	Notaries, Authentications, Boards & Commissions Division	Commissions notaries public and files oaths of office. Authenticates acts of notaries or other officials through an apostille for countries that are parties to the Hague Convention and state authentications for non-member countries.
Processing notary public applications and issuing commissions. Providing statewide training on notary public laws. Authenticates acts of notaries public or officials whose signatures are filed with the Secretary of State.	Legislative Branch		Notaries, Authentications, Boards & Commissions Division	Commissions notaries public and files oaths of office. Authenticates acts of notaries or other officials through an apostille for countries that are parties to the Hague Convention and state authentications for non-member countries.
Examining and filing trademark and service mark applications. Maintaining trademark and service mark database for customer search. Processes renewals every five years.	General Public	Business owners and individuals	Trademarks Division	Registers trademarks and service marks for use within the state of South Carolina.
Files oaths for elected officials and appointments made by the Governor and other public officials; issues commissions and maintains records of terms; provides the public up-to-date information on vacancies on boards and commissions as well as expired terms.	General Public	Individuals	Notaries, Authentications, Boards & Commissions Division	Files oaths for and issues commissions to elected and appointed officials. Maintains records of state boards and commissions and provides online database to provide up-to-date information on vacancies on boards and commissions as well as expired terms.
Files oaths for elected officials and appointments made by the Governor and other public officials; issues commissions and maintains records of terms; provides the public up-to-date information on vacancies on boards and commissions as well as expired terms.	Executive Branch/State Agencies		Notaries, Authentications, Boards & Commissions Division	Files oaths for and issues commissions to elected and appointed officials. Maintains records of state boards and commissions and provides online database to provide up-to-date information on vacancies on boards and commissions as well as expired terms.
Files oaths for elected officials and appointments made by the Governor and other public officials; issues commissions and maintains records of terms; provides the public up-to-date information on vacancies on boards and commissions as well as expired terms.	Legislative Branch		Notaries, Authentications, Boards & Commissions Division	Files oaths for and issues commissions to elected and appointed officials. Maintains records of state boards and commissions and provides online database to provide up-to-date information on vacancies on boards and commissions as well as expired terms.
Delivery of a summons and complaint or other legal document to a person, entity, or registered agent to provide notice of a pending legal action. The Secretary of State serves as registered agent for service of process for foreign corporations not authorized to do business in South Carolina and other entities that do not maintain a registered agent in this state.	General Public	Legal community, business community and individuals	Municipalities Division	Serves as registered agent for certain entities as required by statute and sends service of process upon receipt of valid service of process request.
Reviews proposed petitions for incorporation of municipalities and works with Joint Legislative Committee on Municipal Incorporation to determine possible incorporation. Files records of all annexations and maintains and publishes records of all special purpose districts at the end of every even-numbered year.	Local Govts.		Municipalities Division	The Secretary of State files petitions for municipal incorporation, changes in forms of government for municipalities, and annexations. In addition, the Secretary of State files notification forms for special purpose districts and issues a biennial Special Purpose Directory.
Reviews proposed petitions for incorporation of municipalities and works with Joint Legislative Committee on Municipal Incorporation to determine possible incorporation. Files records of all annexations and maintains and publishes records of all special purpose districts at the end of every even-numbered year.	General Public	Individuals	Municipalities Division and Legal Division	The Secretary of State files petitions for municipal incorporation, changes in forms of government for municipalities, and annexations. In addition, the Secretary of State files notification forms for special purpose districts and issues a biennial Special Purpose Directory.
Reviews proposed petitions for incorporation of municipalities and works with Joint Legislative Committee on Municipal Incorporation to determine possible incorporation. Files records of all annexations and maintains and publishes record of all special purpose districts at the end of every even-numbered year.	Legislative Branch		Municipalities Division and Legal Division	The Secretary of State files petitions for municipal incorporation, changes in forms of government for municipalities, and annexations. In addition, the Secretary of State files notification forms for special purpose districts and issues a biennial Special Purpose Directory.
Files Executive Orders and ratified acts.	Executive Branch/State Agencies		Notaries, Authentications, Boards & Commissions Division	The Secretary of State countersigns and files all Executive Orders issued by the Governor, and files and affixes the Great Seal to all ratified acts and joint resolutions passed by the General Assembly.
Files Executive Orders and ratified acts.	Legislative Branch		Notaries, Authentications, Boards & Commissions Division	The Secretary of State countersigns and files all Executive Orders issued by the Governor, and files and affixes the Great Seal to all ratified acts and joint resolutions passed by the General Assembly.

Dissolves special purpose districts upon receipt and review of a petition for dissolution.	General Public	Individuals	Legal Division	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. If the Secretary of State determines that a 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. The Secretary of State shall also 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, and publish the notice of dissolution in a newspaper in each county in which the special purpose district is located.
Dissolves special purpose districts upon receipt and review of a petition for dissolution.	Local Govts.		Legal Division	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. If the Secretary of State determines that a 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. The Secretary of State shall also 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, and publish the notice of dissolution in a newspaper in each county in which the special purpose district is located.
Dissolves special purpose districts upon receipt and review of a petition for dissolution.	Executive Branch/State Agencies		Legal Division	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. If the Secretary of State determines that a 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. The Secretary of State shall also 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, and publish the notice of dissolution in a newspaper in each county in which the special purpose district is located.
Issues corporate certificates for joint agencies and joint systems.	Local Govts.		Municipalities Division	Two or more governmental entities participating in a joint agency or 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 agency or joint system a corporate certification.
Files notices of decertification of political parties from State Election Commission.	Executive Branch/State Agencies		Notaries, Authentications, Boards & Commissions Division	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.
Files state and county officer reports received from political parties.	General Public	Political parties	Notaries, Authentications, Boards & Commissions Division	Following their 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.
Records certified election results and transmits copies of results to elected officials and the Governor.	Executive Branch/State Agencies		Notaries, Authentications, Boards & Commissions Division	The Secretary of State shall record certified election results received from the State Election Commission. Upon receipt of certified election results from the State Election Commission, the Secretary of State shall transmit a copy of those results to the elected candidates and the Governor.
Records certified election results and transmits copies of results to elected officials and the Governor.	Legislative Branch		Notaries, Authentications, Boards & Commissions Division	The Secretary of State shall record certified election results received from the State Election Commission. Upon receipt of certified election results from the State Election Commission, the Secretary of State shall transmit a copy of those results to the elected candidates and the Governor.
Records certified election results and transmits copies of results to elected officials and the Governor.	Local Govts.		Notaries, Authentications, Boards & Commissions Division	The Secretary of State shall record certified election results received from the State Election Commission. Upon receipt of certified election results from the State Election Commission, the Secretary of State shall transmit a copy of those results to the elected candidates and the Governor.
Organizes and hosts the meeting of the Electoral College following a presidential election.	Executive Branch/State Agencies		Legal Division	The Secretary of State files candidates for presidential electors for political parties, and holds the meeting of the Electoral College on the first Monday after the second Wednesday in the December following the Presidential Election. Following the meeting of the Electoral College, the Secretary of State mails certificates of vote and ascertainment to the President of the United States Senate; Archivist of the United States; and Federal judge of the district where electors meet.

Organizes and hosts the meeting of the Electoral College following a presidential election.	General Public	Political parties and individuals	Legal Division	The Secretary of State files candidates for presidential electors for political parties, and holds the meeting of the Electoral College on the first Monday after the second Wednesday in the December following the Presidential Election. Following the meeting of the Electoral College, the Secretary of State mails certificates of vote and ascertainment to the President of the United States Senate.
Determines eligibility of charitable organizations for state employee payroll deduction.	Executive Branch/State Agencies		Public Charities Division	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.
Records and certifies transcript bonds.	Executive Branch/State Agencies		Notaries, Authentications, Boards & Commissions Division	The Secretary of State shall file copies of records of proceedings relating to the issuance of bonds by state agencies and provide certified copies to purchasers of bonds and interested parties. The Secretary of State may charge a reasonable fee for the certification.
Records and certifies transcript bonds.	General Public	Legal community and business community	Notaries, Authentications, Boards & Commissions Division	The Secretary of State shall file copies of records of proceedings relating to the issuance of bonds by state agencies and provide certified copies to purchasers of bonds and interested parties. The Secretary of State may charge a reasonable fee for the certification.
Executes state general obligation economic development bonds.	Executive Branch/State Agencies		Notaries, Authentications, Boards & Commissions Division	All bonds issued under the State General Obligation Economic Development Bond Act must be signed by the Governor and State Treasurer, and attested to by the Secretary of State. The Great Seal of the State must be affixed to the bond.
Executes state general obligation economic development bonds.	General Public	Legal community and business community	Notaries, Authentications, Boards & Commissions Division	All bonds issued under the State General Obligation Economic Development Bond Act must be signed by the Governor and State Treasurer, and attested to by the Secretary of State. The Great Seal of the State must be affixed to the bond.
Registration of qualified businesses under the High Growth Small Business Job Creation Act and reporting of qualified businesses eligible for investment under the Act.	General Public	Legal community, business community and individuals	Legal Division	The Secretary of State registers and renews qualified businesses that meet the criteria for registration under the High Growth Small Business Job Creation Act. The Secretary of State may revoke a registration if false information is found in the application. The Secretary of State reports a list of registered qualified businesses by January 31st of each year to the House Ways & Means Committee, Senate Finance Committee, and the Governor, and must post an aggregated statewide report on the agency's website.
Registration of qualified businesses under the High Growth Small Business Job Creation Act and reporting of qualified businesses eligible for investment under the Act.	Executive Branch/State Agencies		Legal Division	The Secretary of State registers and renews qualified businesses that meet the criteria for registration under the High Growth Small Business Job Creation Act. The Secretary of State may revoke a registration if false information is found in the application. The Secretary of State reports a list of registered qualified businesses by January 31st of each year to the House Ways & Means Committee, Senate Finance Committee, and the Governor, and must post an aggregated statewide report on the agency's website.
Registration of qualified businesses under the High Growth Small Business Job Creation Act and reporting of qualified businesses eligible for investment under the Act.	Legislative Branch		Legal Division	The Secretary of State registers and renews qualified businesses that meet the criteria for registration under the High Growth Small Business Job Creation Act. The Secretary of State may revoke a registration if false information is found in the application. The Secretary of State reports a list of registered qualified businesses by January 31st of each year to the House Ways & Means Committee, Senate Finance Committee, and the Governor, and must post an aggregated statewide report on the agency's website.
Carries out escheatment process for real property and turns over proceeds to State Treasurer upon completion.	Executive Branch/State Agencies		Legal Division	Upon knowledge, belief, or information of another, 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 initiate escheatment process in county where real property is located. Upon completion of the escheatment process, the Secretary of State turns over the proceeds of escheats to the State Treasurer after deducting and retaining reimbursement to the Sinking Fund. Costs and expenses incurred may be deducted and retained from proceeds of other escheatment cases in discretion of the Department of Administration.
Carries out escheatment process for real property and turns over proceeds to State Treasurer upon completion.	General Public	Individuals	Legal Division	Upon knowledge, belief, or information of another, 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 initiate escheatment process in county where real property is located. Upon completion of the escheatment process, the Secretary of State turns over the proceeds of escheats to the State Treasurer after deducting and retaining reimbursement to the Sinking Fund. Costs and expenses incurred may be deducted and retained from proceeds of other escheatment cases in discretion of the Department of Administration.
Responds to Freedom of Information Act requests.	General Public	Legal community, business community, media outlets, and individuals	Legal Division	As a public body, the Secretary of State's Office is required to furnish records to persons upon receipt of a Freedom of Information Act request.
Issues corporate charters to railroads, street railways, steamboats, and canal companies, and records railroad documents.	General Public	Legal community and business community	Business Filings Division (Corporations)	The Secretary of State issues corporate charters to railroads, street railways, steamboats, and canal companies, and records railroad documents as required under Chapter 11 of Title 33 (Recordation of Deeds and Documents of Railroads) and Chapter 15 of Title 58 (Railroads, Street Railway, Steamboat and Canal Companies).

Agency Name: SECRETARY OF STATE'S OFFICE

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Accountability Report

Agency Code and Section: E080 096

Partner Template

Name of Partner Entity	Type of Partner Entity	Description of Partnership	Associated Goal(s)
Department of Revenue	State Government	The Department of Revenue (DOR) and the Secretary of State's Office (SOS) work together on administrative dissolutions of business entities that are not in statutory compliance with the requirements to remain in good standing as a business in the state. In addition, the SOS provides DOR information on the formation of new business entities. DOR and SOS also share information related to registration of qualified businesses under the High Growth Small Business Job Creation Act.	1
South Carolina Interactive	Non-Governmental Organization	SCI (SC.gov) and the Secretary of State's Office partner to create innovative IT solutions for our customers at minimal or no cost to taxpayers. Our current project is the online submission, search, and document retrieval of business filings for entities such as corporations, nonprofits, and limited liability companies.	1
Department of Administration	State Government	The Department of Administration Division of Technology and the Secretary of State's Office (SOS) partner to provide off-site storage for the permanent records of the SOS as part of the SOS disaster recovery plan, and in implementing the statewide IT security plan.	1
South Carolina Business One Stop (SCBOS)	State Government	The Secretary of State's Office (SOS) provides CL-1 information to the Department of Revenue (DOR) through SCI (SC.gov) and provides reports to DOR on the formation and closure of businesses. Administrative dissolutions of entities are also processed through a joint SOS, SCI (SC.gov), and DOR project.	1
KOPIS	Non-Governmental Organization	The Secretary of State's Office and KOPIS partner to provide online solutions to enforce the Solicitation of Charitable Funds Act and protect charitable donors in South Carolina.	1,2
South Carolina Emergency Management Division	State Government	The South Carolina Emergency Management Division (SCEMD) and the Secretary of State's Office (SOS) partner to provide SCEMD data on business entities registered with the SOS to facilitate the re-entry of business owners into evacuated areas during a state of emergency.	1
South Carolina Attorney General's Office	State Government	The Secretary of State (SOS) refers potential criminal violations of the SC Nonprofit Corporations Act to the Attorney General's Office (AG) for review. The AG and SOS work together on violations on the SC Nonprofit Corp Act, including potential participation in multi-state actions. The SOS notifies the AG of nonprofit entities that are subject to administrative dissolution by the SOS.	3
South Carolina Department of Consumer Affairs	State Government	The Secretary of State's Office (SOS) forwards complaints against cable franchise providers and home owner associations to the SC Department of Consumer Affairs (DCA) to assist the public. SOS shares information on DCA on the SOS website. Secretary Hammond serves as an ex officio member of the DCA Board of Directors.	2

Agency Name: SECRETARY OF STATE'S OFFICE

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Agency Code: E080 Section: 096

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 §11-44-60, 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	Employees' 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
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	Bingo Report	Department of Revenue	State	Monthly	Monthly	Notifies DOR of active professional fundraising companies in order to ensure compliance with DOR bingo requirements	Contact the agency
	External Review and Report	Agency Performance Evaluation Report	SC House Oversight Committee	State	Other	May 15, 2019	Comprehensive Report of Agency	Contact the agency or www.scstatehouse.gov
	External Review and Report	Agency Overview	SC House Oversight Committee	State	Other	July 1, 2019	Overview of Agency	Contact the agency or www.scstatehouse.gov
	External Review and Report	Agency Deliverables	SC House Oversight Committee	State	Other	August-December 2019	Comprehensive Report of Agency Duties	Contact the agency or www.scstatehouse.gov