

SECRETARIES OF STATE

TABLE 4.18

Secretaries of State: Custodial, Publication and Legislative Duties

State or other jurisdiction	Custodial				Publication				Legislative				
	Archives state records and regulations	Files state agency rules and regulations	Administers uniform commercial code provisions	Files other corporate documents	State manual or directory	Session laws	State constitution	Statutes	Administrative rules and regulations	Opens legislative sessions (a)	Enrolls or engrosses bills	Retains copies of bills	Registers lobbyists
Alabama	★	★	...	★	★	★	★	★	...
Alaska (b)	...	★	★	...	★	★	...
Arizona (w)	★	★	★	★	★	★
Arkansas (c)	★	★	★	★	...	★	★	★	★
California	★	★	★	★	★	(d)	★
Colorado	...	★	★	★	★	...	★	★	★
Connecticut	★(e)	★	★	★	★	★	S	★
Delaware (x)	★	★	★	★	★	★
Florida (u)	★	★	★	★	...	★	★	★	★
Georgia	★	★	★	...	★	...	★
Hawaii (b)	...	★	★	...	★	★	★	...
Idaho	★	★	★	★	★
Illinois	★	★	★	★	★	★	★	★	★	H	★
Indiana	(n)	...	★	★	H	...	(n)	...
Iowa (y)	★	...	★	★	...	★	★	★	...
Kansas (s)	...	★	★	★	★	★	...	(o)	★	★	★
Kentucky	★	...	★	★	...	★	★	...
Louisiana	★	...	★	★	★	★	★	★	(f)
Maine	★	★	★	★	★	...	★
Maryland	...	★	★	★	★	...
Massachusetts	★	★	★	★	★	★	★	★	★	★	★
Michigan	★	★	★	★	★	★	★	★
Minnesota	★	★	★	★	★	H
Mississippi	★	★	★	★	★	★	★	★	★	H	...	(p)	★
Missouri	★(h)	★	★	★	★	...	★	...	★	H	...	★	...
Montana	★	★	★	★	★	...	★	H	★	★	...
Nebraska	★	★	★	★	★	★	...
Nevada	★	★	★	★	★	★	...
New Hampshire	★	...	★	★	★	...	★	★	★	★
New Jersey	★	★	★	...
New Mexico (z)	★	★	...	★	★	★	...	H	...	★	★
New York	...	★	★	...	★	...	★	...	★
North Carolina (t)	★	★	★	...	★	...	★	★	★	★
North Dakota	★	★	★	★
Ohio (i)	★	★	★	★	★	★	★	★	...
Oklahoma (j)	...	★	...	★	★	★	...
Oregon	★	★	★	★	★	...	★	...	★	★	...
Pennsylvania	★	★	★	★	...
Rhode Island (k)	★	★	★	★	★	...	★	...	★	★	★
South Carolina	★	★	★	...
South Dakota	★	★	★	★	★	...	★	...	★	H	...	★	...
Tennessee	★(q)	★	★	★	★(l)	★	...	★	★
Texas	...	★	★	★	...	★	★	H	...	★	...
Utah (b)	★	★
Vermont (m)	★	★	★	★	★	★	★	...	★	H	...	★	★
Virginia (g)	★
Washington (v)	★	★	★	...	★	★	...
West Virginia	★	★	★	★	★	★	...
Wisconsin	★
Wyoming	★	★	★	★	★	...	★	H	...	★	★
American Samoa (b)	...	★	...	★	...	★	★	...	★
Guam (b)	★
Puerto Rico	...	★	★	★	...	★	★	...	★
U.S. Virgin Islands (b)	...	★	★	★	★	★	...

See footnotes at end of table

TABLE 4.18

Secretaries of State: Custodial, Publication and Legislative Duties (continued)

Sources: The Council of State Governments' survey of secretaries of state offices, October 2017.

Key:

★—Responsible for activity.

...—Not responsible for activity.

(a) In this column only: ★—Both houses; H—House; S—Senate.

(b) No secretary of state. Duties indicated are performed by lieutenant governor.

(c) Additional custodial duties for the Arkansas Secretary of State include serving as the caretaker for the Arkansas State Capitol Building and Grounds, including all custodial duties, HVAC system, building maintenance, historic preservation and conducting tours.

(d) Office does not enroll or engross bills but does chapter bills that are signed into law and retains final chaptered copies.

(e) The secretary of state is keeper of public records, but the state archives is a department of the Connecticut State Library.

(f) Only registers political pollsters.

(g) Other custodial duties include: restoration of civil rights; liaison to Virginia Indians; gubernatorial appointments. Other publication duties include: state organization charts. Other registration duties include: Pardons; Service of Process.

(h) Also responsible for the State Library.

(i) Additional publication duties include: elections statistics, official roster of federal, state, and county officers and official roster of township and municipal officers. Additional legislative duties include: Distributing laws to specified state and local government agencies.

(j) Other custodial duties include: Effective Financing Statements identifying farm products that are subject to a security interest, UCC and mortgage documents pertaining to transmitting utilities and also railroads and files open meeting notices.

(k) Additional duties include administering oaths of office to general officers and legislators.

(l) The Division of Publications of the Office of the Secretary of State also publishes the following: The Tennessee Blue Book, Board and Commission vacancies, and Executive Orders and Proclamations.

(m) Additional custodial duties include: records management, and certifying vital records.

(n) The Secretary of State's office receives and authenticates Bills

and Enrolled Acts, but does not keep or maintain them. Post-session legislative materials are maintained by the Indiana Public Records Commission.

(o) Responsible for distribution only.

(p) Chapters and indexes all signed bill and chamber and concurrent resolutions.

(q) The Division of Records Management of the Office of the Secretary of State assists state agencies in the appropriate utilization, disposition, retention and destruction of state records.

(s) Additionally, the secretary of state publishes the Kansas Register and opens legislative reorganization meetings.

(t) Other publication duties include: Publishes state board and commission meeting notices online. Other legislative duties include: The Secretary of State is responsible for the certification of election results before legislators take the the oath of office at the opening of each session of the General Assembly.

(u) Files other types of business entity and cable franchise documents, records federal tax liens and judgement liens and issues Apostilles.

(v) Legislative duties also include: chapters bills.

(w) The secretary of state works hand-in-hand with the business community. The office is tasked with recording the partnerships of those who do business in Arizona and they register trademarks and issue certificates of registration. They also register telemarketers and veterans' charitable organizations. Improving the quality of life for Arizonans has been a priority of the office. The Arizona State Library, Archives and Public Records provides Arizonans access to information about their government, their state and their world. The information available from the State Library empowers citizens to become informed citizens. The Address Confidentiality Program allows victims of domestic violence, sexual abuse or stalking to keep their residential addresses confidential by giving them a substitute address.

(x) Other publication duties include constitutional amendments.

(y) Began administering a Safe at Home address confidentiality program for victims of domestic abuse, sexual assault and other violent crimes. Approves voluntary non-urbanized annexations and files all annexations of territory by Iowa cities.

(z) Files Agency Code of Conduct; Administers Confidential Address Program Publish State Roster of Elected Officials; State Blue Book.