

AGENCY NAME:	SECRETARY OF STATE		
AGENCY CODE:	E080	SECTION:	096

Fiscal Year 2020–2021 Accountability Report

SUBMISSION FORM

I have reviewed and approved the data submitted by the agency in the following online forms:

- Reorganization and Compliance
- Strategic Plan Results
- Strategic Plan Development
- Legal
- Services
- Partnerships
- Report or Review

I have reviewed and approved the financial report summarizing the agency’s budget and actual expenditures, as entered by the agency into the South Carolina Enterprise Information System.

The information submitted is complete and accurate to the extent of my knowledge.

AGENCY DIRECTOR (SIGN AND DATE):	Signature on file.
(TYPE/PRINT NAME):	Mark Hammond

BOARD/CMSN CHAIR (SIGN AND DATE):	
(TYPE/PRINT NAME):	

FY 2020-2021 Agency Accountability Report
Reorganization and Compliance Responses:

These responses were submitted for the FY 2020-2021 Accountability Report by the

SECRETARY OF STATE'S OFFICE

Primary Contact:

First Name	Last Name	Role/Title	Phone	Email Address
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Secondary Contact

First Name	Last Name	Role/Title	Phone	Email Address
Shannon	Wiley	General Counsel	803-734-0246	swiley@sos.sc.gov

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.

Adopted in: 2007

Agency Vision

The Secretary of State's Office is continuing efforts to improve customer service to businesses, charities, public officials, and members of the public by expanding the accessibility and efficiency of its statutorily-mandated services. The Secretary of State's Office seeks to do this by increasing and enhancing its online applications, while retaining the option for traditional, in-person customer service.

Adopted in: 2021

Recommendations for reorganization requiring legislative change.

No

Please list significant events related to the agency that occurred in FY 2020-2021.

Month Started	Month Ended	Description of Event	Agency Measures Impacted	Other Impacts

Does the agency intend to make any other major reorganization to divisions, departments, or programs to allow the agency to operate more effectively and efficiently in FY 2021-22?

Note: It is not recommended that agencies plan major reorganization projects every year. This section should remain blank unless there is a need for reorganization.

No

Is the agency in compliance with S.C. Code Ann. § 2-1-220, which requires submission of certain reports to the Legislative Services Agency for publication online and the State Library? See also S.C. Code Ann. § 60-2-20.

Yes

If not, please explain why.

Is the agency in compliance with various requirements to transfer its records, including electronic ones, to the Department of Archives and History? See the Public Records Act (S.C. Code Ann. § 20-1-10 through 20-1-180) and the South Carolina Uniform Electronic Transactions Act (S.C. Code Ann. § 26-6-10 through 26-10-210).

Yes

Does the law allow the agency to promulgate regulations?

Yes

Please list the law number(s) which gives the agency the authority to promulgate regulations.

§§ 5-1-10 to 5-1-110; § 26-2-190; § 26-6-190; §§ 30-6-10 to 30-6-70; § 33-57-190; § 36-9-526; § 47-9-400

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Has the agency promulgated any regulations?

Yes

Is the agency in compliance with S.C. Code Ann. § 1-22-120(J), which requires an agency to conduct a formal review of its regulations every five years?

Yes

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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 2020-21
Business Filings	UCC Filings	132,271
	Corporate Filings	155,449
	Copy Work Requests	221,994
Charities	Charity Registrations & Financial Reports	30,490
	Charity Financial Report Extensions	7,557
	Professional Fundraiser Registrations	1,499
	Fundraiser Contracts & Financial Reports	2,679
	Raffle Registrations & Financial Reports	1,167
Notaries, Boards and Commissions	Notary Public Filings	23,349
	Apostille & Authentication Filings	10,51
	State Board & Commission Appointments	918

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	Oaths & Commissions for Constables, SLED Agents, Department of Natural Resources & Other Law Enforcement Officers	381
	Other Oaths & Commissions	1,107
Trademarks	Trademark & Service Mark Registrations	863
Service of Process	Service of Process Requests	704
Municipalities	Annexation Filings	321
	Cable Franchise Filings	14
	Employment Agency Applications	185
	Business Opportunity Applications	90
	Special Purpose Districts	185

As the state’s repository for these official filings, the Secretary of State’s Office continues to make technology enhancements a top priority. 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. This focus has proven invaluable in adapting to the challenges of the COVID-19 pandemic.

In FY 2020-21, the Secretary of State’s Office saw substantial increases in the number of filings across all divisions. For example, the number of charities registering to solicit in South Carolina increased 13% from those registering in FY 2019-2020. The total number of notary public filings increased by over 32%. Most notably, the number of business filings in FY 2020-21 was 58% greater than the prior fiscal year. Despite the effects of the COVID-19 pandemic, the Secretary of State’s Office was able to manage this growth through the hard work and dedication of its staff, as well as the online services and business continuity plan implemented before the pandemic.

Some services were limited by social distancing guidelines. For example, in FY 2020-21, the Secretary of State’s Office did not offer in-person notary public seminars as in prior years. Instead, in September 2020, Secretary Hammond offered a virtual notaries webinar that was accessible to customers online. Wise charitable giving presentations and other charities-related trainings were also offered virtually, including a virtual raffles webinar in May 2021. Throughout the pandemic, the Secretary of State’s Office has remained committed to educating its customers and members of the public on the services it offers.

Technology Enhancements and Cyber Security

The Information Technology (IT) Division is integral in providing the online and internal applications for customers and staff, as well as ensuring that the agency has the infrastructure and security to operate. In FY 2020-21, the IT Division continued its mission to expand online technology for our customers and create new internal applications to increase productivity. The Deputy Secretary and Division Directors work closely with IT staff on new application development. Additionally, updates to existing applications continue to provide efficient online services for customers. The need for innovative

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technology to serve the State of South Carolina is continually evolving, and the agency’s IT capabilities were key in adapting to the challenges of the COVID-19 pandemic.

In FY 2020-21, IT staff finished the second phase of the Charities Division Enhancement project, which upgraded the internal side of the application. IT Staff also deployed a new application for business opportunities. In addition, IT staff deployed a new browser and updated applications to make them modern browser compatible. The Secretary of State’s IT Division provides daily support for 11 internal applications, and updates these applications as needed to increase efficiency for staff and customers.

Cybersecurity remains a constant challenge, and in FY 2020-21, the IT Division met this challenge by providing continuous security updates to firewalls, servers, and PCs. In FY 2020-21, IT staff replicated the corporate and UCC databases to the agency’s in-house server for data redundancy and backup. The IT Division remains vigilant in its support of both in-house and customer-facing technology for the benefit of staff and members of the public.

As the COVID-19 pandemic continued into FY 2020-21, the Secretary of State’s Office saw an increase in the usage of online filing applications. For example, online adoption for business filings increased from 81.4% at the end of FY 2019-20 to 90% in FY 2020-21. Approximately 71% of charities registrations were filed online—up from 64.5% the prior year. To adapt to the pandemic’s social distancing guidelines, the Secretary of State offered virtual webinars on notaries public and raffles. IT staff was instrumental in producing and live streaming these webinars so that customers could attend from the safety of their home or office.

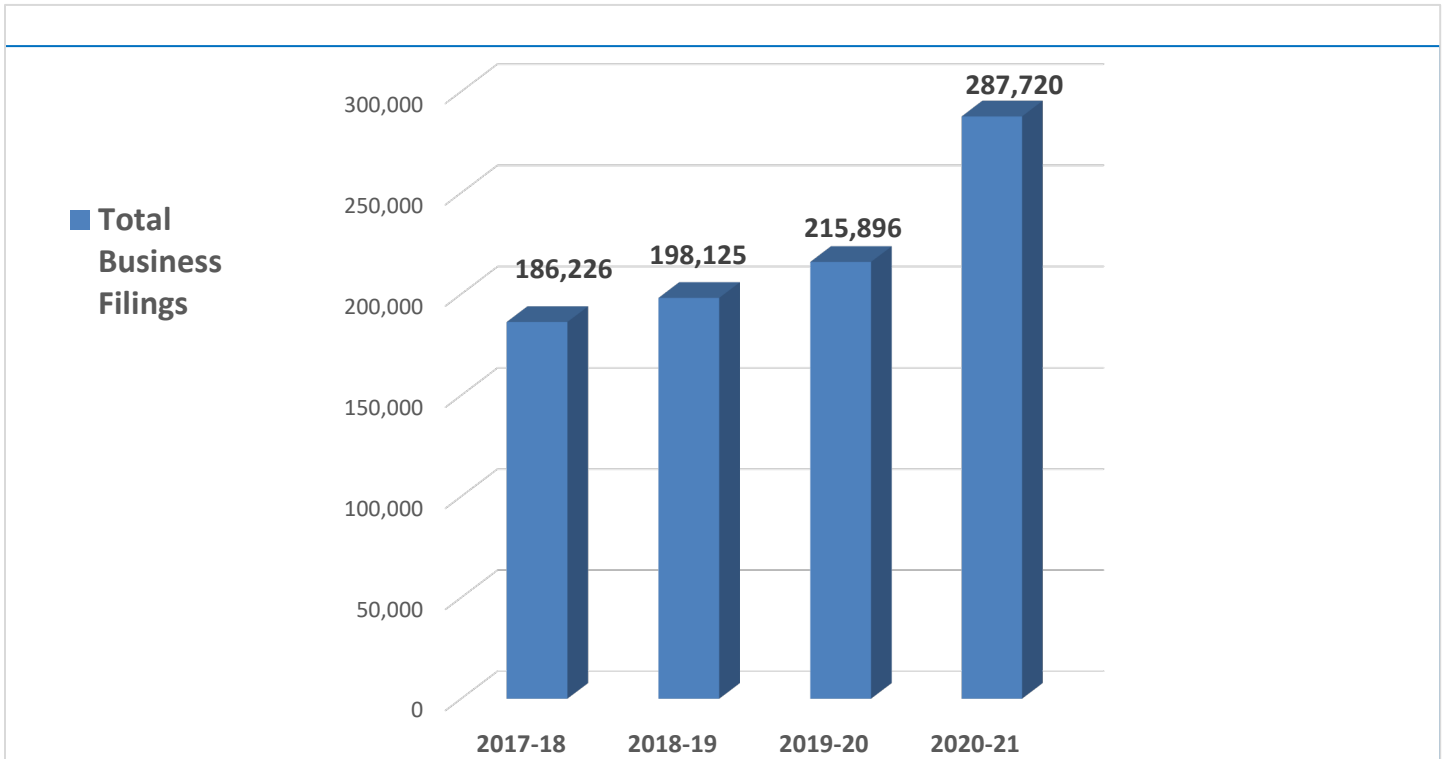
The Secretary of State’s Office continues to work with the Department of Administration’s Division of Technology to provide off-site storage of our databases as part of our disaster recovery plan. In addition, we continue to work on the requirements of the Department’s statewide security plan. As the 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 Secretary of State’s Office saw a substantial increase in the number of these business filings during FY 2020-21.

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The number of Uniform Commercial Code filings increased by 12% percent from the previous year, from 117,819 filed in FY 2019-20 to 132,271 filed in FY 2020-21. The number of corporate filings increased by 58% percent, from 98,077 filed in FY 2019-20, to 155,449 filed in FY 2020-21. The total number of business filings for FY 2020-21 was 287,720, up 33% percent from the 215,896 filed in FY 2019-20.



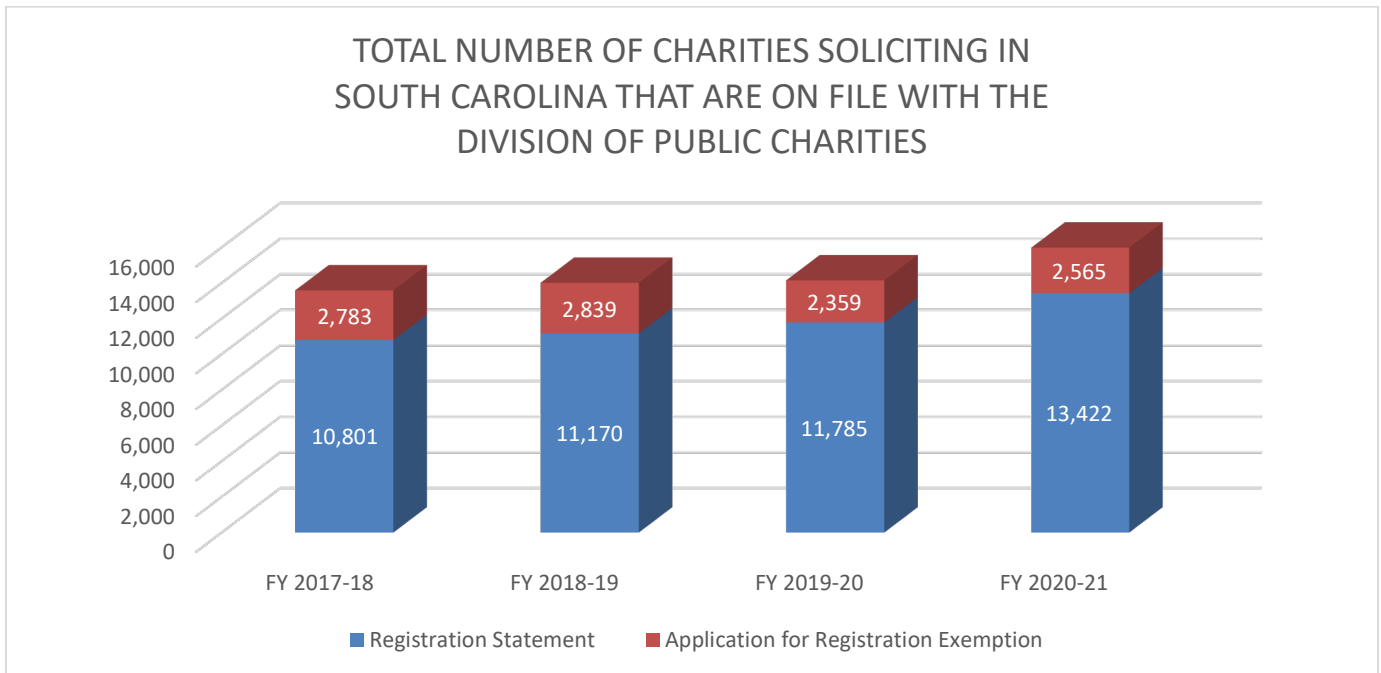
Secretary Hammond remains committed to providing online filing capabilities which are critical for our customers. In FY 2020-21, the Secretary of State’s Office continued to conduct studies of filing processes and implement system enhancements to increase the online adoption rate, as well as increase overall efficiency and effectiveness. With continuous enhancements to the Business Entities Online Filing, Search, and Retrieval System, online filings rose to 90%—a 10% increase from FY 2019-20—while adoption of the online Business Filings Document Request application was 97.19%. Together, these online systems continue to allow businesses to file corporate documents online and receive filed copies electronically from any location, at any time. With the Uniform Commercial Code (UCC) Filing, Search and Document Retrieval System, 70% of the documents were filed online, while 99% of UCC searches were conducted online. Offering these web-based online services was especially beneficial during the COVID-19 pandemic. 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. For example, in FY 2020-21, the corporate phone room assisted 73,875 customers, which was an increase of 25% over the prior fiscal year.

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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 2020-21, 15,987 charitable organizations registered or filed annual applications for registration exemption with the Secretary of State’s Division of Public Charities. This was an increase of 13% over the previous year. Of these registration filings, 71% were filed using the Secretary of State’s Online Charities System. Additionally, the Division of Public Charities filed 22,060 annual financial reports and annual financial report extensions for charitable organizations, an increase of 25% over FY 2019-20. The Charities Division also filed 4,178 professional fundraiser registrations, fundraising contracts and joint financial reports. The Charities Division assisted 18,470 customers via telephone.



The statute allowing nonprofit raffles for charitable purposes was repealed on July 1, 2020 pursuant to a sunset provision, but was reinstated on September 25, 2020. Despite this brief interruption, 480 nonprofit organizations filed raffle registrations with the Charities Division in FY 2020-21, and 70% of these organizations filed their raffle registration forms online.

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During FY 2020-21, 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 \$402,995.00 in fine revenue for violations of the Solicitation of Charitable Fund Act in FY 2020-21, a five percent increase over the prior fiscal year. 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, filing 10 petitions for injunctive relief with the South Carolina Administrative Law Court against noncompliant charitable organizations. The Secretary of State’s Investigations Division opened over 316 cases involving charities, professional fundraisers and raffles. Additionally, the Investigations Division reviewed 3,381 expired and terminated charities, and issued 444 registration 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. In FY 2020-21, investigative staff received 412 charity complaints, and 106 of these complaints were submitted online at the agency’s website.

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, the Secretary of State’s Office maintained the search engines for charities, professional fundraisers, and raffles on its website, which allowed donors to look up registered organizations and review the most recent financial information filed with the Division of Public Charities. As in previous years, the agency issued a public service announcement during the holiday season to promote wise charitable giving and notifying the public of the online services offered by the Charities Division. The Secretary of State’s Office also published a Crowdfunding and Online Giving Brochure, to provide guidance on wise charitable giving in the age of social media. In October 2020, the office participated in International Charity Fraud Awareness Week, a multistate public education campaign, by publishing on its website the 2019-2020 Wise Giving Report. The Wise Giving Report provided tips on wise charitable giving as well as detailed information from fundraising contracts and joint financial reports filed by professional solicitors in 2019 and 2020. Additionally, the Secretary of State’s Office included the 2020 Give Smart Watch List in the Wise Giving Report. The Give Smart Watch List named 10 charitable organizations soliciting or currently registered to solicit in South Carolina that spent less than 40% of their total expenses on their charitable programs, or that failed to disclose to donors how they use their revenue.

Furthermore, Secretary of State’s Office staff conducted seven speaking presentations and trainings on the Solicitation of Charitable Funds Act and nonprofit raffles. Because of the constraints of the COVID-19 pandemic, five of these were conducted virtually. This included a live nonprofit raffles webinar during which participants could submit questions to agency staff. A link to the webinar was also published on the Secretary of State’s website to provide guidance to raffles customers unable to attend the live presentation.

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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 2020-21, the office filed 863 trademarks and service marks. This was a 21% increase over FY 2019-20. 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.

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 2020-21, the Secretary of State’s Office opened 32 counterfeit investigations, and participated in investigations that led to two arrests, 15 cease-and-desist orders, and the seizure of \$2,068,920.00 in counterfeit merchandise. The Secretary of State’s Investigations Division assisted the United States Department of Homeland Security by serving as experts in identification of counterfeit goods. As a result of these efforts, the Investigations Division was able to assist with the interception of \$455,265.00 in counterfeit goods before it was circulated in South Carolina.

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. Notaries public play an important role in the prevention of fraud. In FY 2020-21, the Secretary of State commissioned 18,776 notaries public. As of June 30, 2021, there were a total of 147,179 commissioned notaries public in South Carolina.

In FY 2020-21, the State Legislature passed, and Governor Henry McMaster signed into law, the South Carolina Electronic Notary Public Act. The Act allows the notarization of electronic documents using an electronic or digital signature. Once regulations are promulgated and vendors of electronic notarization technology are approved, notaries public will be able to register with the Secretary of State as electronic notaries. The agency expects that this will be completed in 2022.

In order to comply to the social distancing guidelines of the COVID-19 pandemic, Secretary Hammond conducted the agency’s first ever live notary webinar in FY 2020-21. This virtual seminar allowed members of the public to learn about South Carolina’s notary requirements from the safety of their home or office. Additionally, the Secretary of State’s Office has provided a link to a recording of notary public webinar 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

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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. The Notaries Division issued 10,051 apostilles and authentications in FY 2020-21. Furthermore, the Notaries Division responded to over 10,578 phone calls and had 2,467 walk-in customers. 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.

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 2020-2021, the Secretary of State returned \$13.4 million to the State General Fund, while receiving state appropriations of only \$1.2 million. 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.

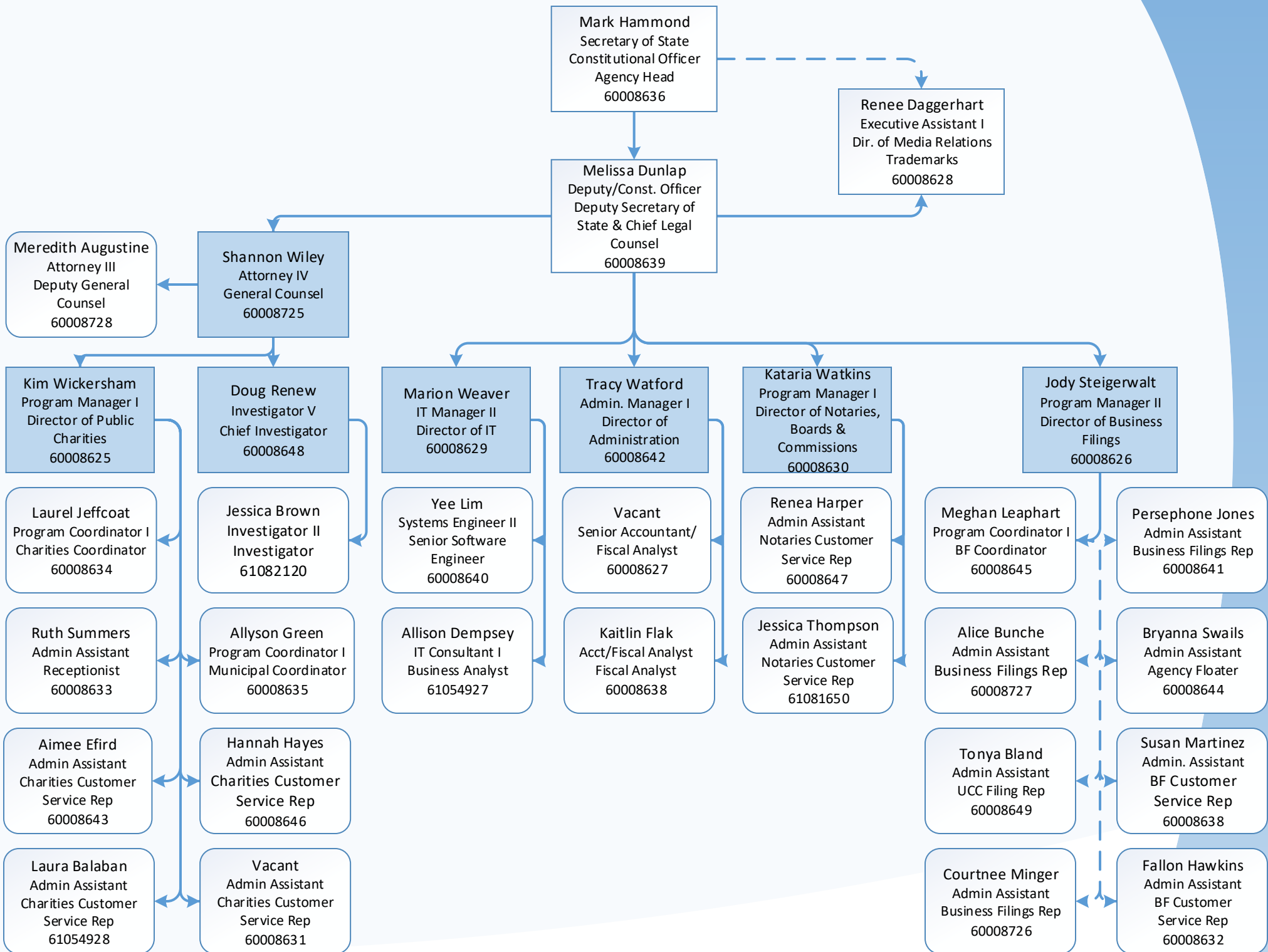
Restructuring Recommendations

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

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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. The value of these technological services has been demonstrated during the COVID-19 pandemic. 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.



Goal Develop and expand technology to make agency services even more accessible to businesses, other entities, and the general public														
Strategy 1.3										Statewide Enterprise Objective				
Expand in-house applications to meet statutory requirements, protect permanent state records, and provide public access to information										Government and Citizens				
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Program Number Responsible	Notes
1.3.1	Increase number of digitized records/filings with employment agency filings, business opportunity filings, municipal incorporation filings, and railroad records	60%	70%	60%	Percent	Equal to or greater than	State Fiscal Year (July 1 - June 30).	# of customers filing online / total # of customers filing	Internal Records	IT Reports	Direct customers of agency services	Direct benefits to agency customers	0100.000000.000	No additional increase of digitized records possible due to the increased volume of UCC/Corporations filings this fiscal year.
1.3.2	Create unified in-house system for digital applications	70%	75%	70%	Percent Complete	Equal to or greater than	State Fiscal Year (July 1 - June 30).	Percent of completion by June 30	Internal Records	IT Reports	Direct customers of agency services	Indirect benefits to agency customers	0100.000000.000	Project was unable to be done during this time frame due to the increased volume of UCC/Corporations filings this fiscal year.
1.3.3	Provide access to municipal incorporation filings to the general public through agency website	0%	50%	0%	Percent Complete	Equal to or greater than	State Fiscal Year (July 1 - June 30).	Percent of completion by June 30	Internal Records	IT Reports	Direct customers of agency services	Direct benefits to agency customers	0100.000000.000	Project will not begin until FY 2021-22.
1.3.4	Create in-house database for registered qualified businesses under High Growth Small Business Job Creation Act	0%	50%	0%	Percent Complete	Equal to or greater than	State Fiscal Year (July 1 - June 30).	Percent of completion by June 30	Internal Records	IT Reports	Direct customers of agency services	Indirect benefits to agency customers	0100.000000.000	Project will not begin until FY 2021-22.

Goal Educate and empower the general public to make informed decisions about wise charitable giving														
Strategy 2.2										Statewide Enterprise Objective				
Promote public awareness of wise charitable giving through information on agency website										Government and Citizens				
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Budget Program Number Responsible	Notes
2.2.1	Provide listing of suspended and enjoined charities and professional fundraisers on agency website that is updated daily.	2	2	2	Count (whole number)	Equal to or greater than	State Fiscal Year (July 1 - June 30).	Total number published	IT Reports; Staff Reports	Website	Direct customers of agency services	Direct benefits to agency customers	0100.000000.000	Searchable databases were successfully provided.
2.2.2	Provide listing of suspended and enjoined charities and professional fundraisers on agency website that is updated daily.	2	2	2	Count (whole number)	Equal to or greater than	State Fiscal Year (July 1 - June 30).	Total number published	IT Reports; Staff Reports	Website	Direct customers of agency services	Direct benefits to agency customers	0100.000000.000	Suspended and enjoined charities and professional fundraisers are now on agency website and updated daily.
2.2.3	Publish annual wise giving and professional solicitor report on agency website	1	1	1	Count (whole number)	Complete	State Fiscal Year (July 1 - June 30).	Total number published	IT Reports; Staff Reports	Website	Direct customers of agency services	Direct benefits to agency customers	0100.000000.000	Annual wise giving and professional solicitor report was published on the agency website.
2.2.4	Publish donor guide to crowdfunding on agency website	0	1	1	Count (whole number)	Complete	State Fiscal Year (July 1 - June 30).	Total number published	IT Reports; Staff Reports	Website; Administrative and Legal Staff Records	Direct customers of agency services	Direct benefits to agency customers	0100.000000.000	Crowdfunding donor guide was published on agency website.
2.2.5	Provide Charities Public Service Announcement	1	1	1	Count (whole number)	Complete	State Fiscal Year (July 1 - June 30).	Total number of public service announcements	Staff Reports	Administrative Staff Records	Direct customers of agency services	Direct benefits to agency customers	0100.000000.000	Annual Charities Public Service Announcement broadcasted from the end of November through the first week of January.

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Goal Develop and expand technology to make agency services even more accessible to businesses, other entities, and the general public														
Strategy 1.3										Statewide Enterprise Objective				
Expand in-house applications to meet statutory requirements, protect permanent state records, and provide public access to information										Government and Citizens				
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Program Number Responsible	Notes
1.3.1	Increase number of digitized records/filings with employment agency filings, business opportunity filings, municipal incorporation filings, and railroad records	60%	90%		Percent	Equal to or greater than	State Fiscal Year (July 1 - June 30).	# of customers filing online / total # of customers filing	Internal Records	IT Reports	Direct customers of agency services	Direct benefits to agency customers	0100.000000.000	
1.3.2	Create unified in-house system for digital applications	70%	75%		Percent Complete	Equal to or greater than	State Fiscal Year (July 1 - June 30).	Percent of completion by June 30	Internal Records	IT Reports	Direct customers of agency services	Indirect benefits to agency customers	0100.000000.000	
1.3.3	Provide access to municipal incorporation filings to the general public through agency website	0%	50%		Percent Complete	Equal to or greater than	State Fiscal Year (July 1 - June 30).	Percent of completion by June 30	Internal Records	IT Reports	Direct customers of agency services	Direct benefits to agency customers	0100.000000.000	
1.3.4	Create in-house database for registered qualified businesses under High Growth Small Business Job Creation Act	0%	100%		Percent Complete	Equal to or greater than	State Fiscal Year (July 1 - June 30).	Percent of completion by June 30	Internal Records	IT Reports	Direct customers of agency services	Indirect benefits to agency customers	0100.000000.000	

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Goal Provide web-based video trainings for the public utilizing the agency's Charities, Professional Fundraisers & Raffles Online Filing System.

Strategy 5.1 **Statewide Enterprise Objective**

Develop web-based training videos/tutorials to assist charitable organizations, professional fundraisers, and nonprofit raffles with the online filing system. Government and Citizens

Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Budget Program Number Responsible	Notes
5.1.1	Create six training videos/tutorials for public users of the Charities, Professional Fundraisers, & Raffles Online Filing System in order to increase the number of customers submitting online filings and to reduce the number of rejected online filings, while providing detailed instructions on required registrations, financial reports, and other filings under the S.C. Solicitation of Charitable Funds Act.	0	6		Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Total number of videos provided	Staff Reports	Website	Direct customers of agency services	Direct benefits to agency customers	0100.000000.000	

FY 2020-2021 Agency Accountability Report

Budget Responses:

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			FY 2020-21 Expenditures (Actual)				FY 2021-22 Expenditures (Projected)			
State Funded Program Number	State Funded Program Title	Description of State Funded Program	General	Other	Federal	TOTAL	General	Other	Federal	TOTAL
0100.000000.000	Administration		\$915,896.00	\$1,855,538.00		\$2,771,434.00	\$861,711.00	\$2,108,644.00		\$2,970,355.00
9500.050000.000	State Employer Contributions		\$330,943.00	\$427,658.00		\$758,601.00	\$385,128.00	\$360,611.00		\$745,739.00

Legal Responses:

**These responses were submitted for the FY 2020-2021 Accountability Report by the
SECRETARY OF STATE'S OFFICE**

Description	Purpose	Law Number	Jurisdiction	Type	Notes
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.	Report our agency must/may provide	§ 11-11-40	State	Statute	
Each state board and commission must send written notification of all appointments, elections, resignations, or vacancies to the Secretary of State.	Requires a service	§ 1-1-1310	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.	Requires a service	§ 11-15-20	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.	Report our agency must/may provide	§ 11-35-2440	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.	Report our agency must/may provide	§ 11-35-5240	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.	Report our agency must/may provide	§ 11-35-5260	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.	Requires a service	§ 11-41-120	State	Statute	

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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.	Requires a service	§ 11-44-60	State	Statute	
As a state agency, the Secretary of State must send to the Governor and the General Assembly an annual accountability report.	Report our agency must/may provide	§ 1-1-810	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.	Report our agency must/may provide	§ 1-1-820	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.	Report our agency must/may provide	§ 1-23-120	State	Statute	
The Secretary of State keeps the records and papers of the Executive Chamber when the Governor is absent from the state capitol.	Requires a service	§ 1-5-30	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.	Requires a service	§ 1-5-40	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.	Requires a service	§ 1-5-50	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.	Requires a service	§ 1-5-60	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.	Requires a service	§ 15-9-245	State	Statute	

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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.	Requires a service	§ 15-9-250	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.	Requires a service	§ 15-9-280	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.	Requires a service	§ 15-9-430	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.	Requires a service	§ 15-9-440	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.	Requires a service	§ 15-9-460	State	Statute	
The Secretary of State shall serve as a member of the Legislative Council of the General Assembly of South Carolina.	Board, commission, or committee on which someone from our agency must/may serve	§ 2-11-10	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.	Requires a service	§ 25-1-120	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.	Requires a service	§ 26-1-10	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.	Requires a service	§ 26-1-110	State	Statute	

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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.	Requires a service	§ 26-1-130	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.	Requires a service	§ 26-1-140	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.	Requires a service	§ 26-1-15	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.	Requires a service	§ 26-1-150	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.	Requires a service	§ 26-1-20	State	Statute	
The Secretary of State provides certificates of authority and Apostilles for notarized documents being sent to other states and nations.	Requires a service	§ 26-1-200	State	Statute	
The Secretary of State can charge a reasonable fee for issuing a certificate of authority or Apostille.	Requires a service	§ 26-1-220	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.	Requires a service	§ 26-1-230	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.	Requires a service	§ 26-1-25	State	Statute	
The fee for issuance or renewal of the commission is \$25.00, collected by the Secretary of State.	Requires a service	§ 26-1-30	State	Statute	
All notaries public take the constitutional oath, certified copies of which are recorded with the Secretary of State.	Requires a service	§ 26-1-40	State	Statute	

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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.	Report our agency must/may provide	§ 2-65-50	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.	Requires a service	§ 27-19-10	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.	Requires a service	§ 27-19-100	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.	Requires a service	§ 27-19-20	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.	Requires a service	§ 27-19-210	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.	Requires a service	§ 27-19-310	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.	Requires a manner of delivery	§ 27-19-320	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.	Requires a service	§ 27-19-340	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.	Report our agency must/may provide	§ 27-19-360	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.	Requires a manner of delivery	§ 27-19-370	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.	Requires a service	§ 27-19-60	State	Statute	

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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.	Requires a service	§ 27-19-70	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.	Requires a service	§ 27-19-80	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.	Requires a service	§ 27-19-90	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.	Requires a service	§ 27-40-130	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.	Requires a service	§ 30-11-20	State	Statute	
Instruments in writing for railroads are filed by the Secretary of State with a fee of \$5.00.	Requires a service	§ 30-11-40	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.	Requires a service	§ 30-11-50	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.	Requires a service	§ 30-11-60	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.	Requires a service	§ 30-4-30	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.	Requires a service	§ 31-10-30	State	Statute	

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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.	Requires a service	§ 31-3-340	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.	Requires a service	§ 33-1-200	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.	Requires a service	§ 33-1-210	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.	Requires a service	§ 33-1-220	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.	Requires a service	§ 33-1-230	State	Statute	
A business corporation may correct a document filed with the Secretary of State by filing articles of correction.	Requires a service	§ 33-1-240	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.	Requires a service	§ 33-1-250	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.	Requires a service	§ 33-1-260	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.	Requires a service	§ 33-1-270	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.	Requires a service	§ 33-1-280	State	Statute	

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The Secretary of State has the power reasonably necessary to perform the duties required under Chapters 1 through 20 of Title 33.	Requires a service	§ 33-1-300	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.	Requires a service	§ 33-14-200	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.	Requires a service	§ 33-14-210	State	Statute	
When a foreign corporation files to withdraw its certificate of authority with the Secretary of State, 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.	Requires a service	§ 33-15-200	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.	Requires a service	§ 33-15-300	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.	Requires a service	§ 33-15-310	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.	Requires a service	§ 33-31-120	State	Statute	

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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.	Requires a service	§ 33-31-121	State	Statute	
The Secretary 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.	Requires a service	§ 33-31-122	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.	Requires a service	§ 33-31-123	State	Statute	
A nonprofit corporation may correct a document filed with the Secretary of State by filing articles of correction.	Requires a service	§ 33-31-124	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.	Requires a service	§ 33-31-125	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.	Requires a service	§ 33-31-125(c)	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.	Requires a service	§ 33-31-126	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.	Requires a service	§ 33-31-127	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.	Requires a service	§ 33-31-128	State	Statute	
The Secretary of State has the power reasonably necessary to perform the duties required under Chapter 31 of Title 33.	Requires a service	§ 33-31-130	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.	Requires a service	§ 33-31-1420	State	Statute	

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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.	Requires a service	§ 33-31-1421	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.	Requires a service	§ 33-31-1520	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.	Requires a service	§ 33-31-1531	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).	Requires a service	§ 33-31-1707	State	Statute	
A corporation not-for-profit may submit a petition to the Secretary of State to convert to a public service district.	Requires a service	§ 33-36-1320	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.	Requires a service	§ 33-36-220	State	Statute	
The Secretary of State shall collect filing fees for documents filed for corporations not-for-profit, as well as copy fees for regular and certified copies.	Requires a service	§ 33-36-230	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.	Requires a service	§ 33-37-210	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.	Requires a service	§ 33-37-910	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.	Requires a service	§ 33-38-120	State	Statute	

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A domestic corporation may incorporate or convert to a benefit corporation, and must identify a specific public benefit purpose in its articles of incorporation.	Requires a service	§ 33-38-200	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.	Requires a service	§ 33-41-1110	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.	Requires a service	§ 33-41-1160	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.	Requires a service	§ 33-41-1170	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.	Requires a service	§ 33-41-1190	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.	Requires a service	§ 33-41-1200	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.	Requires a service	§ 33-41-1630	State	Statute	
By transacting business without being registered, a foreign limited partnership appoints the Secretary of State as agent for service of process.	Requires a service	§ 33-41-1670	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.	Requires a service	§ 33-42-1620	State	Statute	
A limited partnership may form by executing and filing a certificate of limited partnership with the Secretary of State.	Requires a service	§ 33-42-210	State	Statute	

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Description	Purpose	Law Number	Jurisdiction	Type	Notes
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.	Requires a service	§ 33-42-220	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.	Requires a service	§ 33-42-260	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 a 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.	Requires a service	§ 33-44-1006	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.	Requires a service	§ 33-44-1007	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.	Requires a service	§ 33-44-1008	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.	Requires a service	§ 33-44-111	State	Statute	
A limited liability company may organize by filing articles of organization with the Secretary of State.	Requires a service	§ 33-44-202	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.	Requires a service	§ 33-44-206	State	Statute	

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A limited liability company may correct a document filed with the Secretary of State by filing articles of correction.	Requires a service	§ 33-44-207	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.	Requires a service	§ 33-44-208	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.	Requires a service	§ 33-45-140	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.	Requires a service	§ 33-45-40	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.	Requires a service	§ 33-45-50	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.	Requires a service	§ 33-46-90	State	Statute	
Marketing cooperative associations shall pay filing fees of \$10.00 for articles of incorporation and \$2.50 for articles of amendment.	Requires a service	§ 33-47-260	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.	Requires a service	§ 33-47-40	State	Statute	
Five or more persons engaged in the production of agricultural products may form a nonprofit marketing cooperative association.	Requires a service	§ 33-47-70	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.	Requires a service	§ 33-49-80	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.	Requires a service	§ 33-49-90	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.	Requires a service	§ 33-53-10	State	Statute	

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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.	Requires a manner of delivery	§ 33-56-100	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.	Requires a service	§ 33-56-110(A); § 33-56-110(B); § 33-56-110(C)	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.	Requires a service	§ 33-56-110(A); § 33-56-110(B); § 33-56-110(F)	State	Statute	
Requires professional fundraising counsel to file a registration application that discloses specific information required by statute.	Requires a service	§ 33-56-110(A); § 33-56-110(D)	State	Statute	
Requires commercial co-venturers to file a registration application that discloses specific information required by statute.	Requires a service	§ 33-56-110(A); § 33-56-110(E)	State	Statute	
Prohibits misrepresentations when soliciting contributions and provides for enforcement of this section by the Secretary of State.	Requires a service	§ 33-56-120	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.	Requires a service	§ 33-56-130	State	Statute	
Authorizes Secretary of State to investigate violations of Solicitation of Charitable Funds Act and issue subpoenas.	Requires a service	§ 33-56-140(A)	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.	Requires a service	§ 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.	Requires a service	§ 33-56-140(B)	State	Statute	
Authorizes the Secretary of State to seek injunctive relief in Administrative Law Court for violations of the Solicitation of Charitable Funds Act.	Requires a service	§ 33-56-140(C)	State	Statute	
Authorizes the Secretary of State to reject registration applications, statements, reports and other filings that contain false or misleading information.	Requires a service	§ 33-56-140(D)	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.	Requires a service	§ 33-56-140(E)	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.	Requires a service	§ 33-56-145	State	Statute	
Allows the Secretary of State to designate a Director of Public Charities.	Requires a service	§ 33-56-150	State	Statute	

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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.	Requires a service	§ 33-56-190	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.	Requires a service	§ 33-56-30	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.	Requires a service	§ 33-56-40	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.	Requires a service	§ 33-56-45	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.	Requires a service	§ 33-56-50	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.	Requires a service	§ 33-56-55	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.	Requires a service	§ 33-56-60	State	Statute	
Professional solicitors, professional fundraising counsel, and commercial co-venturers must file fundraising contracts with the Secretary of State.	Requires a service	§ 33-56-70(A); § 33-56-70(B)	State	Statute	
Professional solicitors and commercial co-venturers must file notices of solicitation along with their fundraising contracts.	Requires a service	§ 33-56-70(A); § 33-56-70(C)	State	Statute	
Professional solicitors and commercial co-venturers must file joint financial reports with the Secretary of State.	Requires a service	§ 33-56-70(E)	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.	Requires a service	§ 33-56-75	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.	Requires a service	§ 33-56-80	State	Statute	

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Outlines required disclosures by professional solicitors when soliciting contributions and provides for enforcement of this section by the Secretary of State.	Requires a service	§ 33-56-90	State	Statute	
Provides definitions for administration and enforcement of raffles operated for charitable purposes.	Requires a manner of delivery	§ 33-57-110	State	Statute	
Provides the specific requirements a nonprofit organization must meet in order to legally conduct raffles.	Requires a manner of delivery	§ 33-57-120(A)	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.	Requires a manner of delivery	§ 33-57-120(B)	State	Statute	
Requires nonprofit organizations that intend to conduct raffles to file an annual raffle form with the Secretary of State.	Requires a service	§ 33-57-120(B); § 33-57-120(C)	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.	Requires a service	§ 33-57-120(D)	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.	Requires a service	§ 33-57-120(E); § 33-57-120(F)	State	Statute	
Provides specific requirements and restrictions for raffles, which are subject to enforcement by the Secretary of State.	Requires a service	§ 33-57-130; § 33-57-140	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.	Requires a service	§ 33-57-150	State	Statute	
Requires nonprofit organizations to maintain accurate fiscal records relating to raffles for three years.	Requires a manner of delivery	§ 33-57-150(D)	State	Statute	
Authorizes Secretary of State to administer the provisions of the chapter governing nonprofit raffles.	Requires a service	§ 33-57-160(A)	State	Statute	
Authorizes Secretary of State to investigate raffle violations, issue subpoenas, and inspect premises.	Requires a service	§ 33-57-160(A)	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.	Requires a service	§ 33-57-160(B); § 33-57-160(C)	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.	Requires a service	§ 33-57-160(D)	State	Statute	

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Provides for criminal prosecution of certain raffles-related offenses and prohibits convicted persons from registering to conduct raffles for five years after conviction.	Requires a service	§ 33-57-170	State	Statute	
Authorizes the Secretary of State to promulgate regulations to administer and enforce the laws governing nonprofit raffles.	Requires a service	§ 33-57-190	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.	Requires a service	§ 36-9-501	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.	Requires a manner of delivery	§ 36-9-502	State	Statute	
The financing statement must contain the name and address of the debtor and the secured party to be sufficient.	Requires a manner of delivery	§ 36-9-503	State	Statute	
The financing statement must contain a description of the collateral that it covers to be sufficient.	Requires a manner of delivery	§ 36-9-504	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.	Requires a service	§ 36-9-516	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.	Requires a service	§ 36-9-516(b)	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.	Requires a service	§ 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 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.	Requires a service	§ 36-9-516(b)(9)	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.	Requires a service	§ 36-9-518	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.	Requires a service	§ 36-9-519	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).	Requires a service	§ 36-9-520	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.	Requires a service	§ 36-9-520(e)	State	Statute	

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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).	Requires a service	§ 36-9-521	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.	Requires a service	§ 36-9-522	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.	Requires a service	§ 36-9-523	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.	Requires a service	§ 36-9-526	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.	Requires a service	§ 37-17-30(B)(1)	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.	Requires a service	§ 37-17-30(B)(2)	State	Statute	
The Secretary of State shall serve as an ex-officio member of the Commission on Consumer Affairs.	Board, commission, or committee on which someone from our agency must/may serve	§ 37-6-502	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.	Requires a service	§ 39-15-1105	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.	Requires a service	§ 39-15-1110	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.	Requires a service	§ 39-15-1115	State	Statute	

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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.	Requires a service	§ 39-15-1120	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.	Requires a service	§ 39-15-1125	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.	Requires a service	§ 39-15-1130	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.	Requires a service	§ 39-15-1135	State	Statute	
The Secretary keeps a record of all marks registered or renewed for public examination.	Requires a service	§ 39-15-1140	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.	Requires a service	§ 39-15-1145	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.	Requires a service	§ 39-15-1150	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.	Requires a service	§ 39-15-1185	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.	Requires a service	§ 39-15-1190	State	Statute	

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Description	Purpose	Law Number	Jurisdiction	Type	Notes
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.	Requires a service	§ 39-15-420	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.	Requires a service	§ 39-15-430	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.	Requires a service	§ 39-15-440	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.	Requires a service	§ 39-57-50	State	Statute	
Requires sellers of business opportunities to renew their registration with the Secretary of State every 24 months.	Requires a service	§ 39-57-55	State	Statute	
Permits the Secretary of State to investigate violations of the State Commodity Code.	Requires a service	§ 39-73-310	State	Statute	
Permits the Secretary of State to issue cease and desist orders and civil penalties, and to initiate court actions against violations of the State Commodity Code.	Requires a service	§ 39-73-315	State	Statute	
Permits the Secretary of State to cooperate with securities agencies and agencies of other jurisdictions in investigation, litigation, sharing of information, and regulation of commodity transactions.	Requires a service	§ 39-73-335	State	Statute	
To commence an administrative proceeding under the State Commodity Code, the Secretary of State must enter a notice of intent or summary order, provide notice to interested parties and hold a hearing if requested. A summary order may be vacated, be modified, or become final depending on whether a hearing is requested and the outcome of the hearing.	Requires a service	§ 39-73-355	State	Statute	
A person aggrieved by a final order by the Secretary of State under the State Commodity Code may file a petition for review with a court of competent jurisdiction within 60 days of entry of the order. Based upon the review, the court may affirm, modify, enforce, or set aside the final order in whole or in part.	Requires a service	§ 39-73-360	State	Statute	
Non-resident prescription drug distributors must designate a registered agent for service of process.	Requires a service	§ 40-43-83(B)	State	Statute	

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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.	Requires a service	§ 40-43-83(B)	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.	Requires a service	§ 4-11-290(F)	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.	Requires a service	§ 4-11-290(G); § 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.	Requires a service	§ 4-11-290(H)	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.	Requires a service	§ 41-25-110	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.	Requires a service	§ 41-25-30	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.	Requires a service	§ 41-25-35	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.	Report our agency must/may provide	§ 42-7-75	State	Statute	
Local governments seeking to form a regional health services district must file with the Secretary of State copies of the enactments creating the health services district.	Requires a service	§ 44-7-2030	State	Statute	

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Persons seeking to form a health services district as a public corporation may file a certificate of incorporation with the Secretary of State.	Requires a service	§ 44-7-2153	State	Statute	
The board of a health services district may amend the certificate of incorporation by filing an amendment with the Secretary of State.	Requires a service	§ 44-7-2154	State	Statute	
Foreign nursery businesses shipping into this State shall appoint the Secretary of State as agent for service.	Requires a service	§ 46-33-40	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.	Requires a service	§ 47-9-260	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.	Requires a service	§ 47-9-270	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.	Requires a manner of delivery	§ 47-9-280	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.	Requires a service	§ 47-9-330	State	Statute	
The Secretary of State shall cancel the registration of any brand at the written request of the owner or on order of a court of competent jurisdiction.	Requires a service	§ 47-9-340	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.	Requires a manner of delivery	§ 47-9-380	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.	Requires a service	§ 47-9-390	State	Statute	
The Secretary of State may promulgate rules and regulations to supplement this article.	Requires a service	§ 47-9-400	State	Statute	
A municipality with a certificate of incorporation issued by the Secretary of State is a perpetual body, politic and corporate.	Requires a service	§ 5-1-10	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.	Requires a service	§ 5-1-100	State	Statute	

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SECRETARY OF STATE'S OFFICE**

Description	Purpose	Law Number	Jurisdiction	Type	Notes
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.	Requires a service	§ 5-1-24	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.	Requires a service	§ 5-1-30	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.	Requires a service	§ 5-1-40	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.	Requires a service	§ 5-1-50	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.	Requires a service	§ 5-1-70	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.	Requires a service	§ 5-1-80	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.	Requires a service	§ 5-1-90	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.	Requires a service	§ 5-3-280	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.	Requires a service	§ 5-3-90	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.	Requires a service	§ 5-5-30	State	Statute	
The Secretary of State is the sole cable franchising authority in South Carolina.	Requires a service	§ 58-12-300	State	Statute	

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Description	Purpose	Law Number	Jurisdiction	Type	Notes
<p>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.</p>	Requires a service	§ 58-12-310	State	Statute	
<p>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.</p>	Requires a service	§ 58-12-325	State	Statute	
<p>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.</p>	Requires a service	§ 58-12-330	State	Statute	

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Description	Purpose	Law Number	Jurisdiction	Type	Notes
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.	Requires a service	§ 58-12-350	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.	Requires a service	§ 58-15-10	State	Statute	
The declaration, commission, incorporators' return, and charter is filed or recorded by the Secretary of State.	Requires a service	§ 58-15-100	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.	Requires a service	§ 58-15-160	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.	Requires a service	§ 58-15-170	State	Statute	
All fees collected by the Secretary of State under this chapter go to the State Treasury.	Requires a service	§ 58-15-200	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.	Requires a service	§ 58-15-30	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.	Requires a service	§ 58-15-40	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.	Requires a service	§ 58-15-70	State	Statute	

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Description	Purpose	Law Number	Jurisdiction	Type	Notes
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.	Requires a service	§ 58-15-90	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.	Requires a service	§ 58-17-340	State	Statute	
A copy of the certificate attested by the Secretary of State or his deputy is evidence of incorporation.	Requires a service	§ 58-17-430	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.	Requires a service	§ 58-17-620	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.	Requires a service	§ 58-17-630	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.	Requires a service	§ 58-17-660	State	Statute	
The Secretary of State shall serve as an ex-officio member of the advisory board of the South Carolina Public Service Authority.	Board, commission, or committee on which someone from our agency must/may serve	§ 58-31-20	State	Statute	
Certified copies of the Public Service Authority's service area must be filed with the Secretary of State's Office.	Requires a service	§ 58-31-340	State	Statute	
The South Carolina Public Service Authority's advisory board shall investigate the proposed acquisition of land and other items related to real or personal property by the Public Service Authority, and shall file a written report with the Secretary of State's Office and the board of directors of the Public Service Authority.	Requires a service	§ 58-31-50	State	Statute	

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Description	Purpose	Law Number	Jurisdiction	Type	Notes
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.	Requires a service	§ 6-11-1620	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.	Requires a service	§ 6-11-1630(A)	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.	Report our agency must/may provide	§ 6-11-1630(B)	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.	Requires a service	§ 6-11-1630(C); § 6-11-1630(D)	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.	Requires a service	§ 6-11-1640(A)	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.	Requires a service	§ 6-11-1640(B)	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.	Requires a service	§ 6-11-335	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.	Requires a service	§ 6-24-50	State	Statute	
A joint agency shall notify the Secretary of State of the addition or withdrawal of members of the joint agency.	Requires a service	§ 6-24-70	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.	Requires a service	§ 6-25-50	State	Statute	

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Description	Purpose	Law Number	Jurisdiction	Type	Notes
A joint system shall notify the Secretary of State of the addition or withdrawal of members of the joint system.	Requires a service	§ 6-25-70	State	Statute	
The Secretary of State shall record certified election results received from the State Election Commission.	Requires a service	§ 7-17-300	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.	Requires a service	§ 7-17-310	State	Statute	
The Secretary of State shall publish a copy of the certified election results in one or more South Carolina newspapers.	Requires a service	§ 7-17-320	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.	Requires a service	§ 7-19-100	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.	Requires a service	§ 7-19-110	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.	Requires a service	§ 7-19-120	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.	Requires a service	§ 7-19-70	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.	Requires a service	§ 7-19-80	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).	Requires a service	§ 7-19-90	State	Statute	

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Description	Purpose	Law Number	Jurisdiction	Type	Notes
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.	Requires a service	§ 7-9-10	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.	Requires a service	§ 7-9-100	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.	Requires a service	§ 7-9-80	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.	Requires a service	§ 8-11-92	State	Statute	
Outlines requirements for the incorporation of municipalities	Requires a service	113-200 Municipal Corporations	State	Regulation	
Outlines procedures for the electronic filing of real property records	Requires a service	113-300 Uniform Real Property Recording Act	State	Regulation	
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.	Report our agency must/may provide	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 State Human Affairs Commission an annual report of employment and filled vacancy data by race and sex.	Report our agency must/may provide	117.13 (GP: Discrimination Policy)	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.	Report our agency must/may provide	117.29 (GP: Base Budget Analysis)	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.	Report our agency must/may provide	117.33 (GP: Debt Collection Reports)	State	FY 2019-20 Proviso	

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Description	Purpose	Law Number	Jurisdiction	Type	Notes
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.	Report our agency must/may provide	117.73 (GP: Fines and Fees Report)	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).	Report our agency must/may provide	117.82 (GP: Bank Account Transparency and Accountability)	State	FY 2019-20 Proviso	
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.	Requires a service	2 U.S.C. § 1(a)-(b)	Federal	Statute	
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.	Report our agency must/may provide	47-15 Department of Employment and Workforce-- Contribution and Wage Report	State	Regulation	
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.	Requires a service	96.1 (SS: UCC Filing Fees)	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.	Report our agency must/may provide	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 misrepresentation provisions of Section 33-56-120 of the Act, and who has been fined \$10,000 of more for those violations.	Report our agency must/may provide	96.3 (SS: Charitable Funds Act Misrepresentation Violations)	State	FY 2019-20 Proviso	
Act No. 148 of 2020 reauthorized the statutory framework governing nonprofit raffles for charitable purposes and lifted the sunset provision formerly under S.C. Code § 33-57-200.	Requires a service	Act No. 148, R157, S719, Raffles	State	Statute	
evaluate and award nonprofit entity reimbursement grants under the SC CARES Grant Management Program, which distributed funds received from	Board, commission, or committee on which someone from our agency must/may serve	Act No. 154, R170, H3210, CARES Act	State	Statute	

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Description	Purpose	Law Number	Jurisdiction	Type	Notes
Act No. 30 of 2021 provides the statutory framework for the organization of banks in South Carolina, including the filing of articles of incorporation with the Secretary of State.	Requires a service	Act No. 30, R43, S467, Board of Financial Institutions	State	Statute	
Act No. 76 of 2021 provides that beginning in FY 2022-23, the Agency Head Salary Commission shall conduct salary surveys and make recommendations to the General Assembly for the salaries for certain constitutional officers, including the Secretary of State.	Does not relate to a deliverable provided by the agency	Act No. 76, R92, H3786, Constitutional Officer Salaries	State	Statute	
Act No. 85 of 2021 provides the statutory framework for electronic notarization in South Carolina, including the training and requirements to become an electronic notary and the procedures for electronic notarization.	Requires a service	Act No. 85, R104, S631, SC Electronic Notary Public Act	State	Statute	
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.	Requires a service	S.C. Constitution, Article 3, Section 18	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.	Requires a service	S.C. Constitution, Article 3, Section 25	State	Constitution	
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(J).	Report our agency must/may provide	State Executive Order 2017-09	State	Executive Order	

FY 2020-2021 Agency Accountability Report
Services Responses:

These responses were submitted for the FY 2020-2021 Accountability Report by the
SECRETARY OF STATE'S OFFICE

Description of Service	Description of Direct Customer	Customer Name	Others Impacted By the Service	Agency unit providing the service	Description of agency unit	Primary negative impact if service not provided
Filings of corporate documents; search and retrieval of all corporate documents; repository of permanent state records.	Business owners, banks, attorneys, accountants, and individuals	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.	The State's economy would be negatively impacted if businesses were unable to file and search for corporate documents.
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.	Business owners, banks, attorneys, accountants, and individuals	Business owners, banks, attorneys, accountants, and individuals		Business Filings Division (UCC)	Files Uniform Commercial Code Article 9 Secured Transactions filings.	UCC filings are required to secure priority in collateral. Loans could not be made or secured with collateral.
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.	Charitable organizations, professional fundraisers, nonprofit organizations that conduct raffles, and all members of the public who donate to charitable organizations in South Carolina	Charitable organizations, professional fundraisers, nonprofit organizations that conduct raffles, and all members of the public who donate to charitable organizations in South Carolina		Public Charities Division	Protects charitable donors through the enforcement of the Solicitation of Charitable Funds Act.	The Solicitation of Charitable Funds Act provides transparency to donors and requires that charitable organizations, professional fundraisers, and nonprofit organizations that conduct raffles adhere to the requirements of the Act. Without enforcement of the Act, charitable organizations would be negatively impacted because donors would lose confidence that their contributions were being used wisely.
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.	Notaries public, attorneys, banks, individuals	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.	Notaries public are necessary to prevent fraudulent transactions. Without notaries public, documents and transactions that currently require notarization would be more susceptible to fraud.
Examining and filing trademark and service mark applications. Maintaining trademark and service mark database for customer search. Processes renewals every five years.	Business owners and individuals	Business owners and individuals		Trademarks Division	Registers trademarks and service marks for use within the state of South Carolina.	Trademark and service mark filing is necessary to protect South Carolina trademark and service mark holders, so that they may conduct business without fear of losing the exclusive right to the use of a trademark or service mark.
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.	Elected officials and individuals	Elected officials and 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.	Public officials must take oaths prior to assuming office. Public records of boards and commissions are necessary to fulfill statutory requirements and provide transparency for the public.

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SECRETARY OF STATE'S OFFICE

Description of Service	Description of Direct Customer	Customer Name	Others Impacted By the Service	Agency unit providing the service	Description of agency unit	Primary negative impact if service not provided
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.	Legal community, business community and individuals	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.	Necessary for providing notification of pending legal action and providing a means of service of process for business entities that fail to maintain a registered agent in South Carolina.
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.	Individual citizens pursuing municipal incorporation and citizens residing the the proposed area for incorporation.	Individual citizens pursuing municipal incorporation and citizens residing the the proposed area for incorporation.		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.	The statutory and regulatory framework for municipal incorporation provides a legal avenue for citizens to incorporate new municipalities.
Files Executive Orders and ratified acts.	Governor's Office and SC General Assembly	Governor's Office and SC General Assembly		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.	Essential to the function of state government.
Dissolves special purpose districts upon receipt and review of a petition for dissolution.	Local governments and individuals	Local governments and 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.	This statutory process is necessary to dissolve inactive special purpose districts.
Issues corporate certificates for joint agencies and joint systems.	Local governments	Local governments		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.	These statutory processes provide a mechanism for local governments to form entities for the purpose of obtaining essential services (water, sewer and natural gas) for citizens.
Files notices of decertification of political parties from State Election Commission.	Political parties and citizens	Political parties and citizens		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.	While this service provides transparency to the public, the service is duplicative with service provided by State Election Commission.

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SECRETARY OF STATE'S OFFICE

Description of Service	Description of Direct Customer	Customer Name	Others Impacted By the Service	Agency unit providing the service	Description of agency unit	Primary negative impact if service not provided
Files state and county officer reports received from political parties.	Political parties and citizens	Political parties and citizens		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.	While this service provides transparency to the public, the service is duplicative with service provided by counties and the State Election Commission.
Records certified election results and transmits copies of results to elected officials and the Governor.	Elected officials and the Governor	Elected officials and the Governor		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.	Essential to the function of state government.
Organizes and hosts the meeting of the Electoral College following a presidential election.	Political parties and citizens	Political parties and citizens		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.	Essential to the function of state and federal government.
Determines eligibility of charitable organizations for state employee payroll deduction.	Comptroller General's Office and state employees	Comptroller General's Office and state		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.	Failure to provide service would reduce donations to charitable organizations participating in the state payroll deduction program.
Records and certifies transcript bonds.	Legal community and business community	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.	This statutory process provides a repository for transcript bonds.
Executes state general obligation economic development bonds.	Legal community and business community	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.	This statutory process provides for certification for bonds under the State General Obligation Economic Development Bond Act.
Registration of qualified businesses under the High Growth Small Business Job Creation Act and reporting of qualified businesses eligible for investment under the Act.	Legal community, business community and individuals	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.	This statutory process requires businesses to meet certain qualifications to participate in a tax credit program, and promotes investment in certain types of businesses.

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Description of Service	Description of Direct Customer	Customer Name	Others Impacted By the Service	Agency unit providing the service	Description of agency unit	Primary negative impact if service not provided
Carries out escheatment process for real property and turns over proceeds to State Treasurer upon completion.	Individuals	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.	Rightful heirs could not receive property of decedent.
Responds to Freedom of Information Act requests.	Legal community, business community, media outlets, and individuals	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.	Required to provide transparency in the governmental process.
Issues corporate charters to railroads, street railways, steamboats, and canal companies, and records railroad documents.	Legal community and business community	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).	Required for railroads and other carriers to operate to provide interstate commerce
Issues certificates of incorporation for redevelopment commissions.	Local governments	Local governments		Municipalities Division	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.	This statutory process assists with the redevelopment of blighted areas.
Registers agents for service of process for non-resident landlords, discount medical plan organizations, and non-resident prescription drug distributors.	Legal community, business community, and individuals	Legal community, business community, and individuals		Municipalities Division	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. Likewise, non-resident prescription drug distributors and non-resident landlords must designate a registered agent for service of process. The Secretary of State shall serve as registered agent for those entities that fail to designate a registered agent.	Failure to provide service may negatively affect the ability of consumers to serve discount medical plan organizations or non-resident prescription drug distributors with legal process.
Issues private personnel placement licenses.	Business community, employers and individuals	Business community, employers and individuals		Municipalities Division	The Secretary of State is required to license private personnel placement services to operate in South Carolina and provides the license application requirements. The Secretary of State also investigates violations of licensure requirements, and revokes and denies licenses under certain circumstances.	Provides a standard process for obtaining an employment agency license.
Examines and files livestock brand and earmark applications. Provides online listing of registered livestock brands and earmarks for customer search.	Agricultural community and individuals	Agricultural community and individuals		Trademarks Division	Registers livestock brands and earmarks for use within the state of South Carolina.	Provides necessary protection of livestock brands and earmarks to avoid confusion in the agricultural community.
Investigates and assists law enforcement in the investigation of distribution, trafficking, and production of counterfeit marks.	Law enforcement, trademark holders and individuals	Law enforcement, trademark holders and individuals		Investigations Division	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.	Provides protection to the public and holders of trademarks and service marks. Without this service, trafficking in counterfeit would be more prolific.

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Description of Service	Description of Direct Customer	Customer Name	Others Impacted By the Service	Agency unit providing the service	Description of agency unit	Primary negative impact if service not provided
Issues certificates of cable franchise authority.	Cable companies and business community	Cable companies and business community		Municipalities Division	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.	Necessary to enforce the SC Competitive Cable Services Act.
Files registrations and registration renewals for business opportunities.	Individuals and business community	Individuals and business community		Municipalities Division	Requires sellers of business opportunities to file disclosure statements and a copy of a surety bond or notice of trust account with the Secretary of State, and the Secretary of State to issue the seller a registration number. Sellers of business opportunities must renew their registration with the Secretary of State every 24 months.	Provides transparency with regard to business opportunities.

Agency Partnerships Responses:

These responses were submitted for the FY 2020-2021 Accountability Report by the
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Name of Partner Entity	Type of Partner Entity	Description of Partnership
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.
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.
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.
South Carolina Attorney General's Office	State Government	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.
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.
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.
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.
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.

**FY 2020-2021 Agency Accountability Report
Reports Responses:**

**These responses were submitted for the FY 2020-2021 Accountability Report by the
SECRETARY OF STATE'S OFFICE**

Report Name	Law Number (If required)	Summary of Information Requested in the Report	Most Recent Submission Date	Reporting Frequency	Type of Entity	Method to Access the Report	Direct access hyperlink or agency contact
Agency Accountability Report	§ 1-1-810	The report "must contain the agency's or department's mission, objectives to accomplish the mission, and performance measures that show the degree to which objectives are being met." Agencies must "identify key program area descriptions and expenditures and link these to key financial and performance results measures."	9/15/2021	Annually	Governor or Lt. Governor AND Legislative entity or entities	Provided to LSA for posting online	
Agency Debt Collection Report	Proviso 117.33	This report details the amounts of outstanding debt and all methods used to collect debt.	3/31/2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	Tracy Watford, Director of Administration
Agency Fines and Fee Report	Proviso 117.71	Agency fees and fines collected.	9/1/2021	Annually	Legislative entity or entities	Available on agency's website	www.sos.sc.gov
Agreed-Upon Procedures Engagement	§ 11-7-20	Reports the results from the performance of the agreed-upon procedures to the accounting records of the Secretary of State's Office.	September 2021	Annually	South Carolina state agency or agencies	Available on another website	www.osa.sc.gov
Bank Account Transparency and Accountability	Proviso 117.80	This report discloses every transaction of the composite reservoir bank account that is not included in SCEIS.	10/1/2020	Annually	South Carolina state agency or agencies	Electronic copy available upon request	Tracy Watford, Director of Administration
Bingo Report		Notifies DOR of active professional fundraising companies in order to ensure compliance with DOR bingo requirements.	8/1/2021	Monthly	South Carolina state agency or agencies	Electronic copy available upon request	Kim Wickersham, Director of Public Charities
Capital Assets Report	§ 11-11-40	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.	9/10/2020	Annually	South Carolina state agency or agencies	Electronic copy available upon request	Tracy Watford, Director of Administration
Cash and Investments Report	§ 11-11-40	This report gathers information regarding the types of cash and investments owned by an agency.	7/23/2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	Tracy Watford, Director of Administration
EEO Progress Report	Proviso 117.13	Report on agency's progress required by Proviso 117.14 of Appropriations Act (Affirmative Action).	October 2020	Annually	South Carolina state agency or agencies	Electronic copy available upon request	Tracy Watford, Director of Administration
Fund Balance Report	§ 11-11-40	This report gathers information regarding constraints on the use of revenue sources and resulting fund balance.	8/20/2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	Tracy Watford, Director of Administration

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Report Name	Law Number (If required)	Summary of Information Requested in the Report	Most Recent Submission Date	Reporting Frequency	Type of Entity	Method to Access the Report	Direct access hyperlink or agency contact
High Growth Small Business Job Creation Act	§ 11-44-60	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.	1/31/2021	Annually	Governor or Lt. Governor AND Legislative entity or entities	Available on agency's website	www.sos.sc.gov
HR Audit	§ 8-11-680	Reports the results from the performance of the agreed-upon procedures to the HR records of the Secretary of State's Office.	May 2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	Tracy Watford, Director of Administration
IT Planning and Data Collection	Proviso 117.112	This report gathers information to aid with IT planning.	7/28/2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	Tracy Watford, Director of Administration
Litigation Report	§ 11-11-40	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.	7/23/2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	Tracy Watford, Director of Administration
MBE Progress Report	§ 11-35-5240	Agency minority spending progress to meet utilization plan.	July 2021	Quarterly	South Carolina state agency or agencies	Electronic copy available upon request	Tracy Watford, Director of Administration
MBE Utilization Plan	§ 11-35-5260	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.	September 2020	Annually	South Carolina state agency or agencies	Electronic copy available upon request	Tracy Watford, Director of Administration
Operating Lease Report	§ 11-11-40	The report focuses on the terms of noncancelable operating leases.	8/18/2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	Tracy Watford, Director of Administration
Other Funds Survey	§ 2-65-50	This report gathers information about agency other funds to be used when writing the budget.	10/31/2020	Annually	South Carolina state agency or agencies	Electronic copy available upon request	Tracy Watford, Director of Administration
Payroll Report	§ 42-7-75	Reports of agency's gross payroll and number of employees, along with agency's Drug and Alcohol Free Workplace Policy.	7/21/2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	Tracy Watford, Director of Administration
Procurement Report	§ 11-35-2440	Reporting on any illegal and sole sourced procurements by the agency.	July 2021	Quarterly	South Carolina state agency or agencies	Electronic copy available upon request	Tracy Watford, Director of Administration
Regulation & Review Report	§ 1-23-120; State Executive Order 2017-90	As a state agency that promulgates and administers regulations, the Secretary of State's Office must conduct a formal review of all regulations that it has promulgated or administered and submit a report to the Code Commissioner and the Governor regarding whether the regulations should be repealed or amended.	4/27/2017	Every Five Years	Governor or Lt. Governor AND Legislative entity or entities	Electronic copy available upon request	Shannon Wiley, General Counsel

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Subsequent Events Report	§ 11-11-40	This report identifies information obtained subsequent to submission of the Master Reporting Package which impacts the accuracy of the information provided	10/31/2020	Annually	South Carolina state agency or agencies	Electronic copy available upon request	Tracy Watford, Director of Administration
Wage & Contribution Report	Regulation 47-15	Employees' wages of covered employees for unemployment insurance.	July 2021	Quarterly	South Carolina state agency or agencies	Electronic copy available upon request	Tracy Watford, Director of Administration