





Matt Blunt

Secretary of State

Elected November 7, 2000

Term expires January 2005

Missourians entrusted MATT BLUNT (Republican) with the responsibilities of Secretary of State on November 7, 2000. Prior to his election as Secretary of State, Blunt represented the 139th District in the Missouri House of Representatives. He also served on active duty with the U.S. Navy for more than five years and is a Lieutenant Commander in the Naval Reserve.

As Secretary of State, Blunt has improved the quality and accessibility of products and services throughout his office. He has accomplished this while reducing the office's use of Missouri tax dollars and the number of state employees. Quality and speed of service have risen as costs have decreased.

A sixth generation Missourian, Blunt received a bachelor's degree in history from the United States Naval Academy at Annapolis, Maryland, in 1993. Blunt served over five years on active duty. He served as an engineering officer on the USS JACK WILLIAMS (FFG-24) and as Navigator and Administrative Officer on the USS PETERSON (DD-969).

Blunt served in Operation Support Democracy, which involved the United Nations blockade of Haiti. He also participated in the interdiction of illegal migrants and drug interdiction missions off the South American coast. Military commendations received by Blunt include four Navy and Marine Corps Achievement Medals and the Humanitarian Service Medal.

On October 9, 2001, Blunt became the first statewide official in Missouri history called to active military duty, serving for six months in support of Operation Enduring Freedom.

Blunt was born in Strafford, Missouri on November 20, 1970. Matt and his wife Melanie were married in March 1997. He is a member of the State Historical Society of Missouri, the American Legion, and Missouri Farm Bureau. He and Melanie attend a Baptist church near their home.

Blunt made it a top priority to restore public confidence in Missouri elections. After the controversial November 2000 election in parts of our state, he formed a bipartisan statewide reform commission. Hearings across Missouri brought the first comprehensive election reform plan in 25 years. Blunt led the successful effort for enact-

ment of this landmark reform legislation. The subsequent November 2002 election was notably free of the controversy and fraud that marred the 2000 election.

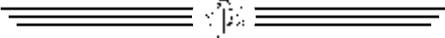
The Secretary of State regulates the securities industry to protect the public from investment frauds. Blunt has focused on enforcement and education. Vigorous enforcement brought 90 cease and desist orders for violations of securities laws in the first two years of his term. Blunt also directed his staff to work with other law enforcement agencies, leading to more than a dozen prison sentences. In 2003, Blunt led the successful effort to reform and strengthen Missouri's securities statutes. The division also sponsors educational programs for Missouri students and investors.

Blunt has enhanced the use of new technology in the Secretary of State's office, making Missouri's rich and diverse heritage more accessible through the Missouri State Archives. He also created the African-American History Initiative, which includes the first comprehensive guide to African-American history resources held in the Archives, available on the Secretary of State Internet site, and an annual research internship for a Missouri student in African-American history.

Blunt is using technology to transform business services. Some necessary regulatory transactions for small businesses, such as filing annual reports, or information requests, now can be completed via the Internet at any time, from home or office. The process is user friendly, with instantaneous confirmation. Online filing saves Missouri small businesspeople time and money and reduces cost to taxpayers.

Blunt also has made good on his pledge to make the information in his office more accessible to the general public and to the disabled community. The Missouri State Library and Wolfner Library for the Blind and Physically Handicapped have installed new technology to provide patrons with greater access.

Through vigilant oversight of elections, vigorous consumer protection, and new technology, Secretary of State Blunt is working to improve Missouri government and services to the people.



Office of Secretary of State

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www.sos.mo.gov

The Secretary of State serves the people in many diverse and important ways. Secretary of State Matt Blunt has improved service to the people, won new laws for election reform and consumer protection, reduced the expenditure of Missouri tax dollars, and has used technology and basic management principles to modernize the office. The major areas of the office are: Elections, Securities, Business Services, Records Services, Library Services, Administrative Rules and Administrative Services.

In addition to serving as Missouri's chief elections official, the Secretary of State keeps the Great Seal of Missouri, authenticates official acts of the Governor, preserves the state's official records, and enforces the laws against investment fraud. Since taking office in 2001, Secretary Blunt has reduced the office employment by nine percent to 266 employees.

Elections Division

Kirkpatrick State Information Center
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The Office of the Secretary of State administers all statewide elections for both candidates and issues. Candidates for the six constitutional state offices, U.S. Congress, the General Assembly, and circuit judges not covered by the non-partisan court plan, file for election with the Secretary of State. Statewide ballots for primary, general and certain special elections are also prepared by the Secretary of State, and certified copies of those ballots are sent to local election officials. The Secretary of State also certifies statewide ballot measures that are proposed by the General Assembly or through the initiative petition process. The full texts of ballot issues are

published in newspapers around the state and printed for display at polling places. It is also the responsibility of the office to canvass, certify, and publish election results.

The office, including the oversight of signature verification, also handles initiative petitions. Before an initiative petition can be circulated, groups must first have the form of the petition and a summary statement approved by the Secretary of State and Attorney General. The State Auditor adds a fiscal impact statement. For an initiative changing state law to be placed on the ballot, signatures must be obtained from registered voters equal to five percent of the total votes cast in the last gubernatorial election in six of Missouri's nine congressional districts. For an initiative changing the state constitution to be placed on the ballot, signatures are needed from registered voters equal to eight percent of the votes cast in the last gubernatorial election in six of the state's nine congressional districts. In 2002, 32 initiative petitions were approved for circulation and three were returned with signatures for approval. Two were ultimately certified for the November 2002 ballot. The elections division also oversees the collection of signatures for new political parties and the nomination of independent candidates for offices that file with the Secretary of State.

Missouri has nearly 3.7 million registered voters, and in the 2002 November general election, 1.9 million voters went to the polls.

In addition to assisting the 116 local election authorities interpret and administer state election laws; the Secretary of State promulgates rules governing elections and electronic voting systems. The Secretary of State is required to publish the Missouri election laws for use by county clerks and election boards. Additionally, the office produces various election materials including instructions for poll workers, calendars of annual election deadlines, a web site, training videos, and a manual for election authorities. The office cooperates with other officials, schools, and civic organizations to provide materials to support voter registration, responsibility and education. A high priority of the Secretary of State is to work with local election officials, the media and other groups to increase voter participation.

The Secretary of State is responsible for bringing Missouri into compliance with federal law, specifically the Help America Vote Act of 2002 (HAVA). HAVA requires changes in the way Missouri conducts elections, including accessible voting equipment, increased training for election officials, poll workers and voters, and an interactive, computerized voter registration database. Revisions to Missouri's current system will improve the ability of local election



DAN ROSS
Executive Deputy
Secretary of State



TERRY JARRETT
General Counsel



TRISH VINCENT
Deputy Secretary for Business
Services



DOUG OMMEN
Commissioner of Securities



GAYLA VANELICHT
Director of Elections



BETSY BYERS
Director of Elections



LYNNE ANGLE
Director of Administrative Rules



LINDA IMHOFF
Executive Secretary

officials to manage voter registration records and allow for cross checking for duplicate registrations anywhere in the state.

Securities Division

*Kirkpatrick State Information Center
600 W. Main, PO Box 1276
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Investor Hotline: (800) 721-7996*

The Secretary of State is responsible for ensuring compliance with state securities laws through activities of the Securities Division. This responsibility includes enforcement of the law when violations occur, the regulation of investment sales through registration of securities, broker-dealers, agents, investment advisers and investment adviser representatives. State securities laws are often referred to as the "Blue Sky Law" and are intended to protect investors from fraudulent investment schemes. The Secretary of State appoints the Securities Commissioner, who administers these laws.

The enforcement section receives and investigates complaints from Missouri investors. A toll-free Investor Hotline (800-721-7996) is maintained so investors can report complaints or make inquiries about members of the securities

business. Each year the office initiates around 200 investigations, many of which result in cease and desist orders, licensing revocations, civil injunctions and penalties, or criminal prosecutions. Criminal securities violations are referred to the attorney general or local prosecutors. Assistance is also provided to federal prosecutors. The audit unit of the enforcement section performs random examinations of the offices of broker-dealers and investment advisers to ensure compliance with the Missouri securities laws.

Through registration of investments and members of the securities industry the securities division collected \$11.92 million in revenues for the State of Missouri during the 2003 fiscal year, which ended June 30, 2003.

The licensing unit of the registration section regulates the registration of individuals and companies engaged in the securities business. As of June 30, 2003 there were 91,628 agents, 1,696 broker-dealers, 1,195 investment advisers, and 4,686 investment adviser representatives registered in Missouri. Prior to granting each registration an application review process is conducted to determine if applicants are sufficiently qualified to participate in the securities business. The registration section also reviews proposed securities offerings to ensure that Missouri approved

offerings are "fair, just and equitable." The staff receives filings of federal covered securities and reviews requests for exemption from the registration provisions, provides interpretative opinions of the securities laws and assists Missouri issuers seeking small offerings with securities law compliance. In the 2003 fiscal year, the registration section staff received filings for 1,825 securities offerings.

The Office of the Secretary of State has an investor education program designed to assist both investors and future investors. The office is involved in educational programs with elementary, middle and high school students, and for seniors within the state. Free educational material is available to help investors protect themselves and members of their families.

Business Services Division

The Business Services Division has three sections: Commissions, Corporations and Uniform Commercial Code. The Corporations section has branch offices for corporate filings in St. Louis, Kansas City and Springfield. These offices are in contact with more than 350,000 customers each year and handle more than 800,000 transactions.

Commissions

*Kirkpatrick State Information Center
600 W. Main, PO Box 784
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Telephone (573) 751-4756 / FAX: (573) 751-8199*

The Secretary of State appoints and commissions notaries public. The section maintains the oath of office, official signature of each notary and the official bond. Missouri currently has over 72,000 notaries. The unit certifies over 10,000 notaries each year for foreign documents. They also certify elected officials and the State Registrar of Vital Statistics on over 2,000 documents. Many of these documents are for foreign adoptions.

One major responsibility of the Commissions section involves authenticating official acts of the Governor. Each year the section affixes the Great Seal of the State of Missouri to approximately 35,000 documents, which include: all commissions of state and county elected officials; appointments made by the Governor to fill vacancies in elected offices; boards and commissions; proclamations and executive orders issued by the Governor, extraditions, commutations of sentence and restoration of citizenship. The Commissions section maintains bonds and oaths of office for state officials.

The section also registers trademarks and service marks and keeps a registry of all marks.

There are currently over 12,000 trademarks and service marks registered.

The section is also responsible for facsimile signature filings, resident agent filings, and service of process.

Corporations

*Kirkpatrick State Information Center
600 W. Main, PO Box 778
Jefferson City 65102
Telephone: (573) 751-4153 / FAX: (573) 751-5841*

The Secretary of State is responsible for the registration of all Missouri and out-of-state business entities doing business in Missouri. These business entities include for profit and nonprofit corporations, specialized business entities, such as professional corporations, close corporations, agricultural cooperatives, mutual associations as well as limited liability companies, limited partnerships, limited liability partnerships, limited liability limited partnerships and many others. Missouri corporations must file articles of incorporation, while out-of-state corporations must obtain a certificate of authority. In addition, all corporations must file various documents required by law, such as annual reports, amendments, mergers, consolidations and articles of dissolution, terminations and withdrawals.

To remain in good standing with the Secretary of State, each corporation must annually register with the Corporations section the names of its officers and directors. Starting in January of 2003, this filing may now be completed online through the Internet 24 hours a day. In the first six months of offering this service, over 30,000 annual registration reports were filed online.

There are approximately 270,000 active corporations now doing business in Missouri and 467,000 inactive corporations on file. Annually more than 20,000 new corporations, 700 new limited partnerships, 16,000 new limited liability companies, and 700 limited liability partnerships are filed with the Corporations section. The section also handles each year more than 20,000 new fictitious name registrations, 4,500 amendments, 4,500 voluntary dissolutions, 4,000 mergers and processes more than 180,000 annual reports. These documents are sometimes used for real estate closings, opening bank accounts and court cases.

The Corporations section has been imaging the annual registration reports since January 1999, and since May 2003, with the implementation of a new computer system, every filed document is imaged and available online from the website. The Secretary of State's website can be used to file annual reports online, obtain a good standing online, print copies of available filed



SARA PARKER
State Librarian



KEN WINN
State Archivist



JERRI SNODGRASS
Director of Administrative
Services



SPENCE JACKSON
Communications Director



CHUCK PRYOR
Legislative Liaison



ROB DAVIS
Director of Publications



DON LLOYD
Director of Information
Technology

documents online, obtain forms for filing a new business entity, plus accessing the business entity database to search for a business or corporation, and link to the *Revised Statutes of Missouri*.

Regional Offices:

Wainwright State Office Building
111 N. Seventh St., Room 225, Second Fl.
St. Louis 63101
Telephone: (314) 340-7490 / FAX: (314) 340-7500

Springfield State Office Building
149 Park Central Sq., Room 1020, Tenth Fl.
Springfield 65806
Telephone: (417) 895-6330 / FAX: (417) 895-6537

Fletcher Daniels State Office Building
615 E. 13th St., Room 513, Fifth Fl.
Kansas City 64106
Telephone: (816) 889-2925 / FAX: (816) 889-2879

Uniform Commercial Code

Kirkpatrick State Information Center
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The Uniform Commercial Code section has a new uniform model law, which went into effect July 1, 2001 and was adopted in all 50 states. The

new UCC law created a centralized office, which is the Secretary of State, for the perfecting of personal liens and all business and professional loans. These loans are perfected by filing a financial statement on the accepted national form indicating the debtor name and address and the secured party name and address along with a description of the collateral. These financing statements are effective for five years and may be continued for an additional five-year term by filing a continuation statement within six months prior to expiration on the appropriate accepted national form. The section also processes information and copy requests on UCC filings.

The UCC section in July 2001 implemented a new computer system which allows for electronic filings and electronic searching on all UCC information available on the Secretary of State's website. Since the implementation of the new law, more than 300,000 filings have been filed. Currently 50% of the UCC filings received are filed online electronically. Also available on the website is the accepted paper forms and fee schedule for UCC filings. Effective September 1, 2003 the filing fee for electronic filing will be decreased by \$7 to encourage the use of the electronic technology available.

Record Services Division

The Records Services Division is responsible for managing both current and historical records of the state to ensure those records are accessible to Missouri citizens. It is also responsible for assisting local governments in records preservation and management.

Missouri State Archives

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archref@sosmail.state.mo.us

The Missouri State Archives is the official repository for government records of permanent value. Its mission is to foster an appreciation of Missouri history and illuminate contemporary public issues by preserving and making available the state's permanent records to its citizens and their government.

Records in the Archives' holdings date from 1770 to the present. They include executive, legislative, and judicial records; records of state departments and agencies; Missouri's history under French and Spanish colonial and U.S. territorial rule; military records from the War of 1812 through WWI; the region's role in the nineteenth century fur trade and America's westward expansion; trademarks and business records; and women and African-American history.

Holdings currently total more than 150 million pages of paper; 250,000 photographs; 60,000 reels of microfilm, and 185,000 microfiche. The Missouri State Archives is one of the most used state repositories in the nation. While thousands of researchers visit or write the Archives each year, a dramatic upsurge in use has come from visits to the Missouri State Archives growing web pages—5.9 million in FY2003 (www.sos.mo.gov).

Over the last few years the Missouri State Archives has become involved in a number of important initiatives: The African-American History Initiative is designed to stimulate interest in African-American History through educational projects and the promotion of a broad awareness of the holdings of the Missouri State Archives. The Missouri State Archives has also played a leading role in the bicentennial commemoration of the Lewis and Clark Expedition. The Lewis and Clark Expedition and African-American history both play an important role in a third initiative, the St. Louis Circuit Court Records Project. Begun as a traditional archival project, this initiative is now part of a complex consortium. At the instigation of the Missouri State Archives, an academic advi-

sory board, composed of scholars representing nine institutions help guide its work.

While the St. Louis Circuit Court records project is large, it is just one of many court projects currently being conducted across Missouri. The Archives preserves on microfilm the probate and circuit court records of Missouri's county courts. To date, the Archives has been involved in 407 preservation projects in 113 of 114 counties. There are currently seventy-two such projects, up from forty-six in the year 2000. The Missouri State Archives also partners with the Supreme Court of Missouri Historical Society, which funds two legal internships and a legal fellowship for the Archives.

The Archives is devoted to educating the public about materials in the Archives' holdings, as well as fostering an appreciation of Missouri's history. It accordingly provides programs for schools and civic groups, sponsors traveling exhibits based on its collections, offers tours, supports and maintains a regular calendar of monthly educational programs and historical entertainments. The "Friends of the Missouri State Archives," formed in 1989, which promote and support the Archives has underwritten many of the costs associated with these outreach activities. The State Archives also hosts student interns and practicum students from Missouri colleges and universities; create historical exhibits, offer a public speakers series, sponsor regional National History Day activities; and provide tours and talks for school and civic organizations.

Volunteers are an important resource of the Missouri State Archives. In Jefferson City they provide invaluable assistance to the staff, helping with reference services, acting as docents. Across Missouri volunteers help process county and court records, and special collections. More novel is the Archives innovative, "e-volunteer" program in which the Archives provides volunteers from across the nation photocopies, microfilm, or digital images of records to be indexed or transcribed from their homes. Completed transcriptions are posted online providing greater access to the collection.

Access to the Archives is provided through the research room. The reference staff answers written requests. Hours are 8 a.m. to 5 p.m. Monday, Tuesday, Wednesday and Friday and 8 a.m. to 9 p.m. on Thursday. Saturday hours are from 8:30 a.m. to 3:30 p.m.

Missouri Historical Records Advisory Board

The Missouri Historical Records Advisory Board was created by statute in 1989 and assigned to the Office of the Secretary of State. The board is the central advisory body for histor-



LYNN MORROW
Director of Local Records



MARRY-ELLYN STRAUER
Director of Records
Management



SHELLY CROTEAU
Assistant State Archivist



KATHARINE BARONDEAU
Director of Corporations



BARBARA READING
Director of Library
Development



LINDA HARRIS
Director of Reference Services



RICHARD SMITH
Director of Wolfner Library



MARY HOSMER
Assistant Commissioner
of Securities

ical records planning within the state. In addition, the board serves as the state affiliate of the National Historical Publications and Records Commission, and is responsible for reviewing grant proposals to that program from Missouri applicants, as well as applications to the Missouri Historical Records Grant Program and the Local Records Preservation Grant Program.

Missouri Historical Records Advisory Board

Blunt, Matt, chair, state historical records coordinator, Secretary of State;

Winn, Dr. Kenneth H., deputy coordinator, state archivist;

Backer, Gracia Y., director, Division of Employment Security, 2001;

Brown, Mary Louise, curator of collections, Anheuser Busch Companies, Inc., St. Louis, 2002;

Gietschier, Steven P., director of historical records, *The Sporting News*, St. Louis, 2001;

Giles, James M., executive director, Jackson County Historical Society, 2003;

Longford, Nicola J.M., vice president for community services, Missouri Historical Society, 2003;

March, Julie M., curator, The History Museum for Springfield-Greene County, 2002;

Neumann, Robert, director, Greene County Archives, 2000;

Rottman, Anne G., head librarian, Legislative Library, Jefferson City, 2001;

Wessel, Jeannette A., records manager, St. Louis County Government Records Center, 2002;

Williams, Addison M. Jr., family history researcher, Jefferson City, 2001;

Zobrist, Dr. Benedict K., emeritus director, Harry S Truman Library, 2000;

Goodrich, Dr. James, executive director, State Historical Society of Missouri, *ex officio*.

Records Management Division

Kirkpatrick State Information Center

600 W. Main, PO Box 1747

Jefferson City 65102

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The mission of the Records Management Division is to promote the efficiency and continuity of government, document the rights of Missouri citizens, hold state officials accountable for their actions, and preserve Missouri's heritage by providing state agencies with the necessary instruments to develop effective and efficient information control. To achieve this mis-

sion, the division is divided into three sections: Records Management Services, State Records Center, and Imaging Services.

Sound records management programs consist of a planned and coordinated set of policies, procedures, and activities to manage recorded information. Records Management assists state government through a variety of services to agencies, including consultation and technical advice; microfilm processing, duplicating and quality control; and storage of semi-active and inactive records.

The State Records Center provides state agencies with a storage solution for inactive records. Inactive records are those with a reference rate that does not warrant retention in expensive agency office or storage space. Based on a formula derived from the National Archives, this practice has saved Missouri taxpayers more than \$32 million. Records Center services include pick-up, delivery, and destruction of agency records. All records remain in the legal custody of the transferring agency and access to stored documents is restricted to the agency's authorized personnel. The transferring of inactive files to the Records Center allows agencies to free up office space and equipment. There is no cost to state agencies for these services. Currently, 240,000 cubic feet of records are stored in the State Records Center's three facilities.

Imaging Services provides micrographics services to state agencies and local governments. Agencies can reduce the volume of, improve access to, and ensure archival preservation for their records by utilizing these services. Micrographics services include microfilming, processing, quality control, and silver and diazo microfilm duplication. The unit provides secure protection for silver original microfilm within a climate-controlled vault.

State Records Commission

Chapter 109.250 RSMo established the State Records Commission. The commission's task is to guide the records management program in the determination of retention periods for all records in the executive branch of state government. Currently, more than 900 state agencies, commissions, bureaus and boards operate under approved record retention schedules. Additionally, the commission reviews, approves, and recommends guidelines for the management of electronic records generated by the state of Missouri.

State Records Commission

Blunt, Matt, chair, Secretary of State;
Downs, John E., director, State Forms Management Division;

Goodrich, Dr. James, executive director, State Historical Society;

Berri, Brett, attorney general designee for Jeremiah W. Nixon;

Kuster, Ken, state auditor designee for Claire McCaskill;

Gross, Charles, state senator;

Monaco, Ralph, state representative;

Winn, Kenneth H., commission secretary, state archivist.

Local Records

Kirkpatrick State Information Center

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Missouri's Local Records Preservation program is an effort to improve long-term local public record management by advising, educating, and encouraging the custodians of those records in the use of sound records management and archival practices. Archivists provide their expertise to local government officials on the retention of records. A part time local records and analyst program began in 1986. In 1989 legislation converted this to a full time program. Through the local records program documents of great historical value have been identified and preserved and the State Archives reference collections have been dramatically enhanced. All records are more accessible to the public because they are properly organized and in many places space in public buildings is freed up for other purposes.

More than 3,500 governmental entities can receive assistance-managing records. There are 11 field archivists located around Missouri. Local officials in every county of the state have been assisted.

The Missouri Local Records Grant program began in 1991 and is funded through a fee placed on documents filed with county recorders. In FY 2002, the Secretary of State, with the advice of the Missouri Historical Records Advisory Board, awarded \$397,000 in grant funds to 69 projects. For FY 2003 \$369,000 was awarded to 54 projects. Approximately 70 percent of the funds will be used for microfilming local permanent records to ensure their preservation. The grants require local matches.

Records conservation staff provides an advisory service to local government offices on all aspects of record care and preservation, as well as advice on disaster recovery.

A Local Records Board reviews and makes decisions on retention schedules for records of local governments.

Local Records Board

Barnett, Diane, Marshfield, 2005;
Bryant, Kenneth, Marshall, 2003;
Chorpening, Jeff, Gravois Mills, 2004;
Cooksey, Lon, Moberly, 2005;
Fields, Bob, Neosho, 2005;
Hatten, Lorene, St. Louis, 2004;
Lowes, Linda, Sikeston, 2003;
McGaugh, Peggy, Carrollton, 2001;
Meyer, Dr. Duane, Springfield, 2005;
Murphy, Mary Helen, Kansas City, 2003;
Perry, Dr. Shelia, Bloomfield, 2005;
Sapp, David, Columbia, 2004;
Stowe, Lynn, Lebanon, 2004;
Turner, Francis, Savannah, 2004;
Wood, Olive, Cabool, 2004.

Missouri State Library

Kirkpatrick State Information Center
 600 W. Main, PO Box 387
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 Telephone: (573) 751-3615 / FAX: (573) 751-3612

In 1907, the General Assembly created the Missouri State Library Commission, which promoted the development of libraries across the state. Under Missouri's new constitution in 1945, the commission went out of existence and the Missouri State Library was put under the Department of Higher Education. Legislation passed in 1991 moved the State Library from the Department of Higher Education to the Office of the Secretary of State, effective July 1, 1993.

Responsibilities of the Missouri State Library are to: provide library and reference services to Missouri state government; provide library services to the blind and physically handicapped; and promote the development and improvement of library services throughout the state.

Reference Services

Telephone: (573) 751-3615 / FAX: (573) 526-1142

The Reference Services section delivers library services to meet the informational and research needs of state government. This objective is achieved through current awareness, library materials collections in multiple formats, monthly publications and online databases provided at the state employee's desktop.

Keeping Up, a daily newspaper clipping summary of news about the activities and operation of state government, is distributed electronically to the legislature and state agencies. Table of Contents service allows state employees to receive the table of contents and full text articles from periodicals that assist in the performance of their duties. It is distributed electronically as the current periodicals become available on the statewide periodicals database. Info-to-

Go, a subject bibliography of periodical articles, and Missouri State Government Publications, a bibliography of state publications, are published monthly on the Secretary of State's website.

To support the research work done for state government, the State Library maintains a materials collection of 50,000 books, 436 magazine subscriptions, 24 newspaper subscriptions and 451,000 microfilm holdings of government documents, journals and newspapers. The State Library participates in MOBIUS, the statewide union catalog of academic libraries. State employees have access to MOBIUS collection through the State Library. In addition, Reference Services subscribes to a number of online databases geared to the needs of state government. Some of these databases are provided to state employees at their desktop.

The State Library is a congressionally designated library depository for the U.S. government publications. As a selective depository, over 100,000 documents are housed. The library is also the official depository for all state government publications and coordinates a network of Missouri libraries that serve the entire state as depositories for state government publications.

While the State Library is open for use by the general public, its research services and service-initiatives are directed to the members of the legislature and employees of the agencies of state government.

Library Development

Telephone: (800) 325-0131 / (573) 751-0586

The Library Development section supports libraries through consulting, administration of grant programs, continuing education and statewide programs. The consultant staff works with librarians and library governing boards to improve the quality of library service for all Missouri's citizens. Through research, publications and personal contacts consultants provide assistance on general library issues and needs, promote the organization and development of library services, manage statewide projects, and maintain statistics on library services in the state.

The State Library administers several programs to provide funds and services for libraries. State-funded programs include state aid for public libraries, both per capita funds and equalization payments to libraries in poor counties. The State Library also coordinates the funding for the REAL (Remote Electronic Access to Libraries) Project, which provides Internet access for public libraries through MOREnet. The federal Library Services and Technology Act provides grant money to fund libraries and statewide projects, including continuing education and train-

ing, interlibrary loan support and development of library service for seniors.

Ongoing projects include coordination of the Missouri Summer Reading Program; development of library literacy programs in libraries and coordination of literacy efforts with other state agencies and the statewide literacy center; workshops and training sessions; promotion of library services to seniors; publication of *newslines*, *Missouri Census Update*, *Wolfner News*, *Missouri Library Directory*, statistical reports and all State Library publications. It works intensively with local libraries on development and support of the use of technology to improve library services for Missourians.

As one of 29 state affiliates with the National Center for the Book in the Library of Congress, the Missouri Center for the Book promotes the state's book culture and library heritage.

The State Library also serves as the lead agency for the State Census Data Center program, a cooperative venture with the U.S. Census Bureau.

Wolfner Library

Kirkpatrick State Information Center
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Jefferson City 65102

Telephone: (573) 751-8720 / FAX: (573) 526-2985
Toll-free: (800) 392-2614 / TTY: (800) 347-1379

Wolfner Library for the Blind and Physically Handicapped serves as the public library for Missourians unable to use standard print because of a visual or physical disability. The library loans a half million books and magazines in Braille, recorded cassette, and large print, from its collection of more than 300,000 volumes. Playback machines are also loaned to users of the recorded materials.

More than 12,000 individuals and 983 institutions, i.e., nursing homes, schools, hospitals, hospices, etc., use the library. In addition to the circulation of books and magazines, Wolfner provides reference and information services, children's programming, interlibrary loan, a newsletter, catalogs and bibliographies, descriptive videos and access to the collection via an online public access catalog (OPAC).

Wolfner services are available to qualified Missourians at no charge. Applications for service are available directly from the library, a local Missouri public library, or on the Secretary of State web site. Wolfner is Missouri's regional library in the national network of libraries serving individuals who are blind and disabled, in cooperation with the National Library Service of the Library of Congress.

The Wolfner Library for the Blind and Physically Handicapped has a rich history of library service, predating the Missouri State Library and the Library of Congress network. Loaning Braille books to a multi-state region in 1924, Wolfner became one of the first 13 regional libraries for the blind designated by the Library of Congress. Named in memory of noted ophthalmologist Henry L. Wolfner and originally administered by the St. Louis Public Library, Wolfner became part of the Missouri State Library in 1977, and physically moved to Jefferson City in 1985.

Administrative Services Division

The Administrative Services Division functions to meet several statutory and public service requirements of the Secretary of State's office. Fiscal management, budget development, facilities management and human resources management are responsibilities of this division. It has two sections.

Fiscal

The Fiscal section was established to ensure efficient and effective internal financial operations. The unit supports the Office of the Secretary of State funding, processing vendor payments, purchasing and preparing financial reports for each division of the office.

Human Resources

The Human Resources section was established to ensure efficient and effective personnel recruitment, benefits, training, and performance evaluation for all divisions. This section also handles compensation for all employees on a twice-a-month payroll system.

Administrative Rules Division

Kirkpatrick State Information Center
600 W. Main, PO Box 1767
Jefferson City 65102
Telephone: (573) 751-4015 / FAX: (573) 751-3032

The Administrative Rules Division has published administrative rules or law since 1976. As the legislature enacts laws, 189 Missouri agencies promulgate rules to implement those laws. The Office of the Secretary of State publishes the *Missouri Register* twice a month to keep Missourians informed of those laws and any changes to existing laws; and publishes the *Code of State Regulations* once monthly to complete these rules for codification into the *Code of State Regulations*.

The *Missouri Register* contains emergency, proposed, and final orders of rulemaking. The emergency rules are effective for a limited period of time. Proposed rules cannot go into effect

until citizens have had an opportunity to attend a public hearing and/or submit written comments to proposed rules or rule changes. All state agencies must summarize public comments and the agency's changes, if any, to the proposed rule in subsequent editions of the *Missouri Register*, which are then published. After the rules have been adopted, they are codified and printed in the *Code of State Regulations*.

The *Code* is a 14-volume loose-leaf set of rulemakings containing approximately 10,000 pages of published administrative law, rules, and is updated monthly. A cross-index to the *Revised Statutes of Missouri* and the corresponding rule number is part of the *Code*, as is a subject index. The *Code* and *Register* are available on the Secretary of State's website. Plans are currently underway to make the *Code* and *Register* searchable for specific subject matter, rule number or specific law or rule and to provide e-mail notification of rule filings by rule number or subject matter. Future plans call for further methods to automate the rulemaking process.

The staff of the Administrative Rules Division is also charged by the *Revised Statutes of Missouri* to set uniform standards, procedures and guidelines for the preparation and publishing of rules in the *Missouri Register* and the *Code of State Regulations*. Therefore, the division also publishes *Rulemaking 1-2-3, Missouri Style*, which is a user's guide for the proper preparation and filing of all types of rulemakings.

Publications

Kirkpatrick State Information Center
600 W. Main, PO Box 1767
Jefferson City 65102
Telephone: (573) 751-4218 / FAX: (573) 526-2970
publications@sosmail.state.mo.us

The Publications section handles a variety of printing and graphic arts responsibilities for the Office of the Secretary of State.

By law, the Secretary of State is authorized to publish the *Official Manual of the State of Missouri*. Chapter 11 of the *Missouri Revised Statutes* governs the production, content and distribution of the *Official Manual*; the Publications section carries out these requirements. The section compiles information and photographs from every area of state government, edits the material and compiles it in finished form. The *Official Manual* is produced biennially in odd-numbered years.

Publications staff prepare other publications, including the *Missouri Roster*, *General Assembly Roster*, *Missouri Constitution*, *Missouri Election Laws Handbook*, *Missouri Notary Public Handbook*, *newsletter* and other various newsletters and forms.

Information Technology

This section coordinates the development and implementation of information technology to ensure the efficient and effective use of technology throughout the office. This unit is also responsible for developing the Secretary of State's website to make sure as much information as possible is available through the Internet.

Mailroom

Mailroom section provides mail delivery within agencies, shipping and receiving support. The mailroom also houses a supply area for use by all personnel.

Personnel, Office of Secretary of State: Page 928

Historical Listing, Secretaries of State

Name and (party)	Term	County	Born	Died
1. Joshua Barton (D)	1820–21	St. Louis	1788	6/28/1823
2. William Grymes Pettus (D)	1821–24	St. Charles	12/31/1794	N/A
3. Hamilton Rowan Gamble (D)	1824–26	St. Louis	11/29/1789	1/31/1864
4. Spencer Darwin Pettis (D)	1826–28	St. Louis	1802	8/27/1831
5. Priestly Haggin McBride (D)	1829–30	Boone	1796	5/21/1869
6. John Cummins Edwards (D)	1830–35	St. Louis	6/24/1806	9/17/1888
7. Henry Shurlds (D)	1835–37	Washington	11/21/1796	8/2/1852
8. John Cummins Edwards (D)	1837	Cole	6/24/1806	9/17/1888
9. Peter Garland Glover (D)	1837–39	Callaway	1/14/1792	10/27/1851
10. James Lawrence Minor (D)	1839–45	Marion	6/ 9/1813	6/2/1897
11. Faulkland Heard Martin (D)	1845–49	Jefferson	1804	11/16/1856
12. Ephriam Brevard Ewing (D)	1849–53	Ray	5/1819	6/2/1873
13. John M. Richardson (D)	1853–57	Greene	1820	5/1/1899
14. Benjamin Franklin Massey (D)	1857–61	Jasper	1811	12/18/1879
15. Mordecai Oliver (U) ^{1, 2}	1861–65	Greene	1819	4/25/1898
16. Francis A. Rodman (R)	1865–71	Buchanan	1829	1/1/1888
17. Eugene F. Weigel (D)	1871–75	St. Louis	1844	10/23/1896
18. Michael Knowles McGrath (D)	1875–89	St. Louis	9/1833	1/28/1913
19. Alexander A. Lesueur (D)	1889–1901	Lafayette	11/25/1842	1/29/1924
20. Sam Baker Cook (D)	1901–05	Audrain	7/11/1852	2/5/1931
21. John Ephriam Swanger (R)	1905–09	Sullivan	6/22/1864	10/19/1936
22. Cornelius Roach (D)	1909–17	Jasper	8/9/1863	9/3/1934
23. John Leo Sullivan (D)	1917–21	Pettis	10/14/1877	1/11/1936
24. Charles U. Becker (R)	1921–33	Polk	10/21/1868	5/21/1934
25. Dwight H. Brown (D)	1933–44	Butler	1/12/1887	5/8/1944
26. Gregory C. Stockard (R) ³	1944–45	Cole	8/3/1904	10/14/1993
27. Wilson Bell (D)	1945–47	Washington	5/24/1897	5/20/1947
28. Edgar C. Nelson (D) ⁴	1947–49	Cooper	8/17/1883	10/9/1970
29. Walter H. Toberman (D)	1949–60	St. Louis	4/19/1879	2/13/1960
30. Robert W. Crawford (D) ⁵	1960–61	Vernon	11/11/1926	2/20/1991
31. Warren E. Hearnes (D)	1961–65	Mississippi	7/24/1923	
32. James C. Kirkpatrick (D)	1965–73	Henry	6/15/1905	12/26/1997
James C. Kirkpatrick (D)	1973–77	Barton	6/15/1905	12/26/1997
James C. Kirkpatrick (D)	1977–85	Cole	6/15/1905	12/26/1997
33. Roy D. Blunt (R)	1985–93	Greene	1/10/1950	
34. Judith K. Moriarty (D)	1993–94	Pettis	2/2/1942	
35. Richard Hanson (D) ⁶	1994	Cole	2/20/1940	
36. Rebecca McDowell Cook (D) ⁷	1994–2001	Cape Girardeau	7/18/1950	
37. Matt Blunt (R)	2001	Greene	11/20/1970	

¹Unionist

²Oliver was elected provisional secretary of state by the Missouri State Convention on July 31, 1861. The office had been declared vacated after Governor Jackson joined the Confederacy.

³Appointed upon death of Dwight H. Brown.

⁴Appointed upon death of Wilson Bell.

⁵Appointed upon death of Walter H. Toberman.

⁶Appointed upon impeachment of Judith K. Moriarty.

⁷Appointed upon resignation of Richard Hanson.



Fountain of Centaur.
(Dan Ross)