

Department of State



Department Description

The mission of the Secretary of State's office is to serve the public by meeting its legal responsibilities of collecting, securing and communicating information that enhances commerce, ensures the integrity of Louisiana's elections and preserves, presents and makes accessible government information essential to Louisiana's operations and its recorded history.

The goals for the Secretary of State are the following:

- I. To provide the Department with the leadership and management necessary to meet its Program's objectives while performing the constitutional and statutory responsibilities of the Secretary of State and the Department of State.
- II. To maintain an efficient and accurate election system and provide essential, comprehensive information that instills public confidence in the State's electoral process.
- III. To provide the services, information and facilities necessary to promote and support the State's governmental records management programs and identify, preserve and make available governmental records and other archival materials of interest to the citizens of Louisiana.
- IV. To provide an effective presentation of history through the provision of a comprehensive system of thematic museums that enhances the public's understanding of the various influences and aspects of Louisiana's culture that have impacted its development.
- V. To ensure compliance with the commercial filing laws at the lowest possible cost to taxpayers by maximizing the efficiency of document processing and information services.

For additional information, see:

[Secretary of State](#)



Department Budget Summary

	Prior Year Actuals FY 2022-2023	Enacted FY2023-2024	Existing Operating Budget (EOB) as of 12/01/23	Continuation FY 2024-2025	Recommended FY 2024-2025	Total Recommended Over/(Under) EOB
Means of Finance:						
State General Fund (Direct)	\$63,759,352	\$72,849,068	\$75,119,855	\$70,761,405	\$71,329,113	(\$3,790,742)
State General Fund by:						
Interagency Transfers	632,354	728,622	756,743	705,008	700,100	(56,643)
Fees & Self-generated	32,118,557	35,751,817	37,052,900	36,986,668	36,488,207	(564,693)
Statutory Dedications	0	113,078	140,557	113,078	113,078	(27,479)
Federal Funds	0	0	0	0	0	0
Total Means of Financing	\$96,510,263	\$109,442,585	\$113,070,055	\$108,566,159	\$108,630,498	(\$4,439,557)
Expenditures and Request:						
Secretary of State	\$96,510,263	\$109,442,585	\$113,070,055	\$108,566,159	\$108,630,498	(\$4,439,557)
Total Expenditures	\$96,510,263	\$109,442,585	\$113,070,055	\$108,566,159	\$108,630,498	(\$4,439,557)
Authorized Positions						
Classified	332	346	346	344	344	(2)
Unclassified	18	18	18	20	20	2
Total Authorized Positions	350	364	364	364	364	0
Authorized Other Charges Positions	0	0	0	0	0	0



04-139-Secretary of State

Agency Description

The mission of the Secretary of State's office is to serve the public by meeting its legal responsibilities of collecting, securing and communicating information that enhances commerce, ensures the integrity of Louisiana's elections and preserves, presents and makes accessible government information essential to Louisiana's operations and its recorded history.

The goals for the Secretary of State are the following:

- I. To provide the Department with the leadership and management necessary to meet its Program's objectives while performing the constitutional and statutory responsibilities of the Secretary of State and the Department of State.
- II. To maintain an efficient and accurate election system and provide essential, comprehensive information that instills public confidence in the State's electoral process.
- III. To provide the services, information and facilities necessary to promote and support the State's governmental records management programs and identify, preserve and make available governmental records and other archival materials of interest to the citizens of Louisiana.
- IV. To provide an effective presentation of history through the provision of a comprehensive system of thematic museums that enhances the public's understanding of the various influences and aspects of Louisiana's culture that have impacted its development.
- V. To ensure compliance with the commercial filing laws at the lowest possible cost to taxpayers by maximizing the efficiency of document processing and information services.

Although the agency does not permit the continual presence of children in the workplace in lieu of other childcare arrangements, agency policy allows drop-in visits by children to their parent's office or bringing a child to the office while awaiting doctor's visits, appointments, etc. for a short period of time. Agency policy also permits work schedules that enhance employee morale and efficiency and maximizes the potential for recruiting and retaining quality employees. To accomplish these goals, employees may, with supervisory approval, deviate from the traditional work schedule as long as doing so does not adversely impact agency operations. The agency will continue to assess the needs of women and families in the development of human resource policies.

Agency Budget Summary

	Prior Year Actuals FY 2022-2023	Enacted FY2023-2024	Existing Operating Budget (EOB) as of 12/01/23	Continuation FY 2024-2025	Recommended FY 2024-2025	Total Recommended Over/(Under) EOB
Means of Finance:						
State General Fund (Direct)	\$63,759,352	\$72,849,068	\$75,119,855	\$70,761,405	\$71,329,113	(\$3,790,742)
State General Fund by:						
Interagency Transfers	632,354	728,622	756,743	705,008	700,100	(56,643)
Fees & Self-generated	32,118,557	35,751,817	37,052,900	36,986,668	36,488,207	(564,693)
Statutory Dedications	0	113,078	140,557	113,078	113,078	(27,479)
Federal Funds	0	0	0	0	0	0
Total Means of Finance	\$96,510,263	\$109,442,585	\$113,070,055	\$108,566,159	\$108,630,498	(\$4,439,557)
Expenditures and Request:						
Administrative	\$15,580,765	\$16,225,489	\$16,425,785	\$16,998,378	\$16,649,709	\$223,924
Elections	62,313,836	71,631,531	72,785,713	69,938,854	70,534,335	(2,251,378)
Archives and Records	4,775,124	5,805,219	5,916,710	5,973,514	5,946,019	29,309
Museum and Other Operations	4,436,128	4,473,026	5,505,502	4,461,805	4,432,767	(1,072,735)



Agency Budget Summary

	Prior Year Actuals FY 2022-2023	Enacted FY2023-2024	Existing Operating Budget (EOB) as of 12/01/23	Continuation FY 2024-2025	Recommended FY 2024-2025	Total Recommended Over/(Under) EOB
Commercial	9,404,410	11,307,320	12,436,345	11,193,608	11,067,668	(1,368,677)
Total Expenditures	\$96,510,263	\$109,442,585	\$113,070,055	\$108,566,159	\$108,630,498	(\$4,439,557)
Authorized Positions						
Classified	332	346	346	344	344	(2)
Unclassified	18	18	18	20	20	2
Total Authorized Positions	350	364	364	364	364	0
Authorized Other Charges Positions	0	0	0	0	0	0



1391-Administrative

Program Authorization

Louisiana Constitution Art. IV, Sections 1, 7, 13, and 14; Louisiana Constitution Art. XIII, Section 1; La. R.S. 11:1162; La. R.S. 18:23-25; La. R.S. 23:1371-1372; La. R.S. 36:741-744; La. R.S. 39:1401; La. R.S. 49:151, 206 and 968; La. R.S. 51:1256; La. R.S. 9:2446-2447; La. R.S. 35:71, 192, 201, 391 and 395; La. R.S. 42:162 and 1162; La. R.S. 24:173-174, 205, 207-208, and 254; La. R.S. 25:125 and 126; and La. R.S. 43:19, 24, 150, and 174.

Program Description

The mission of the Administrative Program is two-fold:

- I. Assist the Secretary of State in carrying out the duties of his office by providing the legal, financial and management control services for the department and its various programs; and
- II. as Keeper of the Great Seal, attest to the Governor's signatures on Executive Orders and pardons, issue commissions for elected and appointed officials in the State; record and maintain information relative to individual wills, and produce various publications as required by Louisiana law.

The Administrative Program's goal is to provide the Department with the leadership and management necessary to meet its Program's objectives while performing the constitutional and statutory responsibilities of the Secretary of State and the Department of State.

Program Activities include the following:

- Executive Services includes the elected official, Secretary of State, and his executive administrative staff, Public Information, and Publications. The leadership and management functions of this activity ensure duties and responsibilities of the department are carried out in an efficient and effective manner.
- Primary Support Services includes Accounting/Purchasing and Human Resources Divisions. These functions provide primary services to agency personnel. Accounting/Purchasing conducts budget and fiscal functions as well as accounting duties including, but not limited to, processing cash and check deposits, credit card payments and charges, vendor payments, travel expenses, election cost distribution and election worker payroll. The Purchasing function provides direct support in the acquisition of supplies, equipment, and services for the agency. Human Resources provide personnel support to managers, supervises payroll time accounting, and provides liaison with State Civil Service.
- Legal Support Services includes the Legal Division and Commissions Division. The Legal Division reviews and approves all ballot propositions, including bond, debt and tax propositions; wet/dry propositions; stock law propositions; home rule charter propositions; recall elections; and constitutional amendments prior to the propositions being placed on all ballots. The Legal Division drafts and reviews Department of State contracts and submits the contracts and supporting documents to the Department of State Civil Service and Office of Contractual Review for approval. The Legal Division processes, prepares and responds to public records requests and extraditions/requisitions. The Legal Division also represents the Department of State in federal court, including actions under the National Voter Registration Act of 1993; on a statewide basis in election contests, objections to candidacy and various other cases, including actions at the trial court and appellate court levels. The Commissions Division provides advice and interpretation of multiple statutes. The Commissions Division authenticates certificates, for both walk-in customers and mailed requests that authenticate the signature of State Registrars, Judges, Sheriffs, Clerks of Court and their Deputies, Notaries Public, and other officials. The Commissions Division receives and processes notifications of resignation and retirement from elected officials and determines compliance with applicable statutes in Title 18 (The Election Code). The Commissions Division prepares and mails commission certificates, oaths of office forms, laminated identification cards, and mailing labels for every elected candidate.



- Information Technology Support Services is the Information Technology Division. The Information Technology Division assists in the planning, implementation, and upgrades for critical applications and is responsible for preventive maintenance and repair of hardware and software required for the day to day operations of the agency.

Program Budget Summary

	Prior Year Actuals FY 2022-2023	Enacted FY2023-2024	Existing Operating Budget (EOB) as of 12/01/23	Continuation FY 2024-2025	Recommended FY 2024-2025	Total Recommended Over/(Under) EOB
Means of Finance:						
State General Fund (Direct)	\$1,136,380	\$697,206	\$836,935	\$315,610	\$314,706	(\$522,229)
State General Fund by:						
Interagency Transfers	991	0	0	0	0	0
Fees & Self-generated	14,443,393	15,528,283	15,588,850	16,682,768	16,335,003	746,153
Statutory Dedications	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
Total Means of Finance	\$15,580,765	\$16,225,489	\$16,425,785	\$16,998,378	\$16,649,709	\$223,924
Expenditures and Request:						
Personnel Services	\$10,348,491	\$11,280,759	\$11,280,759	\$11,243,201	\$10,941,057	(\$339,702)
Operating Expenses	1,955,403	2,284,762	2,299,285	3,016,117	2,961,054	661,769
Professional Services	0	0	0	0	0	0
Other Charges	2,410,077	2,127,468	2,207,051	2,176,560	2,185,098	(21,953)
Acquisitions & Major Repairs	866,795	532,500	638,690	562,500	562,500	(76,190)
Total Expenditures & Request	\$15,580,765	\$16,225,489	\$16,425,785	\$16,998,378	\$16,649,709	\$223,924
Authorized Positions						
Classified	70	75	75	73	73	(2)
Unclassified	8	8	8	10	10	2
Total Authorized Positions	78	83	83	83	83	0
Authorized Other Charges Positions	0	0	0	0	0	0

Source of Funding

This program is funded with the following:

- State General Fund (Direct)
- Fees and Self-generated Revenues derived from:
 - \$75 filing fee relative to domestic corporations
 - \$125 filing fee relative to foreign corporations
 - \$30 filing fee for annual reports relative to domestic and foreign corporations
 - Fees for registering trademarks and partnerships
 - Fees for providing certificates of good standing
 - Fees for providing certified copies of any requested documents

Adjustments from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$836,935	\$16,425,785	83	Existing Operating Budget as of 12/01/2023
Statewide Adjustments			
\$0	(\$302,144)	0	Attrition Adjustment
\$0	\$8,538	0	Civil Service Fees
\$0	\$39,935	0	Civil Service Training Series
\$0	\$22,139	0	Group Insurance Rate Adjustment for Active Employees
\$0	\$33,553	0	Group Insurance Rate Adjustment for Retirees
\$0	(\$1,783)	0	Legislative Auditor Fees
\$0	\$206,038	0	Market Rate Classified
(\$382,500)	(\$532,500)	0	Non-Recurring Acquisitions & Major Repairs
(\$139,729)	(\$200,296)	0	Non-recurring Carryforwards
\$0	(\$16,683)	0	Office of State Procurement
\$0	\$26,854	0	Office of Technology Services (OTS)
\$0	(\$53,791)	0	Related Benefits Base Adjustment
\$0	(\$412,453)	0	Retirement Rate Adjustment
\$0	\$14,429	0	Risk Management
\$0	\$127,021	0	Salary Base Adjustment
\$0	\$27,412	0	State Treasury Fees
\$0	(\$1,137)	0	UPS Fees
(\$522,229)	(\$1,014,868)	0	Total Statewide
Non-Statewide Adjustments			
\$0	\$247,092	0	Increase for software needed to operate three call centers and hardware for the Registrar of Voters (ROV).
\$0	\$250,000	0	Increase for technology products and services that prevent cybersecurity threats.
\$0	\$122,000	0	Increase in licensing support for additional routers and software.
\$0	\$29,200	0	Increase to enable certain staff members to complete professional development programs.
\$0	\$590,500	0	Replacement of computers and software throughout the agency that are over 5 years old.
\$0	\$1,238,792	0	Total Non-Statewide
\$314,706	\$16,649,709	83	Total Recommended

Fees & Self-generated

Fund	Prior Year Actuals FY 2022-2023	Enacted FY2023-2024	Existing Operating Budget (EOB) as of 12/01/23	Continuation FY 2024-2025	Recommended FY 2024-2025	Total Recommended Over/(Under) EOB
Fees & Self-Generated	\$14,443,393	\$15,528,283	\$15,588,850	\$16,682,768	\$16,335,003	\$746,153

Professional Services

Amount	Description
Professional Services:	
	This program does not have funding for Professional Services.



Other Charges

Amount	Description
	Other Charges:
\$917,000	IT Ongoing Costs for Elections and Commercial Support
\$50,000	Contractual Services
\$967,000	SUB-TOTAL OTHER CHARGES
	Interagency Transfers:
\$163,389	Civil Service and CPTP Fees
\$47,359	State Treasurer Fees
\$39,249	Uniform Payroll System (UPS) Fees
\$57,945	Office of State Procurement (OSP)
\$44,478	Legislative Auditor Fees
\$386,839	Office of Technology Services (OTS)
\$251,907	Office of Risk Management (ORM)
\$135,000	Office of Technology Services - Telecommunications Services
\$91,932	Division of Administration - State Printing Fees
\$1,218,098	SUB-TOTAL INTERAGENCY TRANSFERS
\$2,185,098	TOTAL OTHER CHARGES

Acquisitions and Major Repairs

Amount	Description
	Acquisitions and Major Repairs:
\$562,500	Replacement of approximately 306 outdated computers and other outdated information technology equipment.
\$562,500	TOTAL ACQUISITIONS AND MAJOR REPAIRS

Objective: 1391-01 To ensure that at least 80% of all agency objectives are met.

Children's Budget Link N/A

HR Policies Beneficial to Women and Families Link N/A

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other) N/A

Performance Indicator Name	Actuals FY 22-23	Initially Appropriated FY 23-24	Existing Standard FY 23-24	Continuation Budget FY 24-25	Executive Budget FY 24-25
[K] Percentage of objectives met	84	80	80	80	80



Objective: 1391-02 To achieve no repeat audit findings on accounting procedures.

Children's Budget Link N/A

HR Policies Beneficial to Women and Families Link N/A

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other) N/A

Performance Indicator Name	Actuals FY 22-23	Initially Appropriated FY 23-24	Existing Standard FY 23-24	Continuation Budget FY 24-25	Executive Budget FY 24-25
[K] Number of repeat audit findings	0	0	0	0	0

Objective: 1391-03 The program will complete Election Day payrolls within 30 days following an election.

Children's Budget Link N/A

HR Policies Beneficial to Women and Families Link N/A

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other) N/A

Performance Indicator Name	Actuals FY 22-23	Initially Appropriated FY 23-24	Existing Standard FY 23-24	Continuation Budget FY 24-25	Executive Budget FY 24-25
[K] Percentage of parish election payrolls completed within 30 days of the election date	100	90	90	90	90
[S] Percentage of Clerks of Court returning completed payroll information to program within one week of election date	97.2	90	90	90	90

General Performance Indicators

Performance Indicator Name	Prior Year Actuals FY 2018-2019	Prior Year Actuals FY 2019-2020	Prior Year Actuals FY 2020-2021	Prior Year Actuals FY 2021-2022	Prior Year Actuals FY 2022-2023
Average cost of commissioners, janitors, and deputy custodians paid per precinct	\$894.71	\$991.27	\$700.8	\$331.81	\$894.11
Amount of election costs invoiced	\$4,326,380	\$1,314,846	\$7,154,321	\$6,496,931	\$4,092,270
Amount of election costs received	\$4,187,050	\$1,314,053	\$6,700,343	\$6,317,517	\$4,014,051
Percentage of revenue collected prior to close of fiscal year	96.8	99.9	93.6	71.7	98.1
Number of parish payrolls processed	200	128	272	183	192
Average number of days for clerks of court to transmit completed election payrolls	1.6	2.2	1.8	2.2	1.6

Objective: 1391-04 To provide for the timely recovery of election expenses from local governing authorities, the program will invoice 90% of the local governing entity share of election expenses within 60 days of an election.

Children's Budget Link N/A

HR Policies Beneficial to Women and Families Link N/A

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other) N/A

Performance Indicator Name	Actuals FY 22-23	Initially Appropriated FY 23-24	Existing Standard FY 23-24	Continuation Budget FY 24-25	Executive Budget FY 24-25
[S] Percentage of election cost reimbursement invoiced	100	100	100	100	100
[K] Percentage of local election expenses invoiced within 60 days of an election	100	90	90	90	90
[S] Average number of days from election to invoice	55.7	60	60	60	60



Objective: 1391-05 To prepare and mail 95% of commission oaths, oath of office forms, and laminated identification cards to all elected officials no later than two weeks prior to officials taking office.

Children's Budget Link N/A

HR Policies Beneficial to Women and Families Link N/A

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other) N/A

Performance Indicator Name	Actuals FY 22-23	Initially Appropriated FY 23-24	Existing Standard FY 23-24	Continuation Budget FY 24-25	Executive Budget FY 24-25
[K] Percentage of commission documents mailed to elected officials two weeks prior to official taking office	100	95	95	95	95

General Performance Indicators

Performance Indicator Name	Prior Year Actuals FY 2018-2019	Prior Year Actuals FY 2019-2020	Prior Year Actuals FY 2020-2021	Prior Year Actuals FY 2021-2022	Prior Year Actuals FY 2022-2023
Number of commission packages prepared and mailed to elected officials	1,714	1,135	3,045	260	1,737
Number of commission packages prepared and mailed two weeks prior to official taking office	1,714	1,135	3,045	260	1,737

Objective: 1391-06 Information Technology will employ proactive maintenance of the network and all associated hardware and software necessary to support these critical business functions. Unplanned downtime of three business days or more will not exceed two events.

Children's Budget Link N/A

HR Policies Beneficial to Women and Families Link N/A

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other) N/A

Performance Indicator Name	Actuals FY 22-23	Initially Appropriated FY 23-24	Existing Standard FY 23-24	Continuation Budget FY 24-25	Executive Budget FY 24-25
[K] Number of mission critical equipment or application failures with greater than three business days of unplanned downtime	0	2	2	2	2
[S] Number of mission critical pieces of equipment	142	142	142	142	142

1392-Elections

Program Authorization

Louisiana Constitution, Article IV, Section 12; La. R.S. 18:18-20; La. R.S. 18:31; La. R.S. 18:421-436; La. R.S. 18:1301-1319; La. R.S. 13:1351-1376; La. R.S. 18:1400.1-1400.8; Pub. L. 89-110, Title I, Section 2, Aug. 6, 1965, 79 Stat. 437, as amended, (Voting Rights Act of 1965), 42 U.S.C. Sections 1973-1973aa-6; Pub L. 98-435, Section 2, Sept. 28, 1984, 98 Stat. 1678, (Voting Accessibility for the Elderly and Handicapped Act), 42 U.S.C. Section 1973ee; LAC 31:I. Chapter 1, Polling Place Accessibility for the Elderly and Individuals with Disabilities; LAC 31:I. Chapter 3, Election Poll Worker; LAC 31:I. Chapter 5, Election Night Transmission of Results; LAC 31:I. Chapter 7, Election Expense Reimbursement; LAC 31:I. Chapter 9, Recognition of Political Parties; LAC 31:II. Chapter 1, Registrars of Voters; LAC 31:II. Chapter 3, Driver's License Facilities; LAC 31:II. Chapter 5, Optional Voter Registration; LAC 31:II. Chapter 7, Standards for Effective Non-partisan Voter Registration and Voter Education; LAC 31:III. Chapter 1, Voting Systems Drayage and Storage; LAC 31:III. Chapter 3, Procurement and Certification of Voting Equipment; and, LAC 4:XIX. Chapter 1, Address Confidentiality Program.

Program Description

The mission of the Elections Program is to ensure the integrity of the electoral and election management process in Louisiana for its voters, citizens and for other interested parties in Louisiana and the United States, and in general to encourage public participation in the election process by educating voters and potential voters about the elections process through effective outreach programs.

The goals of the Elections Program are:

- I. To provide and keep, at a high level of readiness at all times, the best available equipment that accurately and confidentially records and counts the votes cast by Louisiana voters.
- II. To prepare election ballots that accurately reflect the candidates and issues for each precinct holding an election.
- III. To administer the laws governing voter registration; to develop programs for the statewide voter registration system to better assist the parish registrars of voters and serve the general public; and to ensure the accuracy and integrity of the information contained in the statewide voter registration system.
- IV. To promote voter registration through education and public awareness programs.
- V. To provide a mechanism for the public to report voter fraud and other illegal election activity; to investigate reports of improper election activity.
- VI. To coordinate with local law enforcement and prosecutorial agencies to address voter fraud and illegal election activity.

Program Activities include the following:

- The Administrative Services activity includes elections administration, registration administration, elections compliance, and outreach functions. This activity processes candidates for state office and prepares ballots for all elections. This activity directs, assists, and prescribes rules, regulations, forms, and instructions to be applied uniformly by each registrar of voters in the state. This activity is responsible for encouraging qualified Louisiana citizens to register and vote by developing and promoting a program of education for school-aged children and adults on the registration and voting process. This activity is also responsible for providing investigative support to every program and providing an outlet for citizens to report fraudulent or illegal activity, investigating such reports, and coordinating with local law enforcement agencies and district attorneys for the prosecution of such illegal conduct.
- The Registrar of Voters activity is the parish level offices that register all persons interested in becoming voters and updates voter registration data. In accordance with statutory requirements, the Secretary of State is

required to pay the state's share of the salaries for registrars of voters and their employees, as well as, a prorated portion of the annual canvass cost. The canvass examines the validity of the addresses of record for the registered voters in Louisiana.

- The Election Support Services activity includes Technical Operations, Field Operations, and Operations Administration functions. This activity is responsible for the day to day maintenance and repair of voting machines, emergency repair or replacement of voting machines on election days, and programming electronic voting machines with election ballots.

Program Budget Summary

	Prior Year Actuals FY 2022-2023	Enacted FY2023-2024	Existing Operating Budget (EOB) as of 12/01/23	Continuation FY 2024-2025	Recommended FY 2024-2025	Total Recommended Over/(Under) EOB
Means of Finance:						
State General Fund (Direct)	\$58,486,065	\$67,876,876	\$69,031,058	\$66,184,199	\$66,779,680	(\$2,251,378)
State General Fund by:						
Interagency Transfers	428,090	530,000	530,000	530,000	530,000	0
Fees & Self-generated	3,399,681	3,224,655	3,224,655	3,224,655	3,224,655	0
Statutory Dedications	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
Total Means of Finance	\$62,313,836	\$71,631,531	\$72,785,713	\$69,938,854	\$70,534,335	(\$2,251,378)
Expenditures and Request:						
Personnel Services	\$12,493,868	\$15,723,853	\$15,723,853	\$15,362,615	\$14,933,111	(\$790,742)
Operating Expenses	8,577,625	9,436,130	9,436,130	9,684,362	9,651,347	215,217
Professional Services	0	0	0	0	0	0
Other Charges	41,047,908	46,171,548	46,878,749	44,844,840	45,844,840	(1,033,909)
Acquisitions & Major Repairs	194,435	300,000	746,981	47,037	105,037	(641,944)
Total Expenditures & Request	\$62,313,836	\$71,631,531	\$72,785,713	\$69,938,854	\$70,534,335	(\$2,251,378)
Authorized Positions						
Classified	147	148	148	149	149	1
Unclassified	3	3	3	2	2	(1)
Total Authorized Positions	150	151	151	151	151	0
Authorized Other Charges Positions	0	0	0	0	0	0

Source of Funding

This program is funded with the following:

- State General Fund (Direct)
- Interagency Transfers derived from:
 - Federal grants received via the Governor's Office of Homeland Security (GOHSEP)
- Fees and Self-generated Revenues derived from:
 - Reimbursement of election expenses from municipalities and governing authorities that call elections
 - Candidate qualifying fees
 - Fees for commercial requests for voting lists

Adjustments from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$69,031,058	\$72,785,713	151	Existing Operating Budget as of 12/01/2023
Statewide Adjustments			
\$105,037	\$105,037	0	Acquisitions & Major Repairs
(\$429,504)	(\$429,504)	0	Attrition Adjustment
\$41,666	\$41,666	0	Civil Service Training Series
\$47,659	\$47,659	0	Group Insurance Rate Adjustment for Active Employees
\$18,529	\$18,529	0	Group Insurance Rate Adjustment for Retirees
\$295,661	\$295,661	0	Market Rate Classified
(\$300,000)	(\$300,000)	0	Non-Recurring Acquisitions & Major Repairs
(\$1,154,182)	(\$1,154,182)	0	Non-recurring Carryforwards
\$548,956	\$548,956	0	Related Benefits Base Adjustment
(\$573,213)	(\$573,213)	0	Retirement Rate Adjustment
\$62,709	\$62,709	0	Risk Management
(\$740,496)	(\$740,496)	0	Salary Base Adjustment
(\$2,077,178)	(\$2,077,178)	0	Total Statewide
Non-Statewide Adjustments			
(\$2,201,366)	(\$2,201,366)	0	Aligns projected election expenses with anticipated FY 25 need. The total estimated cost of election expenses in FY 2024-2025 is \$20,895,320, and the existing operating budget in FY2023-2024 is \$23,096,686, resulting in a (\$2,201,366) adjustment. This decrease is mostly attributable to a reduction in the number of statewide elections that will be held in FY2024-2025, and the corresponding election day precinct payroll costs for that statewide election.
\$79,396	\$79,396	0	Funding for Certified Election Registration Administrator (CERA) workshop programs to educate election directors and managers.
\$1,000,000	\$1,000,000	0	Funding for redistricting litigation related to existing congressional maps.
\$115,000	\$115,000	0	Increase for specialized port lockers with unique serialized keys to help secure voting machines.
\$832,770	\$832,770	0	Provides funding for Registrar of Voters (ROV) market rate adjustments, step increases, Certified Elections Registration Administrator (CERA) certifications and corresponding benefits
(\$174,200)	(\$174,200)	0	Total Non-Statewide
\$66,779,680	\$70,534,335	151	Total Recommended

Fees & Self-generated

Fund	Prior Year Actuals FY 2022-2023	Enacted FY2023-2024	Existing Operating Budget (EOB) as of 12/01/23	Continuation FY 2024-2025	Recommended FY 2024-2025	Total Recommended Over/(Under) EOB
Fees & Self-Generated	\$3,399,681	\$3,224,655	\$3,224,655	\$3,224,655	\$3,224,655	\$0

Statutory Dedications

Fund	Prior Year Actuals FY 2022-2023	Enacted FY2023-2024	Existing Operating Budget (EOB) as of 12/01/23	Continuation FY 2024-2025	Recommended FY 2024-2025	Total Recommended Over/(Under) EOB
Voting Technology Fund	\$0	\$0	\$0	\$0	\$0	\$0
Help Louisiana Vote Fund, Election Admin	0	0	0	0	0	0



Professional Services

Amount	Description
	Professional Services:
	This program does not have funding for Professional Services.

Other Charges

Amount	Description
	Other Charges:
\$26,543,942	Election Expenses: Administrative Expenses & Field Operations Administration, Voting Machines, Poll Commissioners, Ballot Printing, etc.
\$17,026,648	Registrar of Voters
\$43,570,590	SUB-TOTAL OTHER CHARGES
	Interagency Transfers:
\$1,109,750	Office of Risk Management (ORM)
\$967,500	Office of Technology Services - Telecommunications Services
\$193,000	Division of Administration - Printing and Postage Services
\$4,000	Louisiana Property Assistance Agency - LPAA
\$2,274,250	SUB-TOTAL INTERAGENCY TRANSFERS
\$45,844,840	TOTAL OTHER CHARGES

Acquisitions and Major Repairs

Amount	Description
	Acquisitions and Major Repairs:
\$105,037	Replacement of a cargo van and a new box truck for the delivery of boxes and supplies
\$105,037	TOTAL ACQUISITIONS AND MAJOR REPAIRS

Objective: 1392-01 The Elections program will produce efficient and accurate elections by averaging no more than three machine and absentee ballot reprints per election due to program staff errors.

Children's Budget Link N/A

HR Policies Beneficial to Women and Families Link N/A

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other) N/A

Performance Indicator Name	Actuals FY 22-23	Initially Appropriated FY 23-24	Existing Standard FY 23-24	Continuation Budget FY 24-25	Executive Budget FY 24-25
[K] Number of reprints due to program staff error	0	12	12	12	12
[S] Number of elections held	6	4	4	4	4
[K] Average number of ballot reprints per election due to program error	0	3	3	3	3

Objective: 1392-02 To encourage participation in the electoral process, the program will sponsor or participate in a voter outreach event in 90% of the parishes each year.

Children's Budget Link N/A

HR Policies Beneficial to Women and Families Link N/A

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other) N/A

Performance Indicator Name	Actuals FY 22-23	Initially Appropriated FY 23-24	Existing Standard FY 23-24	Continuation Budget FY 24-25	Executive Budget FY 24-25
[K] Percentage of parishes with at least one voter education outreach event held within the current fiscal year	100	90	90	90	90
[S] Number of events held or sponsored	177	175	175	175	175

Objective: 1392-03 To ensure integrity of the election process, the program will investigate 100% of alleged incidences of voter fraud or election offenses.

Children's Budget Link N/A

HR Policies Beneficial to Women and Families Link N/A

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other) N/A

Performance Indicator Name	Actuals FY 22-23	Initially Appropriated FY 23-24	Existing Standard FY 23-24	Continuation Budget FY 24-25	Executive Budget FY 24-25
[K] Percentage of voter fraud and election offenses investigated by program	100	100	100	100	100

General Performance Indicators

Performance Indicator Name	Prior Year Actuals FY 2018-2019	Prior Year Actuals FY 2019-2020	Prior Year Actuals FY 2020-2021	Prior Year Actuals FY 2021-2022	Prior Year Actuals FY 2022-2023
Total number of non-election related incidents reported to Compliance Unit	112	62	42	17	45
Total number of election related incidents reported to Compliance Unit	68	110	116	113	119
Total number of election related incidents - fraud	17	41	28	19	52
Total number of election related incidents - campaign practices	8	41	42	26	21
Total number of election related incidents - election officials/workers	6	12	17	4	3
Total number of incidents non-election related resolved	112	62	42	17	45
Total number of election related incidents resolved	65	105	113	108	114
Total number of incidents referred to prosecutorial authorities	3	5	3	5	5
Number of incidences reported	172	158	130	220	164

Objective: 1392-04 To ensure the State's compliance with the National Voter Registration Act, the program will evaluate each registrar annually and train state voter registration agencies annually.

Children's Budget Link N/A

HR Policies Beneficial to Women and Families Link N/A

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other) N/A

Performance Indicator Name	Actuals FY 22-23	Initially Appropriated FY 23-24	Existing Standard FY 23-24	Continuation Budget FY 24-25	Executive Budget FY 24-25
[K] Percentage of registrars evaluated annually	100	100	100	100	100
[K] Percentage of state voter registration agencies trained annually	100	100	100	100	100



Objective: 1392-05 The program will continue to work at improving the database's accuracy, as required and allowed by law by conducting a statewide canvass each year.

Children's Budget Link N/A

HR Policies Beneficial to Women and Families Link N/A

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other) N/A

Performance Indicator Name	Actuals FY 22-23	Initially Appropriated FY 23-24	Existing Standard FY 23-24	Continuation Budget FY 24-25	Executive Budget FY 24-25
[K] Statewide canvass conducted	1	1	1	1	1

General Performance Indicators

Performance Indicator Name	Prior Year Actuals FY 2018-2019	Prior Year Actuals FY 2019-2020	Prior Year Actuals FY 2020-2021	Prior Year Actuals FY 2021-2022	Prior Year Actuals FY 2022-2023
Number of active registered voters (highest number during fiscal year)	2,875,313	2,884,838	2,985,254	2,899,655	2,847,641
Number of inactive registered voters (highest number during fiscal year)	143,178	149,075	133,767	181,994	199,527
Total number of new voter registrations	121,981	128,819	198,237	52,252	91,718
Number of new voter registrations from all other sources	62,841	79,019	153,418	19,990	54,272
Number of new voter registrations using the state LRI Form	9,481	9,941	22,584	3,834	6,723
Number of new voter registrations using the federal postcard	144	156	715	14	23
Number of new voter registrations from NVRA sources	59,140	49,800	44,819	32,262	37,446
Number of new voter registrations from public assistance including social services	4,868	4,223	2,267	1,630	1,773
Number of new voter registrations from motor vehicles offices	34,580	18,742	26,137	19,828	23,323
Number of new voter registrations from mail form	18,302	25,489	15,351	10,361	11,559
Number of new voter registrations from optional registration site	438	500	152	217	495
Number of new voter registrations from disability office	800	689	191	211	272
Number of new voter registrations from military form	8	1	6	1	1
Percentage of new voter registration applications received from all other sources	51.5	61.3	77.39	38.3	59.2
Percentage of new voter registration applications received from NVRA sources	48.48	38.66	22.61	61.7	40.8
Number of new voter registrations from online registration	53,360	69,078	142,126	16,156	47,549
Total number of registered voters	3,001,117	2,993,429	3,104,240	3,027,401	3,026,463

Objective: 1392-06 The program will provide the necessary technical assistance to hold in a state of readiness 90% of voting machines and computerized absentee ballot counting equipment needed to hold all elections in the State of Louisiana.

Children's Budget Link N/A

HR Policies Beneficial to Women and Families Link N/A

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other) N/A

Performance Indicator Name	Actuals FY 22-23	Initially Appropriated FY 23-24	Existing Standard FY 23-24	Continuation Budget FY 24-25	Executive Budget FY 24-25
[S] Number of Statewide Elections	2	3	3	2	2
[K] Total number of voting machines (all types)	10,124	10,124	10,124	10,124	10,124
[K] Percentage of voting machines available on Election Day	100	90	90	90	90



General Performance Indicators

Performance Indicator Name	Prior Year Actuals	Prior Year Actuals	Prior Year Actuals	Prior Year Actuals	Prior Year Actuals
	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
Number of precincts in the state (highest number in FY)	3,921	3,934	3,934	3,714	3,974
Number of voting machines used at the precincts on Election Day (total for FY)	24,010	17,784	40,098	18,792	23,944
Total number of precincts holding elections	10,981	7,868	18,697	8,010	11,124
Average number of voting machines utilized per precinct	2.19	2.26	2.14	2.35	2.15
Average annual cost per machine to store machines statewide	\$232.51	\$236.57	\$232.71	\$367.74	\$258.76
Average cost per machine to deliver machine to precinct	\$51.94	\$52.79	\$52.94	\$50.63	\$57.71

Objective: 1392-07 The program will provide preventive, necessary and emergency maintenance as required on all electronic voting machines. To ensure the proper maintenance is administered, the program will certify at least 90% of its full-time technicians on the machines they service within 12 months of assignment.

Children's Budget Link N/A

HR Policies Beneficial to Women and Families Link N/A

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other) N/A

Performance Indicator Name	Actuals	Initially Appropriated	Existing Standard	Continuation Budget	Executive Budget
	FY 22-23	FY 23-24	FY 23-24	FY 24-25	FY 24-25
[S] Percentage of voting machines receiving required semi-annual preventative maintenance	100	100	100	100	100
[K] Percentage of technicians certified within 12 months of assignment	100	90	90	90	90
[S] Number of certified technicians	253	212	212	228	228

General Performance Indicators

Performance Indicator Name	Prior Year Actuals	Prior Year Actuals	Prior Year Actuals	Prior Year Actuals	Prior Year Actuals
	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
Number of service calls received on election day that require a technician (total for FY)	852	1,064	2,715	663	1,135
Number of service calls received on election day that are due to technician error (total for FY)	8	9	16	2	5
Number of voting machines replaced on election day	1	7	9	3	10
Number of service calls received on election day (total for FY)	1,223	1,446	3,290	1,000	1,677

Objective: 1392-08 The program will enable absentee returns to be more accurately and quickly tabulated by providing support for parish board of election supervisors in tabulating votes through the preparation and distribution of test materials prior to election day for all parishes having an election.

Children's Budget Link N/A

HR Policies Beneficial to Women and Families Link N/A

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other) N/A

Performance Indicator Name	Actuals	Initially Appropriated	Existing Standard	Continuation Budget	Executive Budget
	FY 22-23	FY 23-24	FY 23-24	FY 24-25	FY 24-25
[K] Percentage of parishes having an election for which test materials were prepared and distributed at least 10 days prior to the election	100	100	100	100	100



General Performance Indicators

Performance Indicator Name	Prior Year Actuals FY 2018-2019	Prior Year Actuals FY 2019-2020	Prior Year Actuals FY 2020-2021	Prior Year Actuals FY 2021-2022	Prior Year Actuals FY 2022-2023
Number of people voting by absentee ballot and early voting	516,341	888,955	1,549,692	289,886	580,284



1393-Archives and Records

Program Authorization

La. R.S. 13:1904; La. R.S. 25:127; R.S. 36:744; La. R.S. 43:22; La. R.S. 44:36; La. R.S. 44:39; La. R.S. 44:116; La. R.S. 44:401-427; and La. R.S. 44:501-503. LAC 4:XVII Chapters 1-15.

Program Description

The mission of Louisiana State Archives is to collect, preserve, display, and make available those records essential to the reconstruction of Louisiana's colorful history and heritage. Its Records Program ensures the government and public continued access to essential information created by the State through a viable and responsive records management program and a comprehensive preservation effort, making the archival materials acquired and maintained by the program readily available for researchers and educational programs.

The goal of the Archives and Records Program is to provide the services, information and facilities necessary to promote and support the State's governmental records management programs and identify, preserve and make available governmental records and other archival materials of interest to the citizens of Louisiana.

Program Activities include the following:

- The Archives Administrative Services activity operates under a mandate to identify, collect, preserve, maintain, and make available those records and artifacts that enhance our endeavors to understand the dynamics and nuances of Louisiana's remarkable history. The Archives Administrative Services activity provides a comprehensive preservation effort for documents of historical relevance and interest. Archival materials acquired and maintained by the activity are readily available for researchers and educational programs.
- The Records Services activity provides the services, information, and facilities necessary to promote and support the State's governmental records management program. Records Services provides storage for business records for state agencies and retains them according to approved retention schedules. This activity trains Record Management Liaisons for statewide agencies and reviews retention schedules submitted by these agencies.

Program Budget Summary

	Prior Year Actuals FY 2022-2023	Enacted FY2023-2024	Existing Operating Budget (EOB) as of 12/01/23	Continuation FY 2024-2025	Recommended FY 2024-2025	Total Recommended Over/(Under) EOB
Means of Finance:						
State General Fund (Direct)	\$7,129	\$0	\$0	\$0	\$0	\$0
State General Fund by:						
Interagency Transfers	101,393	198,622	198,622	174,887	170,100	(28,522)
Fees & Self-generated	4,666,602	5,606,597	5,718,088	5,798,627	5,775,919	57,831
Statutory Dedications	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
Total Means of Finance	\$4,775,124	\$5,805,219	\$5,916,710	\$5,973,514	\$5,946,019	\$29,309
Expenditures and Request:						
Personnel Services	\$2,998,574	\$3,551,115	\$3,551,115	\$3,538,894	\$3,538,894	(\$12,221)
Operating Expenses	958,964	1,140,848	1,140,848	1,139,821	1,112,326	(28,522)
Professional Services	0	0	0	0	0	0
Other Charges	790,497	919,799	1,031,290	919,799	919,799	(111,491)
Acquisitions & Major Repairs	27,089	193,457	193,457	375,000	375,000	181,543
Total Expenditures & Request	\$4,775,124	\$5,805,219	\$5,916,710	\$5,973,514	\$5,946,019	\$29,309



Program Budget Summary

	Prior Year Actuals FY 2022-2023	Enacted FY 2023-2024	Existing Operating Budget (EOB) as of 12/01/23	Continuation FY 2024-2025	Recommended FY 2024-2025	Total Recommended Over/(Under) EOB
Authorized Positions						
Classified	31	36	36	36	36	0
Unclassified	2	2	2	2	2	0
Total Authorized Positions	33	38	38	38	38	0
Authorized Other Charges Positions	0	0	0	0	0	0

Source of Funding

This program is funded with the following:

- Interagency Transfers derived from:
 - Various state agencies for microfilming services
- Fees and Self-generated Revenues derived from:
 - Fees for registering trademarks and partnerships
 - Fees for providing certificates of good standing
 - Fees for providing copies (including certified copies) of any requested documents

Adjustments from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$0	\$5,916,710	38	Existing Operating Budget as of 12/01/2023
Statewide Adjustments			
\$0	\$375,000	0	Acquisitions & Major Repairs
\$0	\$17,591	0	Civil Service Training Series
\$0	\$10,786	0	Group Insurance Rate Adjustment for Active Employees
\$0	\$72,713	0	Market Rate Classified
\$0	(\$193,457)	0	Non-Recurring Acquisitions & Major Repairs
\$0	(\$111,491)	0	Non-recurring Carryforwards
\$0	\$9,991	0	Related Benefits Base Adjustment
\$0	(\$126,560)	0	Retirement Rate Adjustment
\$0	\$3,258	0	Salary Base Adjustment
\$0	\$57,831	0	Total Statewide
Non-Statewide Adjustments			
\$0	(\$28,522)	0	To adjust the means of finance for revenue received via Interagency Transfers for confirmed Interagency Agreements received from other state agencies for imaging and preservation services.
\$0	(\$28,522)	0	Total Non-Statewide
\$0	\$5,946,019	38	Total Recommended

Fees & Self-generated

Fund	Prior Year Actuals FY 2022-2023	Enacted FY 2023-2024	Existing Operating Budget (EOB) as of 12/01/23	Continuation FY 2024-2025	Recommended FY 2024-2025	Total Recommended Over/(Under) EOB
Fees & Self-Generated	\$4,666,602	\$5,606,597	\$5,718,088	\$5,798,627	\$5,775,919	\$57,831

Professional Services

Amount	Description
Professional Services:	
This program does not have funding for Professional Services.	

Other Charges

Amount	Description
Other Charges:	
\$166,249	Contracts for the microfilming of documents
\$750,000	Digital Repository
\$916,249	SUB-TOTAL OTHER CHARGES
Interagency Transfers:	
\$3,550	Office of Technology Services - Telecommunications Services
\$3,550	SUB-TOTAL INTERAGENCY TRANSFERS
\$919,799	TOTAL OTHER CHARGES

Acquisitions and Major Repairs

Amount	Description
Acquisitions and Major Repairs:	
\$100,000	High-volume shredding device that can shred large volumes of material
\$120,000	Large flatbed planetary scanner
\$30,000	Replacement of printed materials in the research library
\$125,000	Major repairs to automate back-up power to an existing chiller and flooring replacement all at the Archives Building
\$375,000	TOTAL ACQUISITIONS AND MAJOR REPAIRS

Objective: 1393-01 Through FY 2028, Records Services will strive to increase the number of state, parish and municipal government agencies in compliance with La. R.S. Title 44 by increasing outreach efforts by 10%

Children's Budget Link N/A

HR Policies Beneficial to Women and Families Link N/A

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other) N/A

Performance Indicator Name	Actuals FY 22-23	Initially Appropriated FY 23-24	Existing Standard FY 23-24	Continuation Budget FY 24-25	Executive Budget FY 24-25
[K] Percentage of agencies without a valid retention schedule on file with the division who have been contacted regarding their obligation to comply with La. R.S. Title 44, Chapter 5	0	60	60	60	60



Objective: 1393-02 The Imaging and Preservation Services Program will act as the centralized document conversion center for the state by supporting agencies that lack document conversion systems of their own.

Children's Budget Link N/A

HR Policies Beneficial to Women and Families Link N/A

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other) N/A

Performance Indicator Name	Actuals FY 22-23	Initially Appropriated FY 23-24	Existing Standard FY 23-24	Continuation Budget FY 24-25	Executive Budget FY 24-25
[K] Number of images converted to digital and / or microfilm format	2,388,813	1,500,000	1,500,000	1,500,000	1,500,000

Objective: 1393-03 Through FY 2028, Collections Management will increase the accessibility of the state's historic records by processing accessions within 14 days of receipt.

Children's Budget Link N/A

HR Policies Beneficial to Women and Families Link N/A

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other) N/A

Performance Indicator Name	Actuals FY 22-23	Initially Appropriated FY 23-24	Existing Standard FY 23-24	Continuation Budget FY 24-25	Executive Budget FY 24-25
[K] Percentage of accessions received and processed within 14 working days of receipt during the fiscal year	100	90	90	90	90

General Performance Indicators

Performance Indicator Name	Prior Year Actuals FY 2018-2019	Prior Year Actuals FY 2019-2020	Prior Year Actuals FY 2020-2021	Prior Year Actuals FY 2021-2022	Prior Year Actuals FY 2022-2023
Number of accessions processed within 14 working days of receipt	63	92	103	100	89

Objective: 1393-04 Through FY 2028, Reference Services will provide timely access to the permanent and genealogical collections by processing research requests and requests for archival holdings within 30 minutes.

Children's Budget Link N/A

HR Policies Beneficial to Women and Families Link N/A

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other) N/A

Performance Indicator Name	Actuals FY 22-23	Initially Appropriated FY 23-24	Existing Standard FY 23-24	Continuation Budget FY 24-25	Executive Budget FY 24-25
[K] Percentage of requests for archival holdings received and processed within 30 minutes	Not Applicable	90	90	90	90

General Performance Indicators

Performance Indicator Name	Prior Year Actuals FY 2018-2019	Prior Year Actuals FY 2019-2020	Prior Year Actuals FY 2020-2021	Prior Year Actuals FY 2021-2022	Prior Year Actuals FY 2022-2023
Number of visitors to the Research Room	2,420	1,633	0	1,337	1,589



Objective: 1393-05 The Conservation Services Program will treat documents in need of preservation work in the permanent collection, work with governmental agencies to ensure that records preservation and recovery aspects are considered in the event of disasters impacting governmental agencies, and research and produce exhibits at the Archives.

Children's Budget Link N/A

HR Policies Beneficial to Women and Families Link N/A

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other) N/A

Performance Indicator Name	Actuals FY 22-23	Initially Appropriated FY 23-24	Existing Standard FY 23-24	Continuation Budget FY 24-25	Executive Budget FY 24-25
[K] Number of social media posts, press releases, and speaking engagements employed to promoted current and upcoming exhibits and events	Not Applicable	36	36	36	36



1394-Museum and Other Operations

Program Authorization

La. R.S. 25:371-380.6; 380.21-380.26, 380.51-380.57, 380.81-380.87, 380.91-380.97, and La. R.S. 36:744.

Program Description

The mission of the Museums Program is to present exhibits, educational and other programs to the public to emphasize the political, social and economic influences, personalities, institutions, and events that have shaped the landscape of Louisiana's colorful history and culture and its place in the world. To further this mission the Museums Program will acquire, refurbish and preserve artifacts and other historic relics representative of the past and attract exhibits of interest to the communities they serve.

The goal of the Museum and Other Operations Program is to provide an effective presentation of history through the provision of a comprehensive system of thematic museums that enhances the public's understanding of the various influences and aspects of Louisiana's culture that have impacted its development.

This program has only one activity, Museum Services.

Program Budget Summary

	Prior Year Actuals FY 2022-2023	Enacted FY2023-2024	Existing Operating Budget (EOB) as of 12/01/23	Continuation FY 2024-2025	Recommended FY 2024-2025	Total Recommended Over/((Under) EOB
Means of Finance:						
State General Fund (Direct)	\$4,129,778	\$4,274,986	\$5,251,862	\$4,261,596	\$4,234,727	(\$1,017,135)
State General Fund by:						
Interagency Transfers	101,879	0	28,121	121	0	(28,121)
Fees & Self-generated	204,471	84,962	84,962	87,010	84,962	0
Statutory Dedications	0	113,078	140,557	113,078	113,078	(27,479)
Federal Funds	0	0	0	0	0	0
Total Means of Finance	\$4,436,128	\$4,473,026	\$5,505,502	\$4,461,805	\$4,432,767	(\$1,072,735)
Expenditures and Request:						
Personnel Services	\$2,670,347	\$3,109,865	\$3,109,865	\$3,047,606	\$3,047,606	(\$62,259)
Operating Expenses	1,199,308	1,199,848	1,898,798	1,229,886	1,200,848	(697,950)
Professional Services	0	0	0	0	0	0
Other Charges	269,473	163,313	449,105	163,313	163,313	(285,792)
Acquisitions & Major Repairs	296,999	0	47,734	21,000	21,000	(26,734)
Total Expenditures & Request	\$4,436,128	\$4,473,026	\$5,505,502	\$4,461,805	\$4,432,767	(\$1,072,735)
Authorized Positions						
Classified	30	33	33	33	33	0
Unclassified	4	4	4	4	4	0
Total Authorized Positions	34	37	37	37	37	0
Authorized Other Charges Positions	0	0	0	0	0	0

Source of Funding

This program is funded with the following:

- State General Fund (Direct)
- Fees and Self-generated Revenues derived from:



- Fees for admissions to the museums
- Fees for museum rentals
- Fees for providing copies (including certified copies) of any requested documents
- Statutory Dedications from the following:
 - Shreveport Riverfront and Convention Center Fund for use at the Louisiana State Exhibit Museum in Shreveport (Per R.S. 47:302.2)

Per R.S. 39:36B(8), see table below for a listing of each statutorily dedicated fund.

Adjustments from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$5,251,862	\$5,505,502	37	Existing Operating Budget as of 12/01/2023
Statewide Adjustments			
\$10,000	\$10,000	0	Acquisitions & Major Repairs
\$8,122	\$8,122	0	Civil Service Training Series
\$9,172	\$9,172	0	Group Insurance Rate Adjustment for Active Employees
\$60,784	\$60,784	0	Market Rate Classified
(\$976,876)	(\$1,027,476)	0	Non-recurring Carryforwards
(\$28,988)	(\$28,988)	0	Related Benefits Base Adjustment
(\$112,816)	(\$112,816)	0	Retirement Rate Adjustment
\$1,467	\$1,467	0	Salary Base Adjustment
(\$1,029,135)	(\$1,079,735)	0	Total Statewide
Non-Statewide Adjustments			
\$12,000	\$12,000	0	Increase for an updated phone system at the Old Governor's Mansion (OGM).
\$0	(\$5,000)	0	Non-recurs one-time funding of Interagency Transfers via sales tax dedications from the Shreveport Riverfront and Convention Center and Independence Stadium Fund for the Louisiana State Oil and Gas Museum.
\$12,000	\$7,000	0	Total Non-Statewide
\$4,234,727	\$4,432,767	37	Total Recommended

Fees & Self-generated

Fund	Prior Year Actuals FY 2022-2023	Enacted FY2023-2024	Existing Operating Budget (EOB) as of 12/01/23	Continuation FY 2024-2025	Recommended FY 2024-2025	Total Recommended Over/(Under) EOB
Fees & Self-Generated	\$204,471	\$84,962	\$84,962	\$87,010	\$84,962	\$0

Statutory Dedications

Fund	Prior Year Actuals FY 2022-2023	Enacted FY2023-2024	Existing Operating Budget (EOB) as of 12/01/23	Continuation FY 2024-2025	Recommended FY 2024-2025	Total Recommended Over/(Under) EOB
Shrev. Riverfr Conv. Ctr. Stadium	\$0	\$113,078	\$140,557	\$113,078	\$113,078	(\$27,479)

Professional Services

Amount	Description
Professional Services:	
	This program does not have funding for Professional Services.



Other Charges

Amount	Description
	Other Charges:
\$113,078	Shreveport Riverfront Convention Center and Stadium Funds for the Louisiana State Exhibit Museum & Louisiana State Oil and Gas Museum
\$113,078	SUB-TOTAL OTHER CHARGES
	Interagency Transfers:
\$13,625	Office of Technology Services - Telecommunications Services
\$36,423	Old Governor's Mansion Expenses
\$187	State Printing
\$50,235	SUB-TOTAL INTERAGENCY TRANSFERS
\$163,313	TOTAL OTHER CHARGES

Acquisitions and Major Repairs

Amount	Description
	Acquisitions and Major Repairs
\$10,000	Replacing office chairs
\$11,000	New phone system for Old Governor's Mansion
\$21,000	TOTAL ACQUISITIONS AND MAJOR REPAIRS

Objective: 1394-01 The total cost per visitor for operating program museums will not exceed \$42.50.

Children's Budget Link N/A

HR Policies Beneficial to Women and Families Link N/A

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other) N/A

Performance Indicator Name	Actuals FY 22-23	Initially Appropriated FY 23-24	Existing Standard FY 23-24	Continuation Budget FY 24-25	Executive Budget FY 24-25
[S] Number of visitors to Program museums	119,480	120,000	120,000	120,000	120,000
[K] Cost per visitor to operating Program museums	\$34.62	\$42.5	\$42.5	\$42.5	\$42.5
[S] Total number of museums (in Program)	9	9	9	9	9
[S] Percentage of Program museums in operation	90	90	90	100	100

General Performance Indicators

Performance Indicator Name	Prior Year Actuals FY 2018-2019	Prior Year Actuals FY 2019-2020	Prior Year Actuals FY 2020-2021	Prior Year Actuals FY 2021-2022	Prior Year Actuals FY 2022-2023
Old Governor's Mansion: Number of Visitors	Not Applicable	Not Applicable	Not Applicable	Not Applicable	7,146
Old Governor's Mansion: Cost per Visitor	\$Not Applicable	\$Not Applicable	\$Not Applicable	\$Not Applicable	\$61.98
Delta Music: Number of visitors	6,048	4,482	2,090	4,562	3,361
Delta Music: Cost per visitor	\$7.1	\$8.37	\$16.54	\$31.67	\$26.01
Mansfield College: Number of visitors	7,110	3,237	4,577	9,087	6,299
Mansfield College: Cost per visitor	\$3.87	\$8.16	\$4.89	\$4.31	\$8.3
Eddie G. Robinson: Number of visitors	8,420	4,653	1,316	3,955	5,263
Eddie G. Robinson: Cost per visitor	\$4.75	\$4.14	\$10.96	\$10.29	\$7.97
Abbeville Military History: Number of visitors	15	15	0	Not Applicable	Not Applicable
Germantown Colony: Number of visitors	818	644	528	1,010	3,005
Germantown Colony: Cost per visitor	\$27.7	\$32.33	\$38.84	\$62.18	\$29.3
Louisiana State Exhibit: Number of visitors	125,894	67,377	22,863	50,668	47,096
Cotton: Number of visitors	7,221	4,083	54	1,598	2,688
La. Oil and Gas: Number of visitors	1,626	1,084	134	169	1,696

General Performance Indicators

Performance Indicator Name	Prior Year Actuals	Prior Year Actuals	Prior Year Actuals	Prior Year Actuals	Prior Year Actuals
	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
Old State Capitol: Number of visitors	49,083	35,955	23,763	41,688	42,926
Louisiana State Exhibit: Cost per visitor	\$7.11	\$12.49	\$34.83	\$25.69	\$27.43
Cotton: Cost per visitor	\$0.05	\$0	\$0	\$0	\$0
La. Oil and Gas: Cost per visitor	\$35.32	\$43.48	\$374.34	\$588.73	\$68.7
Old State Capitol: Cost per visitor	\$27.35	\$40.7	\$62.91	\$71.99	\$45.52

Objective: 1394-02 To improve the quality of the management of the Program's collection holdings, the program will inspect 100% of its museums annually.

Children's Budget Link N/A

HR Policies Beneficial to Women and Families Link N/A

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other) N/A

Performance Indicator Name	Actuals	Initially Appropriated	Existing Standard	Continuation Budget	Executive Budget
	FY 22-23	FY 23-24	FY 23-24	FY 24-25	FY 24-25
[K] Percentage of museums inspected annually	100	100	100	100	100
[K] Percentage of museums with attendance over 25,000 and American Association of Museums (AAM) accreditation	50	50	50	50	50
[S] Number of Museums with attendance over 25,000	2	2	2	2	2



1395-Commercial

Program Authorization

La. R.S. 3:76-77, 84, , 216, 3652, 3654 and 3655; La. R.S. 9:3401-3410, 3421-28, 3431-3435, 3445 and 5164; La. R.S. 10:9-519- 9-526; La. R.S. 12: 31-35, 202-206, 236-237, 237.1, 238- 239.1, 241, 243-244, 247, 249, 250, 250.1, 251, 257, 262, 262.1, 263-264, 301, 303-305, 308-314.1, 316, 318, 404, 406, 412-414, 418-419, 448-449, 469, 492, 499.2, 802, 902, 982, 1012, 1052, 1072, 1111, 1131, 1152, 1172, 1191-1192, 1304-1310, 1335.1, 1339, 1342, 1345-1353, 1355, 1359, 1360 and 1363-1364; R.S. 13: 3471-3472, 3474-3475, 3479-3482, 3485 and 5107; La. R.S. 14:325; La. R.S. 22:166-168, 177, 214, 332, 335, 340, 442, and 1907; La. R.S. 30:112; La. R.S. 36:741-746 (Powers & Duties of Secretary of State) [745 & 746] Uniform Code and geauxBIZ; La. R.S. 39: 1111 and 1118; La. R.S. 44:52-57, (Address Confidentiality Program); La. R.S. 45:200.8; La. R.S. 49:221.1 and 222-229; La. R.S. 51:213-219, 288, 294-295 and 1164; La. C.C.P. Art. 1262, 1267; and LAC 4:XIX. Chapter 1, Address Confidentiality Program.

Program Description

The mission of the Commercial Program is to provide the business, financial and legal communities timely and efficient service in the certification and registration of documents relating to securing, retaining business entities and assets; the processing of legal services documents and communication of business licensing information as required by law and to make such information concerning these business entities available to the public; and to ensure the quality of the notary database.

The goal of the Commercial Program is to ensure compliance with the commercial filing laws at the lowest possible cost to taxpayers by maximizing the efficiency of document processing and information services

Program Activities include the following:

- The Administrative Services activity functions in three areas. 1) The activity provides the business community timely and efficient service in business registration. This activity collects fees and tracks annual reports for businesses operating in Louisiana. 2) The activity also serves as the service of process agent for the state on some foreign filings, corporations and all foreign insurance companies, and for out-of-state motorists involved in suits resulting from automobile accidents on Louisiana highways. The activity receives legal processes in such cases from State and Federal courts, and forwards it to the person designated to receive same. This activity also serves as the agent for service of process for taxicab owners, business opportunity, mineral leases, and political subdivisions. 3) The activity is the home of the Uniform Commercial Code (UCC) notification system. Users can file the UCC finance documents with any of the 64 parish filing offices and the information will be incorporated in the statewide database.
- geauxBIZ.com is a starting point for customers to obtain information regarding which state and local agencies need to be contacted for a variety of registration documents. geauxBIZ staff will prepare a customized business license checklist tailored to any specific business licensing need. geauxBIZ.com offers a wide array of free and helpful services for the new business owner. The web site offers frequent updates about regulation changes, tips and ideas from business owners, including testimonials of business owners who have used geauxBIZ.com.
- The Notary Services activity maintains a database on notary publics in Louisiana and processes annual reports. The activity takes orders for and ships Fundamentals in Louisiana Law and Practice Study Guide to individuals wanting to prepare for the state notary exam. The activity processes applications for the state notary exam.

Program Budget Summary

	Prior Year Actuals FY 2022-2023	Enacted FY2023-2024	Existing Operating Budget (EOB) as of 12/01/23	Continuation FY 2024-2025	Recommended FY 2024-2025	Total Recommended Over/(Under) EOB
Means of Finance:						
State General Fund (Direct)	\$0	\$0	\$0	\$0	\$0	\$0
State General Fund by:						
Interagency Transfers	0	0	0	0	0	0
Fees & Self-generated	9,404,410	11,307,320	12,436,345	11,193,608	11,067,668	(1,368,677)
Statutory Dedications	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
Total Means of Finance	\$9,404,410	\$11,307,320	\$12,436,345	\$11,193,608	\$11,067,668	(\$1,368,677)
Expenditures and Request:						
Personnel Services	\$4,796,196	\$5,154,184	\$5,154,184	\$4,981,890	\$4,884,532	(\$269,652)
Operating Expenses	1,213,950	1,185,948	1,185,948	1,244,530	1,215,948	30,000
Professional Services	0	0	0	0	0	0
Other Charges	3,394,264	4,967,188	6,096,213	4,967,188	4,967,188	(1,129,025)
Acquisitions & Major Repairs	0	0	0	0	0	0
Total Expenditures & Request	\$9,404,410	\$11,307,320	\$12,436,345	\$11,193,608	\$11,067,668	(\$1,368,677)
Authorized Positions						
Classified	54	54	54	53	53	(1)
Unclassified	1	1	1	2	2	1
Total Authorized Positions	55	55	55	55	55	0
Authorized Other Charges Positions	0	0	0	0	0	0

Source of Funding

This program is funded with the following:

- Fees and Self-generated Revenues derived from:
 - \$75 filing fee relative to domestic corporations
 - \$125 filing fee relative to foreign corporations
 - \$30 filing fee for annual reports relative to domestic and foreign corporations
 - Fees for providing registration of trademarks and partnerships
 - Fees for providing certificates of good standing
 - Fees for providing copies (including certified copies) of any requested document

Adjustments from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$0	\$12,436,345	55	Existing Operating Budget as of 12/01/2023

Statewide Adjustments

\$0	(\$97,358)	0	Attrition Adjustment
\$0	\$27,202	0	Civil Service Training Series
\$0	\$13,716	0	Group Insurance Rate Adjustment for Active Employees
\$0	\$127,587	0	Market Rate Classified
\$0	(\$1,129,025)	0	Non-recurring Carryforwards



Adjustments from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$0	(\$131,407)	0	Related Benefits Base Adjustment
\$0	(\$202,166)	0	Retirement Rate Adjustment
\$0	(\$7,226)	0	Salary Base Adjustment
\$0	(\$1,398,677)	0	Total Statewide

Non-Statewide Adjustments

\$0	\$30,000	0	Increase for in-state and out-of-state travel so employees can attend conferences, workshops, and trainings.
\$0	\$30,000	0	Total Non-Statewide
\$0	\$11,067,668	55	Total Recommended

Fees & Self-generated

Fund	Prior Year Actuals FY 2022-2023	Enacted FY2023-2024	Existing Operating Budget (EOB) as of 12/01/23	Continuation FY 2024-2025	Recommended FY 2024-2025	Total Recommended Over/(Under) EOB
Fees & Self-Generated	\$9,404,410	\$11,307,320	\$12,436,345	\$11,193,608	\$11,067,668	(\$1,368,677)

Professional Services

Amount	Description
--------	-------------

Professional Services:

This program does not have funding for Professional Services.

Other Charges

Amount	Description
--------	-------------

Other Charges:

\$3,000,000	GeauxBiz One Stop Portal
\$900,000	Commercial On-Line Registration Application (CORA) Filings
\$500,000	Central Electronic Repository
\$234,188	Commercial Miscellaneous Operating Expenses

\$4,634,188 SUB-TOTAL OTHER CHARGES

Interagency Transfers:

\$9,500	Office of Technology Services - Telecommunications Services
\$323,500	Division of Administration - Mail, postage, and printing services

\$333,000 SUB-TOTAL INTERAGENCY TRANSFERS

\$4,967,188 TOTAL OTHER CHARGES

Objective: 1395-01 To maintain an efficient filing process the program will continue to maintain or reduce the document rejection rate annually so that it does not exceed 15% of total documents filed.

Children's Budget Link N/A

HR Policies Beneficial to Women and Families Link N/A

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other) N/A

Performance Indicator Name	Actuals FY 22-23	Initially Appropriated FY 23-24	Existing Standard FY 23-24	Continuation Budget FY 24-25	Executive Budget FY 24-25
[S] Number of filing documents on-line rejected	37,432	30,000	30,000	30,000	30,000
[K] Percentage of documents returned	1.22	7	7	7	7
[S] Number of filing documents returned	44,776	15,000	15,000	15,000	15,000



Objective: 1395-02 To continue to ensure that Uniform Commercial Code (UCC) document and farm product filing processing is reliable and efficient by maintaining at least a 98% data entry accuracy rate annually for UCC filings.

Children's Budget Link N/A

HR Policies Beneficial to Women and Families Link N/A

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other) N/A

Performance Indicator Name	Actuals FY 22-23	Initially Appropriated FY 23-24	Existing Standard FY 23-24	Continuation Budget FY 24-25	Executive Budget FY 24-25
[K] Percentage accuracy in data entry of UCC and Farm Product filings	99.81	98	98	98	98
[S] Number of UCC and Farm Product filings	193,320	190,000	190,000	190,000	190,000

Objective: 1395-03 To process 100% of all service of process suits received within 24 hours of being served to the program.

Children's Budget Link N/A

HR Policies Beneficial to Women and Families Link N/A

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other) N/A

Performance Indicator Name	Actuals FY 22-23	Initially Appropriated FY 23-24	Existing Standard FY 23-24	Continuation Budget FY 24-25	Executive Budget FY 24-25
[S] Service of process filings (lawsuits filed)	34,521	30,000	30,000	30,000	30,000
[K] Percentage of suits processed within 24 hours of receipt	100	100	100	100	100

General Performance Indicators

Performance Indicator Name	Prior Year Actuals FY 2018-2019	Prior Year Actuals FY 2019-2020	Prior Year Actuals FY 2020-2021	Prior Year Actuals FY 2021-2022	Prior Year Actuals FY 2022-2023
Number of filing documents received on-line	Not Applicable	454,302	564,357	539,269	508,132

Objective: 1395-04 To ensure the quality of the data used to generate reports for geauxBiz customers, the program will request updated regulatory requirements from regulatory entities in the State on an annual basis.

Children's Budget Link N/A

HR Policies Beneficial to Women and Families Link N/A

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other) N/A

Performance Indicator Name	Actuals FY 22-23	Initially Appropriated FY 23-24	Existing Standard FY 23-24	Continuation Budget FY 24-25	Executive Budget FY 24-25
[K] Completed annual request for information	1	1	1	1	1
[K] Completed update of contact information in program database	1	1	1	1	1

General Performance Indicators

Performance Indicator Name	Prior Year Actuals FY 2018-2019	Prior Year Actuals FY 2019-2020	Prior Year Actuals FY 2020-2021	Prior Year Actuals FY 2021-2022	Prior Year Actuals FY 2022-2023
Number of regulatory agencies in program database	Not Applicable	567	567	567	567



Objective: 1395-05 To expand geauxBIZ by submitting additional filing types to existing agencies and by exploring potential partnerships with other state agencies to offer enhanced assistance to the business community.

Children's Budget Link N/A

HR Policies Beneficial to Women and Families Link N/A

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other) N/A

Performance Indicator Name	Actuals FY 22-23	Initially Appropriated FY 23-24	Existing Standard FY 23-24	Continuation Budget FY 24-25	Executive Budget FY 24-25
[K] Number of additional filing types or business types sent to existing agencies (subject to budget and staffing constraints of partnering agencies)	0	2	2	2	2
[S] Biannual steering committee meetings (meetings with existing partners) to measure progress towards adding additional partners	1	1	1	1	1

Objective: 1395-06 To ensure the preservation of Notary documents, the program will image at least 35,000 annual reports which were filed between 2004 and 2010 and were not previously imaged into the system.

Children's Budget Link N/A

HR Policies Beneficial to Women and Families Link N/A

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other) N/A

Performance Indicator Name	Actuals FY 22-23	Initially Appropriated FY 23-24	Existing Standard FY 23-24	Continuation Budget FY 24-25	Executive Budget FY 24-25
[K] Percentage of imaging goal obtained	85	100	100	100	100
[S] Number of annual report documents imaged	3,417	4,000	4,000	4,000	4,000