

DEPARTMENT OF STATE
Summary of Appropriations by Program
(thousands of dollars)

Year Ending June 30, 1991					Year Ending June 30, 1993			
Orig. & (S)Supple- mental	Reapp. & (R)Recpts.	Transfers & (E)Emer- gencies	Total Available	Expended		1992 Adjusted Approp.	Requested	Recom- mended
611	2	6	619	584	Cultural and Intellectual Development Services			
2,324	149	-138	2,335	1,932	Support of the Arts	527	527	526
575	109	66	750	705	Museum Services	1,975	1,975	1,972
3,510	260	-66	3,704	3,221	Development of Historical Resources	531	531	530
					<i>Subtotal</i>	3,033	3,033	3,028
					General Government Services			
2,112	99	222	2,433	2,297	Administration	1,873	2,133	2,132
6,813	228	2,693	9,734	9,392	Adjudication of Administrative Appeals	5,079	5,418	5,078
1,464	25	-126	1,363	1,285	Records Management	1,222	1,549	1,221
1,943	5	-27	1,921	1,893	Commercial Recording	1,689	1,689	1,428
12,332	357	2,762	15,451	14,867	<i>Subtotal</i>	9,863	10,789	9,859
15,842	617	2,696	19,155	18,088	<i>Total Appropriation</i>	12,896	13,822	12,887

30. EDUCATIONAL, CULTURAL AND INTELLECTUAL DEVELOPMENT

37. CULTURAL AND INTELLECTUAL DEVELOPMENT SERVICES

OBJECTIVES

1. To increase public participation in the arts, develop audience education in the arts, increase total artistic resources, and increase the availability of professional training in the arts.
2. To collect fine art objects (paintings, sculptures, prints, drawings), decorative art objects (furniture, ceramics, metals, glass, etc.), ethnological and archaeological materials, scientific specimens with a New Jersey focus and specimens from other cultures and regions for comparative purposes.
3. To exhibit, through long-term and short-term installations, the arts, history and science of New Jersey and comparative areas and cultures.
4. To interpret museum collections, exhibitions and planetarium presentations through school and public programs and publications.
5. To provide community outreach services through film loan programs and circulating loan exhibits.
6. To promote an interest in and an appreciation of New Jersey history, maintain its official archives and a records management service for State and local government, and to provide access to these and other historical materials.

PROGRAM CLASSIFICATIONS

05. **Support of the Arts.** The State Council on the Arts (NJS52:16A-25) has established a program of granting monies appropriated by the State and federal governments to art organizations and artists in New Jersey whose projects show professional merit and promise.

Through the services volunteered by the 17-member council appointed by the Governor and the employment of a professional arts manager to serve as Executive Director, the Council endeavors to establish new programs throughout the State to cultivate the arts in the communities by providing counseling to local artists and art organizations.

Such programs as touring exhibitions, summer festival and the artists-in-the-schools are designed to involve more segments of society directly in the arts. Programming also includes those efforts made by the council to research and implement better ways in which to involve the public in the arts in New Jersey.

06. **Museum Services.** Materials are collected, exhibited and interpreted (NJS18A:73-1 et seq. and NJS18A:4-26). Collections are centered in the areas of fine and decorative arts, cultural history, and science. Exhibitions are long-term (those with a permanent orientation, e.g., Planetarium, the Halls of Natural Science and Cultural History), and short-term (changing exhibits with a focus on fine and decorative arts). Through school and public programs and publications, interpretation of the museum environment is accomplished. The museum is playing an increasingly active role in carrying an awareness of its areas of interest into the New Jersey community. Currently, this program includes a film service and a traveling exhibition service. The Department provides, within the limits of funds appropriated, for a program of maintenance and support of museum services by the Newark Museum Association.

07. **Development of Historical Resources.** The Historical Commission is responsible for the formulation and implementation of programs to advance public knowledge of the history of New Jersey and the United States. The Commission (NJS18A:73-21 et seq.) sponsors programs for the production of educational historical materials, and conducts conferences, lectures and seminars, including the New Jersey History Symposium and public activities concerned with significant historical events. It also provides financial grants-in-aid programs for research in New Jersey history, local history projects, teaching projects and the Governor Alfred E. Driscoll Fellowship. The Commission carries out programs of research in and publications on New Jersey history.

EVALUATION DATA

	Actual FY 1990	Actual FY 1991	Revised FY 1992	Budget Estimate FY 1993
PROGRAM DATA				
Support of the Arts				
Grant applications received	1,573	1,392	1,053	1,053
Grants awarded	358	225	219	219
Performances	13,800	12,500	17,607	17,607
Attendance	12,500,000	11,000,000	11,917,985	11,917,985
Artists benefitting	143,163	120,000	135,154	135,154
Museum Services				
Total Attendance	353,455	350,000	320,000	320,000
School program attendance	101,382	100,000	80,000	80,000
Public planetarium attendance	75,834	65,000	40,000	40,000
Other public program attendance	65,972	60,000	40,000	40,000
Exhibitions Presented				
Museum	24	20	10	7
Traveling sites	36	25	10	9

30. EDUCATIONAL, CULTURAL AND INTELLECTUAL DEVELOPMENT
37. CULTURAL AND INTELLECTUAL DEVELOPMENT SERVICES

	Actual FY 1990	Actual FY 1991	Revised FY 1992	Budget Estimate FY 1993
Development of Historical Resources				
Grant applications received	170	160	100	100
Grants awarded	91	60	50	45
Grants workshop attendance	250	250	200	200
Historical information requests	300	300	500	500
Public programs	14	11	14	14
Books sold	5,500	6,000	6,000	5,000

PERSONNEL DATA**Position Data**

Budgeted Positions	107	107	88	87
Support of the Arts	25	25	19	18
Museum Services	65	65	54	54
Development of Historical Resources	17	17	15	15
Positions Budgeted in Lump Sum Appropriations	5	1	—	—
Authorized Positions—Federal	2	2	1	1
Authorized Positions—All Other	5	5	5	5
Total Positions	119	115	94	93

APPROPRIATIONS DATA
(thousands of dollars)

Year Ending June 30, 1991					Year Ending June 30, 1993			
Orig. & (S)Supple- mental	Reapp. & (R)Recpts.	Transfers & (E)Emer- gencies	Total Available	Expended	Prog. Class.	1992 Adjusted Approp.	Requested	Recom- mended
611	2	6	619	584				
2,324	149	-138	2,335	1,932				
575	109	66	750	705				
3,510	260	-66	3,704	3,221				
Distribution by Program								
					05	527	527	526
					06	1,975	1,975	1,972
					07	531	531	530
						3,033	3,033	3,028
Distribution by Object								
Personal Services:								
2,721	—	-19	2,702	2,681		2,309	2,309	2,309
2,721	—	-19	2,702	2,681		2,309(a)	2,309	2,309
186	—	-39	147	131		171	171	171
247	—	-2	245	213		222	222	219
72	—	-21	51	50		61	63	61
Special Purpose:								
3	—	-3	—	—	05	3	3	3
214	—	—	214	—	06	204	204	204
—	109	—	109	77	07	—	—	—
217	109	-3	323	77		207	207	207
67	151	18	236	69		63	61	61

**30. EDUCATIONAL, CULTURAL AND INTELLECTUAL DEVELOPMENT
37. CULTURAL AND INTELLECTUAL DEVELOPMENT SERVICES**

Year Ending June 30, 1991					Year Ending June 30, 1993				
Orig. & (S) Supplemental	Reapp. & (R) Recpts.	Transfers & (E) Emergencies	Total Available	Expended	Prog. Class.	1992 Adjusted Approp.	Requested	Recommended	
OTHER RELATED APPROPRIATIONS									
11,285	125	-7	11,403	11,211		9,900	10,300	10,300	
1,720	—	—	1,720	1,720	Total Grants-in-Aid	—	—	—	
—	285	—	285	112	Total State Aid	1,720	2,135	1,720	
828	—	—	828	828	Total Capital Construction	—	—	—	
17,343	670	-73	17,940	17,092	Total Debt Service	2,064	2,507	2,507	
					Total General Fund	16,717	17,975	17,555	
Federal Funds									
—	213	—	—	—	Support of the Arts	05	803	916	
—	713 ^R	-1	925	871	Museum Services	06	75	406	
—	2	—	29	27	Development of Historical Resources	07	—	—	
—	27 ^R	—	7	—	Total Federal Funds	878	1,322	1,322	
—	7	—	961	898	All Other Funds				
—	962	-1	162	51	Support of the Arts	05	244	240	
—	46	—	47	2	Museum Services	06	—	—	
—	116 ^R	—	25	36	Development of Historical Resources	07	—	—	
—	47	—	52	89	Total All Other Funds	244	240	240	
—	25	—	261	89	Support of the Arts	05	—	—	
—	28 ^R	-1	6,241	6,241	Total Bond Funds	—	—	—	
—	262	-1	6,241	6,241	GRAND TOTAL	17,839	19,537	19,117	
17,343	8,135	-75	25,403	24,320					

Notes: (a) The 1992 appropriation has been adjusted for the allocation of the salary program and has been reduced to reflect the transfer of funds to the Social Security account.

LANGUAGE PROVISIONS

It is recommended that the unexpended balance as of June 30, 1992 in the Walter Edge Foran New Jersey Studies Institute account be appropriated for the same purpose.

It is further recommended that funds derived from the sale of collections and museum materials, which have been approved by the Secretary of State, be appropriated to and used for the benefit of the State Museum.

It is further recommended that the unexpended balance as of June 30, 1992 in the Afro-American curriculum program account be appropriated for the same purpose.

It is further recommended that the unexpended balance as of June 30, 1992 in the Black Historic Sites Survey account be appropriated for the same purpose.

70. GOVERNMENT DIRECTION, MANAGEMENT AND CONTROL

74. GENERAL GOVERNMENT SERVICES

2505. OFFICE OF THE SECRETARY OF STATE

OBJECTIVES

1. To formulate services and regulations for the effective operation of the Department of State.
2. To provide for the effective provision of services and collection of information about the election process of the State.
3. To formulate an overall policy regarding ethnic affairs in New Jersey, and to increase the many contributions being made by New Jersey's ethnic communities in cultural and ethnic affairs.
4. To provide modern records administration and records management services, including microfilming and storage facilities, to State agencies.
5. To promote an interest in and an appreciation of New Jersey history, maintain its official archives and a records management service for State and local government and to provide access to these and other historical materials.
6. To provide for the recording, filing, processing and control of documents required or permitted to be filed under various statutes.
7. To provide for the effective response to public requests for information which has been filed in the Office of the Secretary of State.

PROGRAM CLASSIFICATIONS

01. **Administration.** The Office of the Secretary of State (RS52:16-1 et seq.) provides for the services required under the aforementioned statutes, such as filing of oaths, ships pilots licenses, public disclosures, etc. The services insure a source of information pertinent to the needs of the public at large, members of the Legislature and other government agencies. The Office is also responsible for issuing various commissions and certificates as well as preparing extradition papers, pardons and restoration of citizenship. Through its Election Division, the Office is responsible for canvassing of votes cast for Governor, candidates, plus constitutional

amendments and other public questions. It is also responsible for the printing and distribution of Title 19, the State Constitution and the Official Directory.

The Office of Ethnic Affairs and the Council, make recommendations to the Governor concerning ethnic studies programs offered in the State's public schools, colleges and the State University; the participation of ethnic organizations in providing community and social services; the promotion of ethnic and cultural events; the development of policies affecting ethnic neighborhoods; increasing knowledge and public awareness in ethnic history and culture; the participation of ethnic groups in governmental affairs; and such other matters as deemed appropriate to the purpose of Executive Order No. 11.

08. **Records Management.** The Records Storage Center, whose construction was funded by the 1978 Institutional Construction Bond Issue, opened in early 1982. The building houses the records management and storage operations, the microfilm unit and the State Library's Library for the Blind and Handicapped. The center's records activities are functions of the Bureau of Archives and History. Records management functions include preparing and maintaining record retention schedules for State and local governments, microfilming and storing State records and forms analysis. The microfilm unit is a self-sustaining operation.

09. **Commercial Recording.** The Division of Commercial Recording (NJSA52:16A-36 et seq.) provides essential services to the public and legal communities. These include filing and processing information permitted and/or required under Title 14A Corporations General; Title 15A, Associations Not for Profit, and Title 16, Corporations and Associations Not for Profit; and the issuing of regulations, in addition to a number of other similar functions. Through its Expedited Services, information is provided via telephone or accelerated responses, both of which are supported by additional charges to the consumer. The Division serves as the largest revenue producer to the State Treasury within the Department of State.

EVALUATION DATA

PROGRAM DATA	Actual FY 1990	Actual FY 1991	Revised FY 1992	Budget Estimate FY 1993
Administration				
Mail Voter Registration	275,000	275,000	275,000	275,000
Liberty Park Festival and Other				
Multi-Ethnic Festival Attendance	45,000	50,000	70,000	70,000
Ethnic Affairs Assistance Requests	1,200	1,500	1,700	2,000
Records Management				
Records retention schedules approved	125	125	125	75
Records management consultations	325	325	250	100
Micrographics consultations	125	125	52	50
Records received	2,323	2,500	20,000	20,000
Records disposed	3,106	3,900	6,000	6,000
Documents processed	30,000,000	28,000,000	25,000,000	25,000,000
Records destruction requests	1,931	1,900	1,900	1,750

70. GOVERNMENT DIRECTION, MANAGEMENT AND CONTROL
74. GENERAL GOVERNMENT SERVICES
2505. OFFICE OF THE SECRETARY OF STATE

	Actual FY 1990	Actual FY 1991	Revised FY 1992	Budget Estimate FY 1993
Reference requests (storage)	4,238	4,312	3,600	3,600
Patrons (visitors to archives)	4,241	4,250	5,000	5,000
Reference requests (archives mail)	3,822	3,800	4,000	4,000
Microforms used (archives)	31,908	32,000	40,000	40,000
Accessions (archives)	250	250	250	250
Records arranged (archives)	100	100	100	100
Items treated (conservation/archives)	15	15	—	—
Commercial Recording				
Corporation Records				
Documents processed	82,784	83,206	69,141	71,236
Turnaround time (days)	5.0	5.0	5.0	5.0
Document backlog (per day)	258	235	268	268
Annual Reports				
Documents processed	231,064	235,029	225,275	225,275
Laws and Commissions				
Notaries issued	15,636	15,938	23,607	23,607
Documents filed/recorded	46,298	47,625	34,144	34,144
Trademarks and Trade Names				
Documents processed	42,035	42,817	43,716	60,743
Uniform Commercial Code				
Documents processed	246,462	251,420	256,320	349,381
Turnaround time (days)	5.0	5.0	5.0	5.0
Documents backlog (per day)	485	489	504	519
Records				
Corporate folders requested	165,353	162,045	131,516	131,516
PERSONNEL DATA				
Affirmative Action Data				
Male Minority	24	24	24	24
Male Minority %	7.2	7.2	7.2	7.2
Female Minority	75	75	75	75
Female Minority %	24.6	25.6	25.5	25.5
Total Minority	99	99	99	99
Total Minority %	33.7	33.7	33.7	33.7
Position Data				
Budgeted Positions	176	176	147	148
Administration	48	49	48	49
Records Management	54	54	40	39
Commercial Recording	74	73	59	60
Positions Budgeted in Lump Sum Appropriations	21	7	4	4
Authorized Positions—Federal	—	—	1	1
Authorized Positions—All Other	20	19	19	19
Total Positions	217	202	171	172

70. GOVERNMENT DIRECTION, MANAGEMENT AND CONTROL
74. GENERAL GOVERNMENT SERVICES
2505. OFFICE OF THE SECRETARY OF STATE

APPROPRIATIONS DATA
(thousands of dollars)

Year Ending June 30, 1991					Year Ending June 30, 1993				
Orig. & (S) Supplemental	Reapp. & (R) Recpts.	Transfers & (E) Emergencies	Total Available	Expended	Prog. Class.	1992 Adjusted Approp.	Requested	Recommended	
2,112	99	222	2,433	2,297					
1,464	25	-126	1,363	1,285					
1,943	5	-27	1,921	1,893					
5,519	129	69	5,717	5,475					
Distribution by Program									
					01	1,873	2,133	2,132	
					08	1,222	1,549	1,221	
					09	1,689	1,689	1,428	
						4,784	5,371	4,781	
Distribution by Object									
Personal Services:									
3,853	—	283	4,136	4,117		3,309	3,309	3,209	
3,853	—	283	4,136	4,117		3,309 ^(a)	3,309	3,209	
172	—	-16	156	128		149	149	119	
816	—	-59	767	726		698	698	465	
10 ^S	—	—	—	—		—	—	—	
64	—	-16	48	45		57	57	57	
Special Purpose:									
275	—	-115	160	160	01	275	535	535	
4	—	—	4	—	01	4	4	4	
34	—	—	34	34	01	34	34	34	
225	70	-8	287	226	01	215	215	215	
—	—	—	—	—	08	—	327	100	
538	70	-123	485	420		528	1,115	888	
66	59	—	125	39		43	43	43	
OTHER RELATED APPROPRIATIONS									
Federal Funds									
—	9 178 ^R	—	187	179	08	168	152	152	
—	187	—	187	179		168	152	152	
All Other Funds									
—	13 696	—	13	—	01	—	—	—	
—	1,030 ^R	1	1,727	1,064	09	1,525	1,689	1,689	
—	1,739	1	1,740	1,064		1,525	1,689	1,689	
5,519	2,055	70	7,644	6,718		6,477	7,212	6,622	

Notes: (a) The fiscal year 1992 appropriation has been adjusted for the allocation of the salary program and has been reduced to reflect the transfer of funds to the Social Security account.

70. GOVERNMENT DIRECTION, MANAGEMENT AND CONTROL
74. GENERAL GOVERNMENT SERVICES
2505. OFFICE OF THE SECRETARY OF STATE

LANGUAGE PROVISIONS

It is recommended that receipts derived from the examination of voting machines by the Secretary of State and the unexpended balance as of June 30, 1992 of those receipts, be appropriated for the costs of making such examinations.

It is further recommended that the unexpended balance as of June 30, 1992 in the Martin Luther King Jr. Commemorative Commission be appropriated for the same purpose.

It is further recommended that receipts from the over-the-counter service surcharge and the unexpended balance of such charge as of June 30, 1992 be appropriated for the costs of over-the-counter corporate service.

It is further recommended that the Director of the Division of Budget and Accounting be empowered to transfer or credit to the Microfilm Section from any appropriation made to any department for microfilming costs which had been appropriated or allocated to such department for its share of the costs of the Microfilm Section.

It is further recommended that the unexpended balance in the Secretary of State fund as of June 30, 1992 and, notwithstanding the provisions of P.L. 1987, c. 435, receipts in excess of the amount anticipated from fees be appropriated.

70. GOVERNMENT DIRECTION, MANAGEMENT AND CONTROL
74. GENERAL GOVERNMENT SERVICES
2515. OFFICE OF ADMINISTRATIVE LAW

OBJECTIVES

1. To develop and apply a fair, comprehensive and uniform system of administrative practice and procedures in the Executive Branch governing the adjudication of contested matters and the promulgation of rules and regulations.

PROGRAM CLASSIFICATIONS

03. Adjudication of Administrative Appeals (C52:14F-1 et seq. and C52:14B-10). Full-time administrative law judges hold hearings and render decisions to the various agency heads for their acceptance, rejection, or modification within 45 days.

Judicial Administration creates standards and maintains filing, docketing, record keeping, and decision making systems for more than 12,000 administrative cases; develops

and administers a program for the continuing training and education of judicial personnel.

Development of Administrative Procedures (C52:14B-1 et seq.)—Regulates and assists state agencies with regard to the preparation, publication and filing of rules and regulations; publishes and establishes standards for the New Jersey Register, the New Jersey Administrative Code and the New Jersey Administrative Reports.

General and Administrative Services develops systems and administers for the areas of budgeting and accounting, purchasing, property maintenance, personnel and payroll; develops and administers data processing and word retrieval capabilities and administers a program for training and education of clerical and administrative personnel.

EVALUATION DATA

	Actual FY 1990	Actual FY 1991	Revised FY 1992	Budget Estimate FY 1993
PROGRAM DATA				
Adjudication of Administrative Appeals				
Cases pending as of July 1	3,372	4,232	4,209	3,449
Cases filed	10,195	12,088	11,300	12,200
Cases disposed of	9,355	12,111	12,060	12,060
Cases pending as of June 30	4,232	4,209	3,449	3,589
Cases disposed of per judge	221	283	295	295
Case work in process per judge	100.3	98.3	85.0	88.0
Pages Printed:				
Administrative Code	51,830	42,750	53,438	56,215
New Jersey Register	4,187	3,912	4,100	4,200
New Jersey Administrative Reports	1,625	2,393	3,021	4,367

70. GOVERNMENT DIRECTION, MANAGEMENT AND CONTROL

74. GENERAL GOVERNMENT SERVICES

2515. OFFICE OF ADMINISTRATIVE LAW

	Actual FY 1990	Actual FY 1991	Revised FY 1992	Budget Estimate FY 1993
PERSONNEL DATA				
Affirmative Action Data				
Male Minority	7	7	7	4
Male Minority %	3.9	3.9	3.8	2.3
Female Minority	35	37	38	41
Female Minority %	19.6	20.4	20.9	23.6
Total Minority	42	44	45	45
Total Minority %	23.5	24.3	24.7	25.9
Position Data				
Budgeted Positions	207	207	199	199

APPROPRIATIONS DATA
(thousands of dollars)

Year Ending June 30, 1991					Year Ending June 30, 1993				
Orig. & (S)Supple- mental	Reapp. & (R)Recpts.	Transfers & (E)Emer- gencies	Total Available	Expended	Prog. Class.	1992 Adjusted Approp.	Requested	Recom- mended	
6,813	3,129	253	10,195	9,642	Distribution by Program				
6,813	3,129	253	10,195	9,642					
(—)	(2,901)	2,440	(461)	(250)					
(—)	(2,901)	2,440	(461)	(250)					
6,813	228	2,693	9,734	9,392					
5,257	—	1,516	6,773	6,766					
5,257	—	1,516	6,773	6,766					
223	—	954	1,177	1,152					
1,175	—	370	1,545	1,415					
151	—	103	254	252					
7	—	—	7	7					
—	122 2,779 ^R	-2,690	211	—					
7	2,901	-2,690	218	7					
—	228	—	228	50					

70. GOVERNMENT DIRECTION, MANAGEMENT AND CONTROL
74. GENERAL GOVERNMENT SERVICES
2515. OFFICE OF ADMINISTRATIVE LAW

Year Ending June 30, 1991					Year Ending June 30, 1993				
Orig. & (S) Supplemental	Reapp. & (R) Recpts.	Transfers & (E) Emergencies	Total Available	Expended	Prog. Class.	1992 Adjusted Approp.	Requested	Recom- mended	
(—)	(2,901)	2,440	(461)	(250)	<i>LESS:</i> All Other Funds	(4,459)	(5,120)	(5,120)	
OTHER RELATED APPROPRIATIONS									
All Other Funds									
—	122 2,779 ^R	-2,440	461	250	Adjudication of Administrative Appeals	03	4,459	5,120	5,120
—	2,901	-2,440	461	250	<i>Total All Other Funds</i>		4,459	5,120	5,120
6,813	3,129	253	10,195	9,642	GRAND TOTAL		9,538	10,538	10,198

Notes: (a) The fiscal year 1992 appropriation has been adjusted for the allocation of the salary program and has been reduced to reflect the transfer of funds to the Social Security account.

LANGUAGE PROVISIONS

It is recommended that, notwithstanding any law to the contrary, the salary of the Director of the Office of Administrative Law shall be established by the Commissioner of Personnel in the "State Compensation Plan."

It is further recommended that receipts derived from the sale of publications by the Office of Administrative Law and the unexpended balance as of June 30, 1992 of such receipts be appropriated.

It is further recommended that in addition to the amount hereinabove, such sums as may be received or receivable from any department or non-State fund source for administrative hearing costs by the Office of Administrative Law, and the unexpended balance as of June 30, 1992 of such sums be appropriated, subject to the approval of the Director of the Division of Budget and Accounting.

It is further recommended that the Director of the Division of Budget and Accounting be empowered to transfer or credit to the Office of Administrative Law any appropriation made to any department for administrative hearing costs which had been appropriated or allocated to such department for their share of such costs.

15,842	617	2,696	19,155	18,088	Total Appropriation, Department of State	12,896	13,822	12,887
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