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## Secretary of State



### Department Description

In fulfilling its mission, the Department of State serves as the official keeper of the Great Seal of the State of Louisiana and the chief election officer and the archivist of the state, by preparing and certifying ballots for all elections, promulgating all election returns, and administering the election laws, including those relating to voter registration and custody of voting machines. The department countersigns and keeps an official registry of all commissions and is responsible for administering the state's corporation and trademark laws, as well as administering the GeauxBiz program, which gives current and potential business owners a single place to go for all the necessary licensing information to operate within the state.

The Secretary of State is responsible for operating the State Centralized Micrographics Unit, the State Records Center, and the State Records Management program, in addition to providing, storing, administering, and preserving the official archives of the state. The Secretary of State also promulgates and publishes all laws enacted by the State Legislature.

The Secretary of State is also responsible for the operation of numerous state museums including the Louisiana State Exhibit Museum and the McNeil Street Pumping Station in Shreveport, the Old Arsenal Powder Magazine and the Old State Capitol (which serves as the Center for Political and Governmental History in Louisiana) in Baton Rouge, the Louisiana Cotton Museum in Lake Providence, Louisiana Oil and Gas Museum in Oil City, the Louisiana Military History Museum in Ruston, the Delta Music Museum in Ferriday, the Louisiana Timber Mill Museum in Garyville, the Mansfield Female College, the Tioga Museum and Heritage Center, the Eddie G. Robinson Museum in Grambling, the Spring Street Museum in Shreveport, the Chennault Aviation and Military Museum in Monroe, the Louisiana Military History Museum in Abbeville, the Germantown Colony Museum in Minden, and the Louisiana Marine Fisheries Museum in Jean Lafitte.

For additional information, see:

[Secretary of State](#)

## Secretary of State Budget Summary

	Prior Year Actuals FY 2014-2015	Enacted FY 2015-2016	Existing Oper Budget as of 12/01/15	Continuation FY 2016-2017	Recommended FY 2016-2017	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 50,531,130	\$ 55,304,538	\$ 55,809,470	\$ 53,856,273	\$ 51,073,847	\$ (4,735,623)
<b>State General Fund by:</b>						
Total Interagency Transfers	213,684	237,813	402,813	325,000	325,000	(77,813)
Fees and Self-generated Revenues	25,332,729	25,584,789	26,176,288	25,844,089	26,104,125	(72,163)
Statutory Dedications	156,519	514,078	514,078	514,078	514,078	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 76,234,062</b>	<b>\$ 81,641,218</b>	<b>\$ 82,902,649</b>	<b>\$ 80,539,440</b>	<b>\$ 78,017,050</b>	<b>\$ (4,885,599)</b>
<b>Expenditures &amp; Request:</b>						
Secretary of State	\$ 76,234,062	\$ 81,641,218	\$ 82,902,649	\$ 80,539,440	\$ 78,017,050	\$ (4,885,599)
<b>Total Expenditures &amp; Request</b>	<b>\$ 76,234,062</b>	<b>\$ 81,641,218</b>	<b>\$ 82,902,649</b>	<b>\$ 80,539,440</b>	<b>\$ 78,017,050</b>	<b>\$ (4,885,599)</b>
<b>Authorized Full-Time Equivalents:</b>						
Classified	299	299	298	298	298	0
Unclassified	14	14	15	15	15	0
<b>Total FTEs</b>	<b>313</b>	<b>313</b>	<b>313</b>	<b>313</b>	<b>313</b>	<b>0</b>



## 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 of the Secretary of State are:

- 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.
- 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, the information, and the 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.

The Secretary of State is comprised of five programs: Administrative, Elections, Archives and Records, Museums and Other Operations, and Commercial.

For additional information, see:

[Secretary of State](#)

### Secretary of State Budget Summary

	Prior Year Actuals FY 2014-2015	Enacted FY 2015-2016	Existing Oper Budget as of 12/01/15	Continuation FY 2016-2017	Recommended FY 2016-2017	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 50,531,130	\$ 55,304,538	\$ 55,809,470	\$ 53,856,273	\$ 51,073,847	\$ (4,735,623)
<b>State General Fund by:</b>						
Total Interagency Transfers	213,684	237,813	402,813	325,000	325,000	(77,813)
Fees and Self-generated Revenues	25,332,729	25,584,789	26,176,288	25,844,089	26,104,125	(72,163)



## Secretary of State Budget Summary

	Prior Year Actuals FY 2014-2015	Enacted FY 2015-2016	Existing Oper Budget as of 12/01/15	Continuation FY 2016-2017	Recommended FY 2016-2017	Total Recommended Over/(Under) EOB
Statutory Dedications	156,519	514,078	514,078	514,078	514,078	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 76,234,062</b>	<b>\$ 81,641,218</b>	<b>\$ 82,902,649</b>	<b>\$ 80,539,440</b>	<b>\$ 78,017,050</b>	<b>\$ (4,885,599)</b>
<b>Expenditures &amp; Request:</b>						
Administrative	\$ 10,469,461	\$ 11,208,116	\$ 11,223,167	\$ 11,082,126	\$ 10,725,182	\$ (497,985)
Elections	49,587,369	54,738,203	55,241,500	53,128,687	53,205,593	(2,035,907)
Archives and Records	3,367,165	3,576,265	3,576,265	3,828,296	3,807,069	230,804
Museum and Other Operations	3,412,423	3,491,706	3,658,341	3,682,121	1,517,905	(2,140,436)
Commercial	9,397,644	8,626,928	9,203,376	8,818,210	8,761,301	(442,075)
<b>Total Expenditures &amp; Request</b>	<b>\$ 76,234,062</b>	<b>\$ 81,641,218</b>	<b>\$ 82,902,649</b>	<b>\$ 80,539,440</b>	<b>\$ 78,017,050</b>	<b>\$ (4,885,599)</b>
<b>Authorized Full-Time Equivalents:</b>						
Classified	299	299	298	298	298	0
Unclassified	14	14	15	15	15	0
<b>Total FTEs</b>	<b>313</b>	<b>313</b>	<b>313</b>	<b>313</b>	<b>313</b>	<b>0</b>



## 139\_1000 — Administrative

Program Authorization: Louisiana Constitution Art. IV, §1, §7, §13 and §14; Louisiana Constitution Art. XIII, §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, 174, and 231.

### Program Description

The mission of the Administrative Program is two-fold:

- (1) Assist the Secretary of State in carrying out his duties of his office by providing the legal, financial, and management control services for the department and its various programs; and
- (2) 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 objectives while performing the constitutional and statutory responsibilities of the Secretary of State and the Department of State.

The Administrative Program includes the following activities:

- 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. These accounting duties include, but are not limited to, processing cash and check deposits, credit card payments and charges, vendor payments, travel expenses, election cost distribution, and election worker payroll. Human Resources provides personnel support to managers, supervises payroll time accounting, and acts as the liaison with the State Civil Service.
- Legal Support Services – Includes the Legal Division and Commissions Divisions. 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 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 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 (Information Technology Division) – Assists in the planning, the implementation, and the 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.

## Administrative Budget Summary

	Prior Year Actuals FY 2014-2015	Enacted FY 2015-2016	Existing Oper Budget as of 12/01/15	Continuation FY 2016-2017	Recommended FY 2016-2017	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 40,645	\$ 358,070	\$ 358,070	\$ 358,070	\$ 133,790	\$ (224,280)
<b>State General Fund by:</b>						
Total Interagency Transfers	0	0	0	0	0	0
Fees and Self-generated Revenues	10,428,816	10,850,046	10,865,097	10,724,056	10,591,392	(273,705)
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 10,469,461</b>	<b>\$ 11,208,116</b>	<b>\$ 11,223,167</b>	<b>\$ 11,082,126</b>	<b>\$ 10,725,182</b>	<b>\$ (497,985)</b>
<b>Expenditures &amp; Request:</b>						
Personal Services	\$ 7,927,097	\$ 8,250,411	\$ 8,250,411	\$ 8,287,523	\$ 8,241,281	\$ (9,130)
Total Operating Expenses	1,380,774	1,266,980	1,281,205	1,275,205	1,275,205	(6,000)
Total Professional Services	0	0	0	0	0	0
Total Other Charges	1,161,590	1,595,725	1,596,551	1,519,398	1,208,696	(387,855)
Total Acq & Major Repairs	0	95,000	95,000	0	0	(95,000)
Total Unallotted	0	0	0	0	0	0
<b>Total Expenditures &amp; Request</b>	<b>\$ 10,469,461</b>	<b>\$ 11,208,116</b>	<b>\$ 11,223,167</b>	<b>\$ 11,082,126</b>	<b>\$ 10,725,182</b>	<b>\$ (497,985)</b>
<b>Authorized Full-Time Equivalents:</b>						
Classified	65	65	65	65	65	0
Unclassified	7	7	7	7	7	0
<b>Total FTEs</b>	<b>72</b>	<b>72</b>	<b>72</b>	<b>72</b>	<b>72</b>	<b>0</b>

## Source of Funding

This program is funded with State General Fund and Fees and Self-generated Revenues. The Fees and Self-generated Revenues are derived from the following: (1) a \$75 filing fee relative to domestic corporations; (2) a \$125 filing fee relative to foreign corporations; (3) a \$30 filing fee for annual reports relative to domestic and foreign corporations; and (4) charges for other services such as registering trademarks and partnerships, providing certificates of good standing, and providing certified copies of any requested documents.



### Major Changes from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$ 0	\$ 15,051	0	<b>Mid-Year Adjustments (BA-7s):</b>
\$ 358,070	\$ 11,223,167	72	<b>Existing Oper Budget as of 12/01/15</b>
<b>Statewide Major Financial Changes:</b>			
(227,501)	(227,501)	0	State General Fund (SGF) reduction in accordance with the Louisiana Constitution, Article VII, Section 11(A).
0	40,123	0	Annualize Classified State Employees Performance Adjustment
0	10,585	0	Civil Service Training Series
0	(23,570)	0	Louisiana State Employees' Retirement System Rate Adjustment
0	(126,717)	0	Louisiana State Employees' Retirement System Base Adjustment
0	(276)	0	Teachers Retirement System of Louisiana Rate Adjustment
0	(636)	0	Teachers Retirement Base Adjustment
0	12,804	0	Group Insurance Rate Adjustment for Active Employees
0	26,250	0	Group Insurance Rate Adjustment for Retirees
0	(12,099)	0	Group Insurance Base Adjustment
0	198,102	0	Salary Base Adjustment
0	(133,696)	0	Attrition Adjustment
0	(95,000)	0	Non-Recurring Acquisitions & Major Repairs
0	(15,051)	0	Non-recurring Carryforwards
0	(61,291)	0	Risk Management
0	(2,968)	0	Legislative Auditor Fees
0	1,330	0	UPS Fees
3,221	3,221	0	Civil Service Fees
0	(5,173)	0	State Treasury Fees
0	95,568	0	Office of Technology Services (OTS)
0	(181,990)	0	Office of State Procurement
<b>Non-Statewide Major Financial Changes:</b>			
\$ 133,790	\$ 10,725,182	72	<b>Recommended FY 2016-2017</b>
\$ 0	\$ 0	0	<b>Less Supplementary Recommendation</b>
\$ 133,790	\$ 10,725,182	72	<b>Base Executive Budget FY 2016-2017</b>
\$ 133,790	\$ 10,725,182	72	<b>Grand Total Recommended</b>



## Professional Services

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

## Other Charges

Amount	Description
	<b>Other Charges:</b>
\$525,000	IT Ongoing Costs for Elections and Commercial Support
\$50,000	Executive Legal Services and Miscellaneous
<b>\$575,000</b>	<b>SUB-TOTAL OTHER CHARGES</b>
	<b>Interagency Transfers:</b>
\$138,596	Civil Service and CPTP Fees
\$14,343	State Treasurer Fees
\$36,224	Uniform Payroll System (UPS) Fees
\$144,906	Office of State Procurement Consolidation
\$27,481	Legislative Auditor Fees
\$187,687	Office of Technology Services (OTS)
\$185,028	Office of Risk Management (ORM)
\$106,895	Office of Telecommunications Management (OTM) Fees
\$15,733	Division of Administration - State Printing Fees
\$4,304	Office of Computing Services
(\$227,501)	State General Fund (SGF) reduction in accordance with the Louisiana Constitution, Article VII, Section 11(A)
<b>\$633,696</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
<b>\$1,208,696</b>	<b>TOTAL OTHER CHARGES</b>

## Acquisitions and Major Repairs

Amount	Description
	This program does not have funding for Acquisitions and Major Repairs.

## Performance Information

### 1. (KEY) To ensure that at least 80% of all agency objectives are met.

Children's Budget Link: Not Applicable

Human Resources Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, Other): Not Applicable



**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2014-2015	Actual Yearend Performance FY 2014-2015	Performance Standard as Initially Appropriated FY 2015-2016	Existing Performance Standard FY 2015-2016	Performance At Continuation Budget Level FY 2016-2017	Performance At Executive Budget Level FY 2016-2017
K	Percentage of objectives met (LAPAS CODE - 6179)	80.0%	96.0%	80.0%	80.0%	80.0%	80.0%

**2. (KEY) To achieve no repeat audit findings on accounting procedures.**

Children's Budget Link: Not applicable.

Human Resource Policies Beneficial to Women and Families Link: Not applicable.

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not applicable.

**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2014-2015	Actual Yearend Performance FY 2014-2015	Performance Standard as Initially Appropriated FY 2015-2016	Existing Performance Standard FY 2015-2016	Performance At Continuation Budget Level FY 2016-2017	Performance At Executive Budget Level FY 2016-2017
K	Number of repeat audit findings (LAPAS CODE - 6180)	0	0	0	0	0	0

**3. (KEY) The program will complete Election Day payrolls within 30 days following an election.**

Children's Budget Link: Not Applicable

Human Resources Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, Other): Not Applicable



## Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2014-2015	Actual Yearend Performance FY 2014-2015	Performance Standard as Initially Appropriated FY 2015-2016	Existing Performance Standard FY 2015-2016	Performance At Continuation Budget Level FY 2016-2017	Performance At Executive Budget Level FY 2016-2017
K	Percentage of parish election payrolls completed within 30 days of the election date (LAPAS CODE - 21506)	90%	100%	90%	90%	90%	90%
<p>Clerks of Court are required to submit payrolls within one week of election date, however, the actual performance has never reached that level. Current performance may indicate the best possible achievement for the Clerks of Court offices. This is an important supporting indicator to monitor, but the actual performance can only be influenced, not controlled, by the program.</p>							
S	Percentage of Clerks of Court returning completed payroll information to program within one week of election date (LAPAS CODE - 21507)	90.0%	97.9%	90.0%	90.0%	90.0%	90.0%
<p>Computations consider collections of current year invoices. This results in lower percentages but a more accurate look at the effectiveness of invoice collection efforts.</p>							

## Administrative General Performance Information

Performance Indicator Name	Performance Indicator Values					
	Prior Year Actual FY 2010-2011	Prior Year Actual FY 2011-2012	Prior Year Actual FY 2012-2013	Prior Year Actual FY 2013-2014	Prior Year Actual FY 2014-2015	
Amount of election costs invoiced (LAPAS CODE - 12087)	\$ 3,537,951	\$ 5,523,687	\$ 4,147,639	\$ 6,947,348	\$ 4,078,531	
Amount of election costs received (LAPAS CODE - 12088)	\$ 3,334,568	\$ 4,686,317	\$ 4,075,557	\$ 6,540,790	\$ 4,035,369	
Percentage of revenue collected prior to close of fiscal year (LAPAS CODE - 12089)	94.3%	84.8%	98.2%	94.1%	98.9%	
This value includes collections through financial period 13. New indicators for FY 2014-2015. Data was available for prior years.						
Average cost of commissioners, janitors, and deputy custodians paid per precinct (LAPAS CODE - 12084)	\$ 916.08	\$ 821.18	\$ 888.33	\$ 780.88	\$ 913.37	
Number of parish payrolls processed (LAPAS CODE - 25385)	256	241	186	161	189	
Average number of days for clerks of court to transmit completed election payrolls (LAPAS CODE - 25386)	2.9	1.5	1.3	1.7	3.5	

**4. (KEY) 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: Not Applicable



Human Resources Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, Other): Not Applicable

**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2014-2015	Actual Yearend Performance FY 2014-2015	Performance Standard as Initially Appropriated FY 2015-2016	Existing Performance Standard FY 2015-2016	Performance At Continuation Budget Level FY 2016-2017	Performance At Executive Budget Level FY 2016-2017
K	Percentage of local election expenses invoiced within 60 days of an election (LAPAS CODE - 21508)	90%	90%	90%	90%	90%	90%
Performance related to this objective and the associated indicators moved from the Election Program to the Administrative Program. Auditing election expenses and submitting invoices to local government entities are functions of the Accounting Division.							
S	Percentage of election cost reimbursement invoiced (LAPAS CODE - 10579)	100%	100%	100%	100%	100%	100%
Performance related to this objective and the associated indicators moved from the Election Program to the Administrative Program. Auditing election expenses and submitting invoices to local government entities are functions of the Accounting Division.							
S	Average number of days from election to invoice (LAPAS CODE - 25164)	60	49	60	60	60	60

**5. (KEY) 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: Not Applicable

Human Resources Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, Other): Not Applicable

**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2014-2015	Actual Yearend Performance FY 2014-2015	Performance Standard as Initially Appropriated FY 2015-2016	Existing Performance Standard FY 2015-2016	Performance At Continuation Budget Level FY 2016-2017	Performance At Executive Budget Level FY 2016-2017
K	Percentage of commission documents mailed to elected officials two weeks prior to official taking office (LAPAS CODE - 23406)	95%	100%	95%	95%	95%	95%



## Administrative General Performance Information

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2010-2011	Prior Year Actual FY 2011-2012	Prior Year Actual FY 2012-2013	Prior Year Actual FY 2013-2014	Prior Year Actual FY 2014-2015
Number of elections held as a result of lawsuits alleging machine malfunctions (LAPAS CODE - 567)	0	0	0	0	0
Number of commission packages prepared and mailed to elected officials (LAPAS CODE - 25160)	1,951	2,015	1,113	325	2,791
Number of commission packages prepared and mailed two weeks prior to official taking office (LAPAS CODE - 25161)	1,951	2,015	1,113	325	2,791

**6. (KEY) 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: Not Applicable

Human Resources Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, Other): Not Applicable

### Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2014-2015	Actual Yearend Performance FY 2014-2015	Performance Standard as Initially Appropriated FY 2015-2016	Existing Performance Standard FY 2015-2016	Performance At Continuation Budget Level FY 2016-2017	Performance At Executive Budget Level FY 2016-2017
K	Number of mission critical equipment or application failures with greater than three business days of unplanned downtime (LAPAS CODE - 23407)	2	2	2	2	2	2
S	Number of mission critical pieces of equipment (LAPAS CODE - 23408)	148	142	142	142	142	142



## 139\_2000 — Elections



Program Authorization: Louisiana Constitution, Article IV, Section 12; La. R.S. 18:18-20; La. R.S. 18:31; La. R.S. 18:421-428; La. R.S. 18:431-436; La. R.S. 18:1301-1319; La. R.S. 13:1351-1376; La. R.S. 18:1400.1-1400.8; La. R.S. 44:52-57; Pub.L. 89-110, Title I, §2, Aug. 6, 1965, 79 Stat. 437, as amended, 42 U.S.C. §§1973-1973aa-6; Pub L. 98-435, §2, Sept. 28, 1984, 98 Stat. 1678, 42 U.S.C. §1973ee; LAC 31:I. Chapter 1; LAC 31:I. Chapter 3; LAC 31:I. Chapter 5; LAC 31:I. Chapter 7; LAC 31:I. Chapter 9; LAC 31:II. Chapter 1; LAC 31:II. Chapter 3; LAC 31:II. Chapter 5; LAC 31:II. Chapter 7; LAC 31:III. Chapter 1; LAC 31:III. Chapter 3; and, LAC 4:XIX. Chapter 1.

### 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 other interested parties in Louisiana and the United States, and in general, to encourage public participation in the election process by educating current and potential voters about the elections process through effective outreach programs.

The goals of the Election 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 the issues for each precinct holding an election.
- III. To administer the laws governing voter registration; develop programs for the statewide voter registration system to better assist the parish Registrars of Voters and serve the general public; and 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 and to investigate the reports of improper activity.
- VI. To coordinate with local law enforcement and prosecutorial agencies to address voter fraud and illegal election activity.

The Elections Program includes the following activities:

- **Administrative Services** – 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, prescribes rules and 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 to 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 for providing an outlet for citizens to report fraudulent or illegal activity. This activity also investigates such reports and coordinates with local law enforcement agencies and district attorneys to prosecute such illegal conduct.
- **Registrar of Voters (ROVs)** – Includes 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 ROVs 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.
- **Election Support Services** – 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.

## Elections Budget Summary

	Prior Year Actuals FY 2014-2015	Enacted FY 2015-2016	Existing Oper Budget as of 12/01/15	Continuation FY 2016-2017	Recommended FY 2016-2017	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 47,169,726	\$ 51,649,237	\$ 52,152,534	\$ 50,010,557	\$ 49,616,627	\$ (2,535,907)
<b>State General Fund by:</b>						
Total Interagency Transfers	0	0	0	0	0	0
Fees and Self-generated Revenues	2,352,788	2,687,966	2,687,966	2,717,130	3,187,966	500,000
Statutory Dedications	64,855	401,000	401,000	401,000	401,000	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 49,587,369</b>	<b>\$ 54,738,203</b>	<b>\$ 55,241,500</b>	<b>\$ 53,128,687</b>	<b>\$ 53,205,593</b>	<b>\$ (2,035,907)</b>
<b>Expenditures &amp; Request:</b>						
Personal Services	\$ 9,317,567	\$ 9,015,624	\$ 9,295,533	\$ 9,800,970	\$ 9,800,904	\$ 505,371
Total Operating Expenses	5,942,916	6,365,286	6,920,887	6,784,742	6,784,742	(136,145)
Total Professional Services	0	0	0	0	0	0
Total Other Charges	34,326,886	39,357,293	39,025,080	36,542,975	36,119,947	(2,905,133)
Total Acq & Major Repairs	0	0	0	0	500,000	500,000
Total Unallotted	0	0	0	0	0	0



### Elections Budget Summary

	Prior Year Actuals FY 2014-2015	Enacted FY 2015-2016	Existing Oper Budget as of 12/01/15	Continuation FY 2016-2017	Recommended FY 2016-2017	Total Recommended Over/(Under) EOB
<b>Total Expenditures &amp; Request</b>	\$ 49,587,369	\$ 54,738,203	\$ 55,241,500	\$ 53,128,687	\$ 53,205,593	\$ (2,035,907)
<b>Authorized Full-Time Equivalents:</b>						
Classified	124	124	124	124	124	0
Unclassified	1	1	1	1	1	0
<b>Total FTEs</b>	125	125	125	125	125	0

### Source of Funding

This program is funded from State General Fund and Fees and Self-generated Revenues. Fees and Self-generated Revenues are derived from a reimbursement of election expenses from municipalities and governing authorities that call elections. Statutory Dedications are derived from the Help Louisiana Vote Fund (R.S. 18:1400.21). Per R.S. 39:36B.(8), see table below for a listing of expenditures out of each statutory dedicated fund.

### Elections Statutory Dedications

Fund	Prior Year Actuals FY 2014-2015	Enacted FY 2015-2016	Existing Oper Budget as of 12/01/15	Continuation FY 2016-2017	Recommended FY 2016-2017	Total Recommended Over/(Under) EOB
Help Louisiana Vote Fund, Election Admin	\$ 1,113	\$ 191,000	\$ 191,000	\$ 191,000	\$ 191,000	\$ 0
Help Louisiana Vote Fund, Voting Access Account	63,742	210,000	210,000	210,000	210,000	0

### Major Changes from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$ 503,297	\$ 503,297	0	<b>Mid-Year Adjustments (BA-7s):</b>
\$ 52,152,534	\$ 55,241,500	125	<b>Existing Oper Budget as of 12/01/15</b>
<b>Statewide Major Financial Changes:</b>			
61,233	61,233	0	Annualize Classified State Employees Performance Adjustment
27,851	27,851	0	Civil Service Training Series
(30,426)	(30,426)	0	Louisiana State Employees' Retirement System Rate Adjustment
242,362	242,362	0	Louisiana State Employees' Retirement System Base Adjustment
26,174	26,174	0	Group Insurance Rate Adjustment for Active Employees
13,825	13,825	0	Group Insurance Rate Adjustment for Retirees
(16,188)	(16,188)	0	Group Insurance Base Adjustment



## Major Changes from Existing Operating Budget (Continued)

General Fund	Total Amount	Table of Organization	Description
346,121	346,121	0	Salary Base Adjustment
(165,581)	(165,581)	0	Attrition Adjustment
(511,747)	(511,747)	0	Non-recurring Carryforwards
143,049	143,049	0	Risk Management
<b>Non-Statewide Major Financial Changes:</b>			
(2,672,580)	(2,672,580)	0	Decrease for Election Expenses. In FY 2016-2017, there are four statewide elections including an open primary/presidential/congressional, open general/congressional, municipal primary, and municipal general. The total estimated cost of election expenses in FY 2016-2017 is \$17.6 million.
0	500,000	0	To provide for an initial investment through purchase or lease of voting equipment and software for a future statewide voting system to support voting centers.
\$ 49,616,627	\$ 53,205,593	125	<b>Recommended FY 2016-2017</b>
\$ 0	\$ 0	0	<b>Less Supplementary Recommendation</b>
\$ 49,616,627	\$ 53,205,593	125	<b>Base Executive Budget FY 2016-2017</b>
\$ 49,616,627	\$ 53,205,593	125	<b>Grand Total Recommended</b>

## Professional Services

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

## Other Charges

Amount	Description
<b>Other Charges:</b>	
\$17,729,254	Election Expenses: Administrative Expenses & Field Operations Administration, Voting Machines, Poll Commissioners, etc.
\$1,094,782	Election Expenses: Ballot Printing
\$14,405,281	Registrar of Voters
\$401,000	HAVA Including LEAD Grant
<b>\$33,630,317</b>	<b>SUB-TOTAL OTHER CHARGES</b>
<b>Interagency Transfers:</b>	
\$666,476	Office of Risk Management (ORM)
\$658,654	Building Rent - United Plaza Blvd.
\$819,500	Office of Telecommunications Management (OTM) Fees
\$310,000	State Mail - Postage
\$25,000	State Printing



### Other Charges (Continued)

Amount	Description
\$10,000	IAT Commodities/JPM Chase
<b>\$2,489,630</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
<b>\$36,119,947</b>	<b>TOTAL OTHER CHARGES</b>

### Acquisitions and Major Repairs

Amount	Description
\$500,000	Purchase or Lease of Voting Equipment and Software
<b>\$500,000</b>	<b>TOTAL ACQUISITIONS AND MAJOR REPAIRS</b>

### Performance Information

**1. (KEY) To 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: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable

### Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2014-2015	Actual Yearend Performance FY 2014-2015	Performance Standard as Initially Appropriated FY 2015-2016	Existing Performance Standard FY 2015-2016	Performance At Continuation Budget Level FY 2016-2017	Performance At Executive Budget Level FY 2016-2017
K	Number of reprints due to program staff (LAPAS CODE - 10061)	12	6	12	12	12	12
	The number of reprints is three per election.						
S	Number of elections held (LAPAS CODE - 10062)	4	5	4	4	4	4
K	Average number of ballot reprints per election due to program error (LAPAS CODE - New)	3.0	1.2	3.0	3.0	3.0	3.0
	This indicator established for FY 2013-14 for the ballot quality control process to better reflect the efforts of the Elections program staff to ensure ballots are accurate before they go to print. The previous indicator was problematic because even one election with more than three reprints prevented the program from achieving its objective. The complexity of ballots and the large number of ballot types required for a major election was maintaining three or fewer ballot errors for any particular election problematic. Newly worded indicator provides for an average rather than a numeric limit.						



**2. (KEY) To encourage participation in the electoral process, the program will participate in or sponsor at least one voter education outreach event in 90% of the parishes annually.**

Children's Budget Link: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable

**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2014-2015	Actual Yearend Performance FY 2014-2015	Performance Standard as Initially Appropriated FY 2015-2016	Existing Performance Standard FY 2015-2016	Performance At Continuation Budget Level FY 2016-2017	Performance At Executive Budget Level FY 2016-2017
K	Percentage of parishes with at least one voter education outreach event held within the current fiscal year (LAPAS CODE - 21569)	90.0%	95.3%	90.0%	90.0%	80.0%	80.0%
Outreach was unfunded in the third quarter of FY 2014-15 due to budget cuts. At that time personnel were laid off and some of the functions were transferred to Elections Operations. Funding was restored by the legislature for FY 2015-16 but the agency is trying to determine what the new function will look like and what level of activity will be generated.							
S	Number of events held or sponsored (LAPAS CODE - 21570)	150	278	175	175	150	150
Outreach was unfunded in the third quarter of FY 2014-15 due to budget cuts. At that time personnel were laid off and some of the functions were transferred to Elections Operations. Funding was restored by the legislature for FY 2015-16 but the agency is trying to determine what the new function will look like and what level of activity will be generated.							

**3. (KEY) To ensure the integrity of the election process, the program will investigate 100% of alleged incidences of voter fraud or election offenses.**

Children's Budget Link: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable

**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2014-2015	Actual Yearend Performance FY 2014-2015	Performance Standard as Initially Appropriated FY 2015-2016	Existing Performance Standard FY 2015-2016	Performance At Continuation Budget Level FY 2016-2017	Performance At Executive Budget Level FY 2016-2017
K	Percentage of voter fraud and election offenses investigated by program (LAPAS CODE - 11499)	100%	100%	100%	100%	100%	100%



**Elections General Performance Information**

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2010-2011	Prior Year Actual FY 2011-2012	Prior Year Actual FY 2012-2013	Prior Year Actual FY 2013-2014	Prior Year Actual FY 2014-2015
Number of incidences reported (LAPAS CODE - 14381)	287	364	283	312	271

**4. (KEY) To ensure the State's compliance with the National Voter Registration Act, the program will evaluate each registrar annually.**

Children's Budget Link: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable

**Performance Indicators**

Performance Indicator Name	Performance Indicator Values					
	Yearend Performance Standard FY 2014-2015	Actual Yearend Performance FY 2014-2015	Performance Standard as Initially Appropriated FY 2015-2016	Existing Performance Standard FY 2015-2016	Performance At Continuation Budget Level FY 2016-2017	Performance At Executive Budget Level FY 2016-2017
K Percentage of registrars evaluated annually (LAPAS CODE - 21571)	100%	100%	100%	100%	100%	100%

**5. (KEY) To continue working to improve the database's accuracy, as required and allowed by law by conducting a statewide canvass each year.**

Children's Budget Link: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable

**Performance Indicators**

Performance Indicator Name	Performance Indicator Values					
	Yearend Performance Standard FY 2014-2015	Actual Yearend Performance FY 2014-2015	Performance Standard as Initially Appropriated FY 2015-2016	Existing Performance Standard FY 2015-2016	Performance At Continuation Budget Level FY 2016-2017	Performance At Executive Budget Level FY 2016-2017
K Statewide canvass conducted (LAPAS CODE - 21628)	1	1	1	1	1	1

Canvass is held on a calendar year basis and does not begin until January. As long as the canvass is initiated in each parish during the fiscal year, credit will be given for its completion even if it is not completed until after the fiscal year closes.



## Elections General Performance Information

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2010-2011	Prior Year Actual FY 2011-2012	Prior Year Actual FY 2012-2013	Prior Year Actual FY 2013-2014	Prior Year Actual FY 2014-2015
Total number of registered voters (LAPAS CODE - 598)	2,940,885	2,883,074	2,972,168	2,917,716	2,948,434
The reported number represents the highest number of registered voters for the fiscal year.					
Number of active registered voters (highest number during fiscal year) (LAPAS CODE - 12094)	2,726,259	2,708,046	2,821,023	2,787,993	2,790,003
Number of inactive registered voters (highest number during fiscal year) (LAPAS CODE - 12096)	233,077	211,121	192,105	184,842	176,044
Total number of new voter registrations (LAPAS CODE - 600)	120,911	139,080	181,293	79,580	130,495
Number of new voter registrations from traditional sources (LAPAS CODE - 12109)	11,059	14,479	8,618	6,832	12,115
Total of new voter registrations from nontraditional sources (LAPAS CODE - 12112)	103,142	124,601	159,310	72,748	118,380
Percentage of new voter registration applications received from traditional sources (LAPAS CODE - 12133)	9.1%	10.4%	12.1%	8.6%	9.3%
Percentage of new voter registration applications received from non-traditional sources (LAPAS CODE - 24989)	90.9%	89.6%	87.9%	91.4%	90.7%

**6. (KEY) 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: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable



**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2014-2015	Actual Yearend Performance FY 2014-2015	Performance Standard as Initially Appropriated FY 2015-2016	Existing Performance Standard FY 2015-2016	Performance At Continuation Budget Level FY 2016-2017	Performance At Executive Budget Level FY 2016-2017
K	Total number of voting machines (all types) (LAPAS CODE - 571)	9,112	10,124	10,124	10,124	10,124	10,124
K	Percentage of voting machines available on Election Day (LAPAS CODE - 575)	90%	100%	90%	90%	90%	90%
S	Number of Statewide Elections (LAPAS CODE - 21630)	2	2	3	3	2	2

**Elections General Performance Information**

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2010-2011	Prior Year Actual FY 2011-2012	Prior Year Actual FY 2012-2013	Prior Year Actual FY 2013-2014	Prior Year Actual FY 2014-2015
Number of precincts in the state (highest number in FY) (LAPAS CODE - 12156)	3,877	4,267	4,267	4,249	4,188
The legal allocation of voting machines is one machine per 600 voters. After 600 voters, one machine should be used for each additional 400 voters.					
Total number of precincts holding elections (LAPAS CODE - 560)	14,308	15,399	11,107	9,203	10,675
Number of voting machines used at the precincts on Election Day (total for FY) (LAPAS CODE - 12158)	31,167	31,316	22,948	18,916	23,455
Average number of voting machines utilized per precinct (LAPAS CODE - 574)	2.2	2.0	2.1	2.1	2.2
The average number of voting machines utilized per precinct is computed as follows: total number of voting machines used on election day for the fiscal year divided by the total number of precincts holding elections.					
Average annual cost per machine to store machines statewide (LAPAS CODE - 577)	\$ 198.77	\$ 200.71	\$ 201.09	\$ 208.52	\$ 224.37
The average annual cost per machine to store machines statewide is computed as follows: total cost expended during fiscal year for storage of machines divided by the total number of voting machines assigned for precinct use.					
Average cost per machine to deliver machine to precinct (LAPAS CODE - 623)	\$ 53.60	\$ 50.24	\$ 49.50	\$ 48.52	\$ 49.36
This indicator is computed by dividing the total drayage cost expended by the number of voting machines used at the precincts on election day.					



**7. (KEY) To 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 machine(s) they service within 12 months of assignment.**

Children's Budget Link: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable

### Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2014-2015	Actual Yearend Performance FY 2014-2015	Performance Standard as Initially Appropriated FY 2015-2016	Existing Performance Standard FY 2015-2016	Performance At Continuation Budget Level FY 2016-2017	Performance At Executive Budget Level FY 2016-2017
K	Percentage of technicians certified within 12 months of assignment (LAPAS CODE - 21637)	90%	100%	90%	90%	90%	90%
S	Number of certified technicians (LAPAS CODE - 21649)	207	220	211	211	198	198
S	Percentage of voting machines receiving required semi-annual preventative maintenance (LAPAS CODE - 10580)	100%	100%	100%	100%	100%	100%

### Elections General Performance Information

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2010-2011	Prior Year Actual FY 2011-2012	Prior Year Actual FY 2012-2013	Prior Year Actual FY 2013-2014	Prior Year Actual FY 2014-2015
Number of service calls received on election day (total for FY) (LAPAS CODE - 581)	1,853	1,642	1,300	806	1,412
Number of service calls received on election day that require a mechanic (total for FY) (LAPAS CODE - 12180)	1,138	1,070	906	599	869
Number of service calls received on election day that are due to technician error (total for FY) (LAPAS CODE - 12184)	16	21	7	6	13
Number of voting machines replaced on election day (LAPAS CODE - 579)	7	13	1	3	2



**8. (KEY) 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: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable

**Performance Indicators**

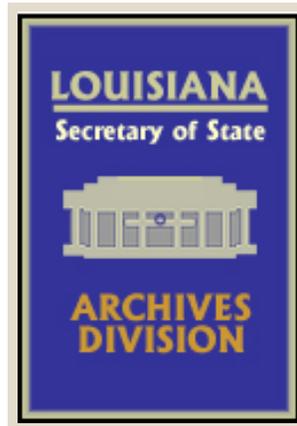
L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2014-2015	Actual Yearend Performance FY 2014-2015	Performance Standard as Initially Appropriated FY 2015-2016	Existing Performance Standard FY 2015-2016	Performance At Continuation Budget Level FY 2016-2017	Performance At Executive Budget Level FY 2016-2017
K	Percentage of parishes having an election for which test materials were prepared and distributed at least 10 days prior to the election (LAPAS CODE - 21634)	100%	100%	100%	100%	100%	100%

**Elections General Performance Information**

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2010-2011	Prior Year Actual FY 2011-2012	Prior Year Actual FY 2012-2013	Prior Year Actual FY 2013-2014	Prior Year Actual FY 2014-2015
Number of people voting by absentee ballot and early voting (total for FY) (LAPAS CODE - 12167)	271,387	352,219	458,794	142,271	511,354



## 139\_3000 — Archives and Records



Program Authorization: La. R.S. 25:127; R.S. 36:744; La. R.S. 43:22; La. R.S. 44:36; La. R.S. 44:39 and 401-427

### Program Description

The mission of the Archives and Records Program is to ensure the government and the 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 for educational programs.

The goal of the Archives and Records Program is to provide the services, information, and facilities necessary to promote and to 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.

The Archives and Records Program includes the following activities:

- **Administrative Services** – Operates under a mandate to identify, to collect, to 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.
- **Records Services** – Provides services, information, and facilities necessary to promote and to 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.

## Archives and Records Budget Summary

	Prior Year Actuals FY 2014-2015	Enacted FY 2015-2016	Existing Oper Budget as of 12/01/15	Continuation FY 2016-2017	Recommended FY 2016-2017	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	213,684	237,813	237,813	325,000	325,000	87,187
Fees and Self-generated Revenues	3,153,481	3,338,452	3,338,452	3,503,296	3,482,069	143,617
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 3,367,165</b>	<b>\$ 3,576,265</b>	<b>\$ 3,576,265</b>	<b>\$ 3,828,296</b>	<b>\$ 3,807,069</b>	<b>\$ 230,804</b>
<b>Expenditures &amp; Request:</b>						
Personal Services	\$ 2,469,763	\$ 2,458,426	\$ 2,458,426	\$ 2,534,270	\$ 2,513,043	\$ 54,617
Total Operating Expenses	851,367	1,033,039	1,033,039	1,120,226	1,120,226	87,187
Total Professional Services	0	0	0	0	0	0
Total Other Charges	46,035	54,800	54,800	54,800	54,800	0
Total Acq & Major Repairs	0	30,000	30,000	119,000	119,000	89,000
Total Unallotted	0	0	0	0	0	0
<b>Total Expenditures &amp; Request</b>	<b>\$ 3,367,165</b>	<b>\$ 3,576,265</b>	<b>\$ 3,576,265</b>	<b>\$ 3,828,296</b>	<b>\$ 3,807,069</b>	<b>\$ 230,804</b>
<b>Authorized Full-Time Equivalents:</b>						
Classified	31	31	31	31	31	0
Unclassified	1	1	1	1	1	0
<b>Total FTEs</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>0</b>

## Source of Funding

This program is funded with Interagency Transfers and Fees and Self-generated Revenues. Interagency Transfers are derived from charges to other state agencies for copies of documents and microfilming. The Fees and Self-generated Revenues are derived from charges for other services such as registering trademarks and partnerships, providing certificates of good standing, and providing copies and certified copies of any requested documents.



## Major Changes from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$ 0	\$ 0	0	<b>Mid-Year Adjustments (BA-7s):</b>
\$ 0	\$ 3,576,265	32	<b>Existing Oper Budget as of 12/01/15</b>
<b>Statewide Major Financial Changes:</b>			
0	12,776	0	Annualize Classified State Employees Performance Adjustment
0	1,904	0	Civil Service Training Series
0	(7,694)	0	Louisiana State Employees' Retirement System Rate Adjustment
0	46,328	0	Louisiana State Employees' Retirement System Base Adjustment
0	6,708	0	Group Insurance Rate Adjustment for Active Employees
0	(19,679)	0	Group Insurance Base Adjustment
0	48,645	0	Salary Base Adjustment
0	(34,371)	0	Attrition Adjustment
0	119,000	0	Acquisitions & Major Repairs
0	(30,000)	0	Non-Recurring Acquisitions & Major Repairs
<b>Non-Statewide Major Financial Changes:</b>			
0	87,187	0	Increases interagency contracts for microfilm services with state agencies.
\$ 0	\$ 3,807,069	32	<b>Recommended FY 2016-2017</b>
\$ 0	\$ 0	0	<b>Less Supplementary Recommendation</b>
\$ 0	\$ 3,807,069	32	<b>Base Executive Budget FY 2016-2017</b>
\$ 0	\$ 3,807,069	32	<b>Grand Total Recommended</b>

## Professional Services

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

## Other Charges

Amount	Description
<b>Other Charges:</b>	
\$51,250	Archives Building Improvements and Miscellaneous
<b>\$51,250</b>	<b>SUB-TOTAL OTHER CHARGES</b>
<b>Interagency Transfers:</b>	



### Other Charges (Continued)

Amount	Description
\$3,550	Office of Telecommunications Management (OTM) Fees
<b>\$3,550</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
<b>\$54,800</b>	<b>TOTAL OTHER CHARGES</b>

### Acquisitions and Major Repairs

Amount	Description
\$75,000	Resources for Archival Film Transfer
\$14,000	Replacement Printer
\$30,000	Replacement of Research Library Reference Materials
<b>\$119,000</b>	<b>TOTAL ACQUISITIONS AND MAJOR REPAIRS</b>

### Performance Information

**1. (KEY) Program will ensure its ability to accomodate adequately all records transferred to its custody.**

Children's Budget Link: Not Applicable.

Human Resource Policies Beneficial to Women and Families Link: Not Applicable.

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable.

### Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2014-2015	Actual Yearend Performance FY 2014-2015	Performance Standard as Initially Appropriated FY 2015-2016	Existing Performance Standard FY 2015-2016	Performance At Continuation Budget Level FY 2016-2017	Performance At Executive Budget Level FY 2016-2017
K	Percentage of qualified records accepted (LAPAS CODE - 14335)	90%	100%	90%	90%	90%	90%
K	Percentage of accessions processed within 14 working days of receipt (LAPAS CODE - 20228)	90%	91%	90%	90%	90%	90%
K	Number of new accessions processed (LAPAS CODE - 14333)	50	67	50	50	50	50



## Archives and Records General Performance Information

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2010-2011	Prior Year Actual FY 2011-2012	Prior Year Actual FY 2012-2013	Prior Year Actual FY 2013-2014	Prior Year Actual FY 2014-2015
Number of boxes disposed of from Records Center (1.2 cubic ft. of boxes) (LAPAS CODE - 14337)	6,584	5,473	5,956	4,987	5,722
This indicator was a Supporting indicator for FY 2012 and earlier. Converted to General Performance Indicator for continued tracking.					
Number of records transferred (in cubic feet) (LAPAS CODE - 14336)	6,445	5,864	2,814	4,566	5,059
This indicator was a Supporting indicator for FY 2012 and earlier. Converted to General Performance Indicator for continued tracking.					

### 2. (KEY) The program will ensure the percentage of statewide agencies without approved record retention schedules will not exceed 55%.

Children's Budget Link: Not Applicable.

Human Resource Policies Beneficial to Women and Families Link: Not Applicable.

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable.

### Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2014-2015	Actual Yearend Performance FY 2014-2015	Performance Standard as Initially Appropriated FY 2015-2016	Existing Performance Standard FY 2015-2016	Performance At Continuation Budget Level FY 2016-2017	Performance At Executive Budget Level FY 2016-2017
K	Percentage of statewide agencies without retention schedules (LAPAS CODE - 14323)	55%	44%	50%	50%	50%	50%
S	Number of statewide agencies with approved retention schedules (LAPAS CODE - 14324)	271	316	300	300	300	300



**Archives and Records General Performance Information**

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2010-2011	Prior Year Actual FY 2011-2012	Prior Year Actual FY 2012-2013	Prior Year Actual FY 2013-2014	Prior Year Actual FY 2014-2015
Number of statewide agencies with designated records management liaison (LAPAS CODE - 21517)	400	378	134	315	309
Number of non-statewide agencies with designated records management liaison (LAPAS CODE - 21829)	598	1,348	2,427	2,179	1,959
Number of statewide agencies (LAPAS CODE - 10072)	560	561	554	556	560
Number of non-statewide agencies (LAPAS CODE - 21830)	2,918	2,949	2,949	3,453	3,453
Number of major statewide agencies (LAPAS CODE - New)	65	65	65	65	65
New performance indicator for FY 2014-15.					

**3. (KEY) To continue to improve accessibility to archival and genealogical collections by increasing the number of records available in research room databases by 50,000 records each year.**

Children's Budget Link: Not Applicable.

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable.

**Performance Indicators**

Level	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2014-2015	Actual Yearend Performance FY 2014-2015	Performance Standard as Initially Appropriated FY 2015-2016	Existing Performance Standard FY 2015-2016	Performance At Continuation Budget Level FY 2016-2017	Performance At Executive Budget Level FY 2016-2017
S	Number of records available online for research (LAPAS CODE - 14334)	2,009,979	2,295,855	2,225,074	2,225,074	2,375,855	2,375,855
Adjusted performance at continuation due to outstanding staff efforts. FY 2015-16 performance exceeded standard in FY 2014-15.							
K	Number of records added to research room databases (LAPAS CODE - 16670)	50,000	220,504	50,000	50,000	50,000	50,000



**Archives and Records General Performance Information**

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2010-2011	Prior Year Actual FY 2011-2012	Prior Year Actual FY 2012-2013	Prior Year Actual FY 2013-2014	Prior Year Actual FY 2014-2015
Total number of patrons served (LAPAS CODE - 10092)	20,731	23,048	19,963	19,777	21,940
Number of patrons researching the Archives using the Archives Research Room (LAPAS CODE - 10090)	3,921	3,298	2,548	2,467	2,699

**4. (KEY) To improve accessibility issues surrounding the state's electronic records with long-term and/or archival value.**

Children's Budget Link: Not Applicable.

Human Resource Policies Beneficial to Women and Families Link: Not Applicable.

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable.

**Performance Indicators**

Level	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2014-2015	Actual Yearend Performance FY 2014-2015	Performance Standard as Initially Appropriated FY 2015-2016	Existing Performance Standard FY 2015-2016	Performance At Continuation Budget Level FY 2016-2017	Performance At Executive Budget Level FY 2016-2017
S	Number of major statewide agencies with current imaging survey on file (LAPAS CODE - 25388)	20	14	23	23	18	18

New performance indicators for FY 2014-15. Had to roll back expectations due to the Office of Technology Services taking over many IT elements. A lot of the agencies can't enter imaging surveys because they don't know who owns what.

**5. (KEY) The program will work to increase awareness that records management and records preservation and recovery should be considered in the event that disasters may impact governmental agencies in Louisiana. This awareness will be increased through general training to agencies and through improving contact among first responders.**



**Performance Indicators**

L e v e l	Performance Indicator Name	Yearend Performance Standard FY 2014-2015	Actual Yearend Performance FY 2014-2015	Performance Indicator Values			
				Performance Standard as Initially Appropriated FY 2015-2016	Existing Performance Standard FY 2015-2016	Performance At Continuation Budget Level FY 2016-2017	Performance At Executive Budget Level FY 2016-2017
K	Number of policies, procedures, and guidelines produced or revised posted to the Program's website (LAPAS CODE - 25389)	10	10	5	5	5	5
	New performance indicators for FY 2014-15.						
S	Number of training sessions held in which disaster recovery is covered (LAPAS CODE - 25390)	20	53	20	20	20	20
	New performance indicators for FY 2014-15.						



## 139\_4000 — Museum and Other Operations



Program Authorization: La. R.S. 25:371-380.5; 380.21-380.266, 380.31-380.36, 380.41-380.46, 380.51-380.56, 380.61-380.66, 380.71-380.76, 380.81-380.86, 380.91-380.96, 380.101-380.106, 380.111-380.116, 380.121-380.126, 380.131-380.136, and La. R.S. 36:744, 801.6, 801.7, 801.9-801.20.

### Program Description

The mission of the Museum and Other Operations Program is to present exhibits, education, and other programs to the public that 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 historical relics representative of this 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 one activity: Museum Services.

### Museum and Other Operations Budget Summary

	Prior Year Actuals FY 2014-2015	Enacted FY 2015-2016	Existing Oper Budget as of 12/01/15	Continuation FY 2016-2017	Recommended FY 2016-2017	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 3,320,759	\$ 3,297,231	\$ 3,298,866	\$ 3,487,646	\$ 1,323,430	\$ (1,975,436)
<b>State General Fund by:</b>						
Total Interagency Transfers	0	0	165,000	0	0	(165,000)
Fees and Self-generated Revenues	0	81,397	81,397	81,397	81,397	0
Statutory Dedications	91,664	113,078	113,078	113,078	113,078	0
Interim Emergency Board	0	0	0	0	0	0



### Museum and Other Operations Budget Summary

	Prior Year Actuals FY 2014-2015	Enacted FY 2015-2016	Existing Oper Budget as of 12/01/15	Continuation FY 2016-2017	Recommended FY 2016-2017	Total Recommended Over/(Under) EOB
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	\$ 3,412,423	\$ 3,491,706	\$ 3,658,341	\$ 3,682,121	\$ 1,517,905	\$ (2,140,436)
<b>Expenditures &amp; Request:</b>						
Personal Services	\$ 2,048,180	\$ 904,033	\$ 2,133,312	\$ 2,095,987	\$ 808,083	\$ (1,325,229)
Total Operating Expenses	1,260,411	751,051	1,247,933	1,118,927	465,606	(782,327)
Total Professional Services	0	0	0	0	0	0
Total Other Charges	103,832	1,836,622	277,096	277,207	173,857	(103,239)
Total Acq&Major Repairs	0	0	0	190,000	70,359	70,359
Total Unallotted	0	0	0	0	0	0
<b>Total Expenditures &amp; Request</b>	\$ 3,412,423	\$ 3,491,706	\$ 3,658,341	\$ 3,682,121	\$ 1,517,905	\$ (2,140,436)
<b>Authorized Full-Time Equivalents:</b>						
Classified	26	26	25	25	25	0
Unclassified	4	4	5	5	5	0
<b>Total FTEs</b>	30	30	30	30	30	0

### Source of Funding

This program is funded with State General Fund, Fees and Self-generated Revenues, and Statutory Dedications. Fees and Self-generated Revenues are from admissions to the Old State Capital, other museums, and for providing copies and certified copies of any requested documents. Statutory Dedications are from the Shreveport Riverfront and Convention Center Fund and are for use at the La. State Exhibit Museum in Shreveport (Per R.S. 47:302.2). (Per R.S. 39.36B. (8), see table below for a listing of expenditures out of each statutory dedicated fund.)

### Museum and Other Operations Statutory Dedications

Fund	Prior Year Actuals FY 2014-2015	Enacted FY 2015-2016	Existing Oper Budget as of 12/01/15	Continuation FY 2016-2017	Recommended FY 2016-2017	Total Recommended Over/(Under) EOB
Shrev. Riverfrt Conv. Ctr. & Indep. Stadium Fund	\$ 91,664	\$ 113,078	\$ 113,078	\$ 113,078	\$ 113,078	\$ 0



## Major Changes from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$ 1,635	\$ 166,635	0	<b>Mid-Year Adjustments (BA-7s):</b>
\$ 3,298,866	\$ 3,658,341	30	<b>Existing Oper Budget as of 12/01/15</b>
<b>Statewide Major Financial Changes:</b>			
\$ (2,250,406)	\$ (2,250,406)	0	State General Fund (SGF) reduction in accordance with the Louisiana Constitution, Article VII, Section 11(A).
\$ 6,565	\$ 6,565	0	Annualize Classified State Employees Performance Adjustment
\$ 5,176	\$ 5,176	0	Civil Service Training Series
\$ (5,390)	\$ (5,390)	0	Louisiana State Employees' Retirement System Rate Adjustment
\$ (58,485)	\$ (58,485)	0	Louisiana State Employees' Retirement System Base Adjustment
\$ 6,683	\$ 6,683	0	Group Insurance Rate Adjustment for Active Employees
\$ 34,806	\$ 34,806	0	Group Insurance Base Adjustment
\$ 134,898	\$ 134,898	0	Salary Base Adjustment
\$ (27,138)	\$ (27,138)	0	Attrition Adjustment
\$ 190,000	\$ 190,000	0	Acquisitions & Major Repairs
\$ (12,256)	\$ (12,256)	0	Non-recurring Carryforwards
\$ 111	\$ 111	0	Capitol Park Security
<b>Non-Statewide Major Financial Changes:</b>			
\$ 0	\$ (165,000)	0	Non-recur one-time funding for the Louisiana State Exhibit Museum (\$110,000) and the Louisiana State Oil and Gas Museum (\$55,000).
\$ 1,323,430	\$ 1,517,905	30	<b>Recommended FY 2016-2017</b>
\$ 0	\$ 0	0	<b>Less Supplementary Recommendation</b>
\$ 1,323,430	\$ 1,517,905	30	<b>Base Executive Budget FY 2016-2017</b>
\$ 1,323,430	\$ 1,517,905	30	<b>Grand Total Recommended</b>

## Professional Services

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

## Other Charges

Amount	Description
	<b>Other Charges:</b>



### Other Charges (Continued)

Amount	Description
\$113,078	Shreveport Riverfront Convention Center and Stadium Funds for the Louisiana State Exhibit Museum & Shreveport Water Works Museum
\$132,620	Museum Security and Exhibit Expenses
(\$83,509)	State General Fund (SGF) reduction in accordance with the Louisiana Constitution, Article VII, Section 11(A)
<b>\$162,189</b>	<b>SUB-TOTAL OTHER CHARGES</b>
	<b>Interagency Transfers:</b>
\$19,400	Office of Telecommunications Management
\$9,612	State Printing
\$2,497	Capitol Park Security Fees
(\$19,841)	State General Fund (SGF) reduction in accordance with the Louisiana Constitution, Article VII, Section 11(A)
<b>\$11,668</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
<b>\$173,857</b>	<b>TOTAL OTHER CHARGES</b>

### Acquisitions and Major Repairs

Amount	Description
\$95,000	Window Repair at the Capital
\$15,000	Repair and Refurbish Light Fixtures
\$30,000	Additional Room at the Delta Music Museum
\$20,000	Fire Monitoring Systems at the Louisiana State Exhibit Museum and the Louisiana State Oil & Gas Museum
\$30,000	Elevator at the Spring Street Historical Museum
(\$119,641)	State General Fund (SGF) reduction in accordance with the Louisiana Constitution, Article VII, Section 11(A)
<b>\$70,359</b>	<b>TOTAL ACQUISITIONS AND MAJOR REPAIRS</b>

### Performance Information

**1. (KEY) To ensure the total cost per visitor for operating the Program museums will not exceed \$20.00.**

Children's Budget Link: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable



## Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2014-2015	Actual Yearend Performance FY 2014-2015	Performance Standard as Initially Appropriated FY 2015-2016	Existing Performance Standard FY 2015-2016	Performance At Continuation Budget Level FY 2016-2017	Performance At Executive Budget Level FY 2016-2017
K	Cost per visitor to operating Program museums (LAPAS CODE - 10110)	\$ 20.00	\$ 16.16	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
S	Number of visitors to Program museums (LAPAS CODE - 10099)	200,000	205,796	180,000	180,000	170,000	170,000
S	Total number of museums (in Program) (LAPAS CODE - 21548)	17	16	16	16	15	15
<p>There are actually only 14 operational museums in the program at the end of FY 2014-15. Jean Lafitte museum was not operational as of the end of FY 2014-15 and is not expected to become operational in the near future due to budget constraints. Garyville Timbermill museum and the Chennault Aviation museum were returned to the local communities. This brings the total number of museums to 15 and the percentage operational to 93.3%.</p>							
S	Percentage of Program museums in operation (LAPAS CODE - 21549)	88.2%	93.8%	93.8%	93.8%	93.3%	93.3%
<p>There are actually only 14 operational museums in the program at the end of FY 2014-15. Jean Lafitte museum was not operational as of the end of FY 2014-15 and is not expected to become operational in the near future due to budget constraints. Garyville Timbermill museum and the Chennault Aviation museum were returned to the local communities. This brings the total number of museums to 15 and the percentage operational to 93.3%.</p>							

## Museum and Other Operations General Performance Information

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2010-2011	Prior Year Actual FY 2011-2012	Prior Year Actual FY 2012-2013	Prior Year Actual FY 2013-2014	Prior Year Actual FY 2014-2015
Old State Capitol: Number of visitors (LAPAS CODE - 424)	82,763	64,932	70,607	47,308	49,893
These museums are open to the public and are considered operational. Some are open limited hours.					
Old State Capitol: Cost per visitor (LAPAS CODE - 6197)	\$ 20.13	\$ 25.65	\$ 21.27	\$ 31.48	\$ 28.16
In FY 08-09 the cost per visitor for the Old State Capitol Museum was skewed by a large capital investment for exhibit design and development.					
Louisiana State Exhibit: Number of visitors (LAPAS CODE - 414)	78,080	79,451	24,134	19,961	57,123
These museums are open to the public and are considered operational. Some are open limited hours.					
Louisiana State Exhibit: Cost per visitor (LAPAS CODE - 6182)	\$ 10.61	\$ 9.46	\$ 37.12	\$ 39.97	\$ 14.70
Cotton: Number of visitors (LAPAS CODE - 416)	12,897	14,224	8,898	10,651	9,988
These museums are open to the public and are considered operational. Some are open limited hours.					
Cotton: Cost per visitor (LAPAS CODE - 6185)	\$ 7.51	\$ 4.39	\$ 7.99	\$ 11.96	\$ 7.43



**Museum and Other Operations General Performance Information (Continued)**

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2010-2011	Prior Year Actual FY 2011-2012	Prior Year Actual FY 2012-2013	Prior Year Actual FY 2013-2014	Prior Year Actual FY 2014-2015
L.a. Oil & Gas: Number of visitors (LAPAS CODE - 418)	4,719	6,008	2,895	2,353	2,562
These museums are open to the public and are considered operational. Some are open limited hours.					
L.a. Oil & Gas: Cost per visitor (LAPAS CODE - 6188)	\$ 30.42	\$ 20.32	\$ 19.66	\$ 70.51	\$ 41.26
Delta Music: Number of visitors (LAPAS CODE - 14348)	14,059	13,426	12,471	12,406	12,552
These museums are open to the public and are considered operational. Some are open limited hours.					
Delta Music: Cost per visitor (LAPAS CODE - 14349)	\$ 8.03	\$ 5.53	\$ 8.45	\$ 6.47	\$ 7.44
Old Arsenal: Number of visitors (LAPAS CODE - 420)	9,454	8,349	7,686	8,142	7,656
These museums are open to the public and are considered operational. Some are open limited hours.					
Old Arsenal: Cost per visitor (LAPAS CODE - 6191)	\$ 7.50	\$ 9.26	\$ 9.37	\$ 9.11	\$ 8.86
Ruston Military History: Number of visitors (LAPAS CODE - 20507)	6,638	8,457	12,152	7,119	6,877
These museums are open to the public and are considered operational. Some are open limited hours.					
Ruston Military History: Cost per visitor (LAPAS CODE - 20508)	\$ 11.64	\$ 11.12	\$ 8.19	\$ 14.68	\$ 14.75
Chennault Military History: Number of visitors (LAPAS CODE - 22709)	36,811	24,418	37,075	25,709	42,930
These museums are open to the public and are considered operational. Some are open limited hours. Was returned to local control at the end of FY 2014-15 and is no longer a state operated museum.					
Chennault Military History: Cost per visitor (LAPAS CODE - 22710)	\$ 4.56	\$ 4.10	\$ 2.87	\$ 4.52	\$ 2.82
These museums are open to the public and are considered operational. Some are open limited hours. Was returned to local control at the end of FY 2014-15 and is no longer a state operated museum.					
Spring Street: Number of visitors (LAPAS CODE - 22711)	3,716	4,139	3,461	3,466	1,220
These museums are open to the public and are considered operational. Some are open limited hours.					
Spring Street: Cost per visitor (LAPAS CODE - 22712)	\$ 9.38	\$ 5.78	\$ 5.29	\$ 9.06	\$ 111.80
Eddie G. Robinson: Number of visitors (LAPAS CODE - 24990)	11,251	7,236	5,649	5,972	5,665
These museums are open to the public and are considered operational. Some are open limited hours.					
Eddie G. Robinson: Cost per visitor (LAPAS CODE - 24991)	\$ 5.83	\$ 6.58	\$ 8.72	\$ 7.79	\$ 10.26
Mansfield College: Number of visitors (LAPAS CODE - 23415)	1,679	1,448	2,894	2,888	1,837
These museums are open to the public and are considered operational. Some are open limited hours.					
Mansfield College: Cost per visitor (LAPAS CODE - 23416)	\$ 23.21	\$ 88.02	\$ 21.07	\$ 28.49	\$ 31.31
Tioga Heritage Park: Number of visitors (LAPAS CODE - 23417)	1,170	2,442	3,638	3,649	2,068
These museums are open to the public and are considered operational. Some are open limited hours.					



### Museum and Other Operations General Performance Information (Continued)

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2010-2011	Prior Year Actual FY 2011-2012	Prior Year Actual FY 2012-2013	Prior Year Actual FY 2013-2014	Prior Year Actual FY 2014-2015
Tioga Heritage Park: Cost per visitors (LAPAS CODE - 23418)	\$ 27.45	\$ 18.85	\$ 14.85	\$ 11.81	\$ 26.96
Shreveport Water Works: Number of visitors (LAPAS CODE - 23419)	2,341	2,928	2,577	4,577	3,915
These museums are open to the public and are considered operational. Some are open limited hours.					
Shreveport Water Works: Cost per visitor (LAPAS CODE - 23420)	\$ 20.78	\$ 12.68	\$ 17.94	\$ 11.04	\$ 28.35
Abbeville Military History: Number of visitors (LAPAS CODE - 24992)	1,326	1,374	709	1,241	957
These museums are open to the public and are considered operational. Some are open limited hours.					
Abbeville Military History: Cost per visitor (LAPAS CODE - 24993)	\$ 10.84	\$ 23.03	\$ 37.14	\$ 19.35	\$ 25.39
Germantown Colony: Number of visitors (LAPAS CODE - 24994)	920	894	767	Not Applicable	553
These museums are open to the public and are considered operational. Some are open limited hours. Was closed for FY 2013-14 for renovations and repairs. It reopened in the spring of 2015.					
Germantown Colony: Cost per visitor (LAPAS CODE - 24995)	\$ 22.56	\$ 27.84	\$ 33.33	\$ Not Applicable	\$ 135.09
These museums are open to the public and are considered operational. Some are open limited hours. Was closed for FY 2013-14 for renovations and repairs. It reopened in the spring of 2015.					

**2. (KEY) 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: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable



**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2014-2015	Actual Yearend Performance FY 2014-2015	Performance Standard as Initially Appropriated FY 2015-2016	Existing Performance Standard FY 2015-2016	Performance At Continuation Budget Level FY 2016-2017	Performance At Executive Budget Level FY 2016-2017
K	Percentage of museums inspected annually (LAPAS CODE - 21553)	100%	100%	100%	100%	100%	100%
K	Percentage of museums with attendance over 25,000 and American Association of Museums (AAM) accreditation (LAPAS CODE - 21554)	50%	33%	50%	50%	50%	50%
S	Number of Museums with attendance over 25,000 (LAPAS CODE - 21555)	2	3	2	2	2	2



## 139\_5000 — Commercial



Program Authorization: La. R.S. 3:76-77, 84, 148, 216, 3652, 3654 and 3655; La. R.S. 9:3401-3410, 3421-28, 3431-3435, 3445 and 5164; La. R.S. 10:9-519, 9-524, 9-525 and 9-526; La. R.S. 12:21-26, 31-35, 101-102, 104, 112-114, 141-142.1, 202-204, 204.1, 205, 205.1, 206, 236-237, 237.1, 238-239, 239.1, 241, 243-244, 247, 249, 250, 250.1, 251, 257, 262, 262.1, 263-264, 301, 303-305, 308-312, 312.1, 313, 314.1, 316, 318, 404, 406, 412-414, 418-419, 448-449, 469, 492, 449.2, 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]; La. R.S. 39:911-913, 973, 1111 and 1118; 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; and La. C.C.P. Art. 1262, 1267.

### Program Description

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

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.

The Commercial Program includes the following activities:

- **Administrative Services** – Functions in three areas: 1) Provides the business community timely and efficient service in business licensing. This activity collects fees and tracks annual reports for businesses operating in Louisiana; 2) 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 the same. This activity also serves as the agent for service of process for taxicab owners, business opportunity, mineral leases, and political subdivisions; and 3) Acts as the home of the Uniform Commercial Code (UCC) notification system. Users can file the UCC financial documents with any of the 64 parish filing offices and the information will be incorporated in the statewide database.
- **GeauxBiz.com** – The 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 helpful, free services for the new business owner. The website offers frequent updates about regulation changes, tips and ideas from business owners, including testimonials of business owners who have used GeauxBiz.com.
- **Notary Services** – 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.

## Commercial Budget Summary

	Prior Year Actuals FY 2014-2015	Enacted FY 2015-2016	Existing Oper Budget as of 12/01/15	Continuation FY 2016-2017	Recommended FY 2016-2017	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	0	0	0	0	0	0
Fees and Self-generated Revenues	9,397,644	8,626,928	9,203,376	8,818,210	8,761,301	(442,075)
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 9,397,644</b>	<b>\$ 8,626,928</b>	<b>\$ 9,203,376</b>	<b>\$ 8,818,210</b>	<b>\$ 8,761,301</b>	<b>\$ (442,075)</b>
<b>Expenditures &amp; Request:</b>						
Personal Services	\$ 3,871,307	\$ 4,105,322	\$ 3,898,792	\$ 4,090,074	\$ 4,033,165	\$ 134,373
Total Operating Expenses	509,451	520,948	526,567	520,948	520,948	(5,619)
Total Professional Services	0	0	0	0	0	0
Total Other Charges	5,016,886	4,000,658	4,778,017	4,207,188	4,207,188	(570,829)
Total Acq & Major Repairs	0	0	0	0	0	0
Total Unallotted	0	0	0	0	0	0
<b>Total Expenditures &amp; Request</b>	<b>\$ 9,397,644</b>	<b>\$ 8,626,928</b>	<b>\$ 9,203,376</b>	<b>\$ 8,818,210</b>	<b>\$ 8,761,301</b>	<b>\$ (442,075)</b>
<b>Authorized Full-Time Equivalents:</b>						
Classified	53	53	53	53	53	0
Unclassified	1	1	1	1	1	0
<b>Total FTEs</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>54</b>	<b>0</b>

## Source of Funding

This program is funded with Fees and Self-generated Revenues. The Fees and Self-generated Revenues are derived from the following: (1) a \$75 filing fee relative to domestic corporations; (2) a \$125 filing fee relative to foreign corporations; (3) a \$30 filing fee for annual reports relative to domestic and foreign corporations; and (4) charges for other services such as providing registration of trademarks and partnerships, providing certificates of good standing, and providing copies and certified copies of any requested document.



## Major Changes from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$ 0	\$ 576,448	0	<b>Mid-Year Adjustments (BA-7s):</b>
\$ 0	\$ 9,203,376	54	<b>Existing Oper Budget as of 12/01/15</b>
<b>Statewide Major Financial Changes:</b>			
0	24,931	0	Annualize Classified State Employees Performance Adjustment
0	12,954	0	Civil Service Training Series
0	(12,720)	0	Louisiana State Employees' Retirement System Rate Adjustment
0	85,751	0	Louisiana State Employees' Retirement System Base Adjustment
0	11,789	0	Group Insurance Rate Adjustment for Active Employees
0	(5,840)	0	Group Insurance Base Adjustment
0	72,895	0	Salary Base Adjustment
0	(55,387)	0	Attrition Adjustment
0	(576,448)	0	Non-recurring Carryforwards
<b>Non-Statewide Major Financial Changes:</b>			
\$ 0	\$ 8,761,301	54	<b>Recommended FY 2016-2017</b>
\$ 0	\$ 0	0	<b>Less Supplementary Recommendation</b>
\$ 0	\$ 8,761,301	54	<b>Base Executive Budget FY 2016-2017</b>
\$ 0	\$ 8,761,301	54	<b>Grand Total Recommended</b>

## Professional Services

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

## Other Charges

Amount	Description
	<b>Other Charges:</b>
\$2,206,530	GeauxBiz Portal
\$700,000	Commercial Additional On-Line Filings & Improvements
\$110,000	Notary
\$417,658	Commercial Miscellaneous Operating Expenses
<b>\$3,434,188</b>	<b>SUB-TOTAL OTHER CHARGES</b>



### Other Charges (Continued)

Amount	Description
<b>Interagency Transfers:</b>	
\$28,155	Office of Telecommunications Management (OTM) Fees
\$10,000	State Printing
\$440,000	Building Rental - United Plaza Blvd.
\$294,845	Office of State Mail Operations - Mail, Postage, and Messenger Service
<b>\$773,000</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
<b>\$4,207,188</b>	<b>TOTAL OTHER CHARGES</b>

### Acquisitions and Major Repairs

Amount	Description
	This program does not have funding for Acquisitions and Major Repairs.

### Performance Information

**1. (KEY) To maintain an efficient filing system that will continue to have a document error rate from customer filings of no more than 7%.**

Children's Budget Link: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable

### Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2014-2015	Actual Yearend Performance FY 2014-2015	Performance Standard as Initially Appropriated FY 2015-2016	Existing Performance Standard FY 2015-2016	Performance At Continuation Budget Level FY 2016-2017	Performance At Executive Budget Level FY 2016-2017
K	Percentage of documents returned (LAPAS CODE - 425)	7.0%	4.4%	7.0%	7.0%	7.0%	7.0%
S	Total number of documents returned (LAPAS CODE - 6200)	20,000	13,635	20,000	20,000	20,000	20,000

**2. (KEY) To achieve a 99% accuracy rate in data entry in Uniform Commercial Code (UCC) and Farm Products filings.**

Children's Budget Link: Not Applicable



Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable

### Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2014-2015	Actual Yearend Performance FY 2014-2015	Performance Standard as Initially Appropriated FY 2015-2016	Existing Performance Standard FY 2015-2016	Performance At Continuation Budget Level FY 2016-2017	Performance At Executive Budget Level FY 2016-2017
K	Percentage accuracy in data entry of UCC and Farm Product filings (LAPAS CODE - 426)	99.00%	99.80%	99.00%	99.00%	99.00%	99.00%
S	Number of filings (LAPAS CODE - 427)	160,000	203,383	160,000	160,000	160,000	160,000
The number of filings has been higher than expected so the performance target was increased starting FY 2014-15.							

**3. (KEY) To process 100% of all service of process suits received within 24 hours of being served to the program.**

Children's Budget Link: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable

### Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2014-2015	Actual Yearend Performance FY 2014-2015	Performance Standard as Initially Appropriated FY 2015-2016	Existing Performance Standard FY 2015-2016	Performance At Continuation Budget Level FY 2016-2017	Performance At Executive Budget Level FY 2016-2017
K	Percentage of suits processed within 24 hours of receipt (LAPAS CODE - 6201)	100%	100%	100%	100%	100%	100%
S	Service of process filings (lawsuits filed) (LAPAS CODE - 429)	29,000	29,621	29,000	29,000	29,000	29,000

**4. (KEY) To convert archived charter documents from microfilm and microfiche formats to digital images increasing the number of images converted by at least 300,000 images each year.**

Children's Budget Link: Not Applicable



Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable

**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2014-2015	Actual Yearend Performance FY 2014-2015	Performance Standard as Initially Appropriated FY 2015-2016	Existing Performance Standard FY 2015-2016	Performance At Continuation Budget Level FY 2016-2017	Performance At Executive Budget Level FY 2016-2017
K	Images converted in current fiscal year (LAPAS CODE - 25176)	300,000	750,615	300,000	300,000	300,000	300,000
S	Number of images converted to date (LAPAS CODE - 17369)	4,533,824	5,316,053	5,800,000	5,800,000	6,100,000	6,100,000

**5. (KEY) To ensure the quality of the data used to generate reports for GeauxBiz customers. At least once each fiscal year the activity will be updated with information from regulatory entities.**

Children's Budget Link: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable

**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2014-2015	Actual Yearend Performance FY 2014-2015	Performance Standard as Initially Appropriated FY 2015-2016	Existing Performance Standard FY 2015-2016	Performance At Continuation Budget Level FY 2016-2017	Performance At Executive Budget Level FY 2016-2017
K	Completed annual request for information (LAPAS CODE - 1435)	1	1	1	1	1	1
K	Completed update of contact information in program's database (LAPAS CODE - 23422)	1	1	1	1	1	1



## Commercial General Performance Information

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2010-2011	Prior Year Actual FY 2011-2012	Prior Year Actual FY 2012-2013	Prior Year Actual FY 2013-2014	Prior Year Actual FY 2014-2015
Number of annual reports filed (LAPAS CODE - New)	Not Available	Not Available	Not Available	16,530	17,239
Number of educational or promotional events for notaries in which program sponsored or participated (LAPAS CODE - New)	Not Available	Not Available	Not Available	5	2

## Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values				
		Yearend Performance Standard FY 2014-2015	Actual Yearend Performance FY 2014-2015	Performance Standard as Initially Appropriated FY 2015-2016	Existing Performance Standard FY 2015-2016	Performance At Continuation Budget Level FY 2016-2017

