



MONTANA SECRETARY OF STATE

LINDA McCULLOCH

Mission Statement

It is the mission of the Secretary of State to improve services to Montana's voters, business community, and governmental agencies through open communications, effective use of technology, and transparent accountability.

Goals and Objectives

GOAL: The Secretary of State will enhance services to the public utilizing technology throughout all divisions to improve the user's ability to receive information and access services provided by this office.

- **Digitized Ballot Creation:** Create a uniform and digitized precinct level ballot creation mechanism for all 56 counties – easing the work load for County Clerks and Recorders and Election Administrators and providing the public a downloadable sample ballot to preview before Election Day.
- **Expanded E-Notification Service for Annual Report Filers:** Continue to expand the use of e-notifications for Annual Report filing reminders – reducing costs by decreasing the number of paper filings and encouraging greater use of the office's online filing services.
- **Improved Notarial Training:** Provide professional online and in-person training for notaries public to provide easily accessible and valuable training for all notaries in Montana.
- **Modernized Election Night Reporting:** Implement a customized "Follow this Contest" election reporting function, allowing any online user on Election Night to create an individualized page detailing and displaying statewide, county, and precinct level results for the user's selected election contests.
- **Local Election Results:** Implement results for local election races (County Commissioner, Clerk and Recorder, Justice of the Peace, etc.) and make available online through the statewide election night reporting system.
- **Improved Online Business Services:** Enhance online business forms through ongoing web and business system development to improve online services and ensure user-friendly computer formatting for our business services customers.
- **Personalized Absentee Ballot Tracking:** Support the personalized absentee ballot tracking function that will allow a voter visiting sos.mt.gov to check and see if their absentee ballot was sent and received. The service will provide peace of mind for absentee voters and reduce calls to the county election offices.



- **Online Training for Records and Information Management:** Implement new training and information services to help state agencies with Records Management components, such as retention schedule creation and a web-enabled records management system to help track storage measurements for state and local agencies.
- **Digitizing Ballot Initiative Signature Sheets:** Scan and digitize submitted, and county approved, ballot initiative petition sheets – making them available to interested parties earlier and in a secure manner for future election cycles.
- **Modernized Businesses Information System:** Modernize the office's outdated, 30 plus-year-old business information system. SOS will support and upgrade existing systems while implementing a new information system for the office. The first phase includes the new UCC Lien Filing application and office accounting application. The following phases will replace the corporate filing system, notary filing system, and other smaller legacy applications.
- **Electronic Voting for Absent Military and Overseas Citizen Voters:** Implement a system for voters covered under the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) to be able to receive, mark, and transmit a ballot for state and federal elections in a seamless, electronic process.
- **Enhance the Online Administrative Rules System:** Host and maintain the program in-house, and resolve unsettled programming errors that occurred during system development in 2007 and 2008.
- **Electronic transmission of Voter Registration records from MT Motor Vehicle Division:** Evaluate resources and refine technology upgrade plan to transmit voter registration information and electronic signature from MVD to the Secretary of State VR database.
- **State-to-state voter registration data sharing initiative:** Join a national effort to compare VR information between states to help with VR list maintenance and to identify eligible but not registered individuals.
- **Provide mobile access to SOS services:** Develop application to allow mobile devices access to My Voter Page and other SOS services.
- **Enhance Information Technology Support:** Develop in-house IT staff capacity with up-to-date skill sets, depth of knowledge, cross-training to support agency IT applications and customer needs while ensuring compliance with state security and continuity of government policies.



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WHAT THE AGENCY DOES

The Office of the Secretary of State:

- Interprets state election laws and oversees state and federal elections
- Maintains the official records of the executive branch and the acts of the legislature
- Reviews, maintains, and distributes public-interest records of businesses and nonprofit organizations
- Publishes administrative rules adopted by state departments, boards, and agencies
- Attests to the governor's signature on executive orders, proclamations, resolutions, extradition papers, and appointments
- Preserves the state seal
- Files and maintains records of secured financial transactions, such as liens
- Serves on the state Board of Land Commissioners and the Board of Examiners
- Commissions notaries public
- Serves on the Capital Finance Advisory Council
- Provides public records management guidance and technical assistance

HOW THE SERVICES ARE PROVIDED

Administration Division

- Office budgeting, accounting, payroll, and administration
- Information technology development, administration, and support
- Establishes and provides general oversight and policy direction for the office

Records and Information Management Division

- Establishes guidelines for inventorying, cataloging, retaining, and transferring all public records of state agencies and operates state records center to store and service public records
- Microfilms documents for state agencies and approves microfilming projects and microfilm equipment purchases of state agencies
- Assists the legislative and judicial branches in establishing records management procedures

Business Services Division

- Files and maintains charter documents for Montana and foreign corporations and limited liability companies
- Registers and maintains records for trademarks, limited liability partnerships, and assumed business names
- Files and maintains lien notices within central lien notification system
- Files and maintains records of Montana and foreign limited partnerships
- Assembles, prepares, and publishes the federal farm products Master List for registered buyers under the authority of the United States Department of Agriculture



Elections and Government Division

- Files legislative bills from introduction through approval by the Governor and assigns chapter numbers for the session laws of Montana
- Files the journals of the legislature
- Files and maintains the record of declarations of nomination of candidates for state and district offices
- Prepares, publishes, and distributes instruction manuals for election officials and election judges, including forms for use in elections
- Prescribes and certifies official primary and general election ballots
- Assists, trains and advises local election administrators in election matters, and publishes and distributes election laws
- Files petitions for and prepares, publishes, and distributes the voters' information pamphlet on special measures and constitutional amendments
- Maintains the record of executive reorganization, official acts of the Governor, applications for pardons and commutation of sentence, requisitions for extradition

Administrative Rules of Montana and Notary Certification Division

- Prescribes the format for the administrative rules of state agencies
- Publishes and distributes the Montana administrative register of proposed and adopted administrative rules of state agencies
- Publishes and distributes the complete administrative rules of Montana
- Distributes commissions of notaries public issued by the Secretary of State
- Provides training for Montana notaries
- Investigates complaints regarding Montana notaries

Montana Secretary of State (406) 444-4195



