





Matt Blunt

Secretary of State

Elected November 7, 2000

Term expires January 2005

MATT BLUNT (Republican) was elected Missouri's 37th Secretary of State on November 7, 2000, carrying 86 of Missouri's 114 counties. Prior to his election, Secretary of State Blunt represented the 139th Legislative District in the Missouri House of Representatives.

After graduating with a Bachelor of Science in History from the United States Naval Academy at Annapolis, Maryland, he went on to serve as an engineering officer aboard the USS JACK WILLIAMS (FFG-24). He later served as the Navigator and Administrative Officer on the USS PETERSON (DD-969). In addition to his other duties, while on the JACK WILLIAMS then Lieutenant Blunt served as the Voting Officer assisting members of the crew with casting ballots while deployed.

While in the Navy, Secretary Blunt participated in Operation Support Democracy, which involved the United Nations blockade of Haiti. Blunt was also involved in the interdiction of Cuban migrants in 1994, as well as drug interdiction missions off the coast of South America.

During his naval career, Secretary Blunt received numerous commendations including three Navy and Marine Corps Achievement Medals and a Humanitarian Service Medal. He continues to serve as a Lieutenant in the United States Naval Reserve.

Secretary Blunt, a sixth generation Missourian, was born in Strafford, Missouri on November 20, 1970. His parents Roy and Roseann Blunt still reside in Strafford. His father represents Missouri's Seventh District, which encompasses several counties in southwest Missouri in the United States Congress. Congressman Blunt previously served as Missouri's Secretary of State. Secretary Blunt's grandfather, Leroy, served in the Missouri House of Representatives from 1979-87.

Matt and his wife Melanie, of Middleburg, Virginia, were married in March, 1997. Secretary Blunt is a member of the State Historical Society of Missouri, American Legion and Missouri Farm Bureau. He and Melanie attend a Baptist Church near their home.

Secretary Blunt's primary goal is to make the Secretary of State's office more "efficient and accessible to all Missourians". To meet that goal, the Secretary has made several changes to make the office more fair and open. One of the first decisions made was to replace the position of Deputy Secretary of State for Elections with two Elections Directors, one from each of the two major political parties. This was accomplished within existing resources requiring no additional taxpayers dollars.

This belief that the Elections process must be above politics was reaffirmed when on his first full day

in office, Secretary Blunt met with a bipartisan commission that he appointed to review all of Missouri's election statutes. This commission held field hearings across the state to determine what changes and improvements should be made to give Missourians confidence in the elections process.

Secretary Blunt is committed to utilizing technology to enhance the many business services that the Secretary of State's office provides and to making as many of the documents available over the Internet. This will save Missouri businesses time and resources in meeting their regulatory responsibilities.

An avid historian, Secretary Blunt is committed to the preservation and accessibility of Missouri's important historical documents. He has directed the State Archives to make some of the most requested documents available over the Internet.

Secretary Blunt believes that education is essential to a vibrant democracy. Because of this he has pledged to implement the "Responsible Citizens" Initiative." This program, aimed at young Missourians, will stress the importance of history and the future responsibilities Missourians' children will have as citizens.

The Secretary of State is charged with protecting Missouri investors and for enforcing compliance with state securities laws. Secretary Blunt has implemented new practices making the Securities Division more efficient and customer friendly-reducing the delays associated with Agent and Broker Dealer Applications, Investment Applications and Registration filings.

The Missouri State Library and the Wolfner Library for the blind and physically impaired provide important informational resources to thousands of Missourians. Secretary Blunt is working to ensure that the Wolfner Library offers cutting-edge services by utilizing technologies that make accessing information more convenient for its patrons. Today, libraries connect us to each other and to the world. Secretary Blunt has put an emphasis on placing technology in libraries as a means of strengthening the bonds between the citizens of Missouri and increasing the educational opportunities our libraries provide. Secretary Blunt will continue to support improved services from our libraries as their scope and importance in our daily lives continues to grow.

The Secretary of State's office is one of the more diverse in state government housing regulatory, Missouri heritage and literacy programs and services. Secretary Blunt is committed to providing efficient and responsive service to the various entities and individuals who utilize the office's resources in Missouri and throughout the world.

Office of Secretary of State

Office of the Secretary of State
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sosmain@sosmail.state.mo.us
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The Office of the Secretary of State is the “information place” of Missouri government; its many diverse responsibilities all linked by the common theme of providing information. The office is responsible for compiling, storing and publishing a variety of state documents, guides, legislative rosters, and educational materials for all ages. As keeper of the Great Seal of the State of Missouri, the Secretary of State authenticates official acts of the Governor. In addition, the Secretary of State is Missouri’s chief elections official.

Functions of the office are divided into six areas: Elections, Securities, Business Services, Archives and Records Services, State Library, and Administrative Services. The Executive Deputy Secretary of State is charged by law with implementing the policies and procedures of the office and supervising day-to-day operations of some phases of the office.

The office has approximately 290 employees.

Elections Division

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

petition process. The full texts of ballot issues are published in newspapers around the state and printed for display at polling places. It is also the responsibility of the office to canvass, certify, and publish election results.

Initiative petitions are also handled by the office, including the oversight of signature verification. Before an initiative petition can be circulated, groups must first have the form of the petition and a summary statement approved by the Secretary of State and Attorney General. A fiscal impact statement is added by the State Auditor. For an initiative changing state law to be placed on the ballot, signatures must be obtained from registered voters equal to five percent of the total votes cast in the last gubernatorial election in six of Missouri’s nine congressional districts. For an initiative changing the state constitution to be placed on the ballot, signatures are needed from registered voters equal to eight percent of the votes cast in the last gubernatorial election in six of the state’s nine congressional districts. In 2000, 12 initiative petitions were approved for circulation and four were returned with signatures for approval. Two were ultimately certified for the November 2000 ballot. The elections division also oversees the collection of signatures for new political parties and the nomination of independent candidates for offices that file with the Secretary of State.

Missouri has over 3.8 million registered voters, which is an all time high. In the 2000 November general election, 2.3 million voters went to the polls. In addition to the statewide primary and general elections held in 2000, the first presidential preference primary since 1988 was held in March. Election officials also conducted nine special elections to fill vacancies in the General Assembly during 2000 and 2001.

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

The Secretary of State is responsible for maintaining a centralized voter registration database, for use by the local election authorities in



DAN ROSS
Executive Deputy
Secretary of State



TERRY JARRETT
General Counsel



TRISH VINCENT
Deputy Secretary for Business
Services



DOUG OMMEN
Commissioner of Securities



GAYLA VANDELICHT
Director of Elections



BETSY BYERS
Director of Elections



LINDA IMHOFF
Executive Secretary



SHANE SCHOELLER
Chief Administrative Aide

Missouri. This database helps to improve the ability of local election officials to manage voter registration records and allows for cross checking for duplicate registrations anywhere in the state.

Securities Division

*Kirkpatrick State Information Center
600 W. Main, PO Box 1276, Jefferson City 65102
Telephone: (573) 751-4136 / FAX: (573) 526-3124
Investor Hotline: (800) 721-7996*

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

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

200 investigations, many of which result in cease and desist orders, licensing revocations or criminal prosecutions. Criminal securities violations are referred to the Attorney General or local prosecutors. Assistance is also provided to federal prosecutors.

Through regulation of investments the securities division collected \$12.15 million in revenues for the State of Missouri in 2001.

The licensing section regulates the registration of individuals and businesses engaged in the securities business. As of July 18, 2001 there were 98,830 agents, 1,704 broker-dealers, 1,078 investment advisers, and 3,881 investment adviser representatives registered in Missouri. Prior to granting each registration an application review process is conducted to determine if applicants are sufficiently qualified to participate in the securities business.

The audit section performs random examinations of the offices of broker-dealers and investment advisers to ensure compliance with the Missouri securities laws.

The registration section reviews proposed securities offerings to ensure that Missouri approved offerings are "fair, just and equitable." The staff also reviews requests for exemption from the registration provisions, provides inter-

pretative opinions of the securities laws and assists Missouri issuers seeking small offerings with securities law compliance. In the year 2000 members of the registration staff reviewed filings of 2,105 securities offerings.

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

Business Services Division

The Business Services Division has three sections: Commissions, Corporations and Uniform Commercial Code. The Corporations section has branch offices for corporate filings in St. Louis, Kansas City and Springfield. These offices are in contact with more than 300,000 customers each year and handle more than 700,000 transactions.

Commissions

Kirkpatrick State Information Center
600 W. Main, PO Box 784, Jefferson City 65102
Telephone (573) 751-4756 / FAX: (573) 751-8199

The Secretary of State appoints and commissions notaries public. The section maintains the oath of office, official signature of each notary and the official bond. Missouri currently has over 70,000 notaries. The unit certifies over 6,000 notaries each year for foreign documents. They also certify elected officials and the State Registrar of Vital Statistics on over 1,000 documents. Many of these documents are for foreign adoptions.

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

The section also registers trademarks and service marks and keeps a registry of all marks. There are currently over 10,000 trademarks and service marks registered.

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

Corporations

Kirkpatrick State Information Center
600 W. Main, PO Box 778, Jefferson City 65102
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The Secretary of State is responsible for the registration of all Missouri and out-of-state business entities doing business in Missouri. These business entities include for profit and nonprofit corporations, specialized business entities, such as professional corporations, close corporations, agricultural cooperatives, mutual associations as well as limited liability companies, limited partnerships and many others. Missouri corporations must file articles of incorporation, while out-of-state corporations must obtain a certificate of authority. In addition, all corporations must file various documents required by law, such as amendments, mergers, consolidations and articles of dissolution, terminations and withdrawals.

To remain in good standing with the Secretary of State, each corporation must annually register with the Corporations section the names of its officers and directors.

There are approximately 192,000 active corporations now doing business in Missouri and 400,000 inactive corporations on file. Annually more than 17,000 new corporations, 200 new limited partnerships, 12,000 new limited liability companies, and 175 limited liability partnerships are filed with the Corporations section. The section also handles more than 17,250 new fictitious name registrations, 3,500 amendments, 1,400 voluntary dissolutions, 2,500 mergers and processes more than 165,000 annual reports. These documents are sometimes used for real estate closings, opening bank accounts and court cases.

The Corporations section has been imaging the annual registration reports since January 1999. The Secretary of State's website can be used to obtain forms for filing a new business entity, in addition to accessing the business entity database and links to the *Revised Statutes of Missouri*.

Regional Offices:

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

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

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



SARA PARKER
State Librarian



KEN WINN
State Archivist



JERRI SNODGRASS
Director of Administrative
Services



SPENCE JACKSON
Communications Director



CHUCK PRYOR
Legislative Liaison



ROB DAVIS
Director of Publications



RON WELSCHMEYER
Director of Information
Technology



LYNNE ANGLE
Director of Administrative Rules

Uniform Commercial Code

*Kirkpatrick State Information Center
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The Uniform Commercial Code section has a new uniform model law; this new law went into effect July 1, 2001 and was adopted in all 50 states. The new UCC law created a centralized office, which is the Secretary of State, for the perfecting of personal liens and all business and professional loans. These loans are perfected by filing a financial statement on the accepted national form indicating the debtor name and address and the secured party name and address along with a description of the collateral. These financing statements are effective for five years and may be continued for an additional five-year term by filing a continuation statement within six months prior to expiration on the appropriate accepted national form. The section also processes information and copy requests on UCC filings.

The UCC section will be implementing a new computer system that will allow electronic filings and electronic searching on UCC information which will be available on the Secretary of State's website. Available on the website is the accepted forms and fee schedule for UCC filings.

With the implementation of this new law, the section expects to receive more than 200,000 filings. Since July of 1965 the UCC division has processed more than three million documents.

Record Services Division

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

Missouri State Archives

*Kirkpatrick State Information Center
600 W. Main, PO Box 1747, Jefferson City 65102
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archref@mail.sos.state.mo.us*

The Missouri State Archives is the repository for state records of permanent value and serves as a central facility for historical research. Its holdings date from 1770 and include: executive, legislative, and judicial records; records of state departments and agencies; land records; military records; state publications; Supreme Court case files; and manuscript, photograph and reference collections. Among its holdings are documents relating to French and Spanish colonial rule, the

New Madrid Earthquakes, slavery, the Civil War, women, and political reform.

The Archives identifies, collects, and preserves those records and makes them available to government officials, scholars, students, family historians and the general public. Archives' holdings currently total more than 135 million pages of paper; 215,000 photographs; 14,225 books; 53,535 rolls of microfilm; and 185,000 microfiche. In FY2000, the Archives' staff responded to 53,321 patron requests for information.

Volunteers are an important resource of the Missouri State Archives. They provide invaluable assistance to the staff, helping with reference services, acting as docents, and helping to process county records and special collections.

The Judicial Records Program is in its 16th year. A cooperative effort of the Missouri State Archives and the Office of the State Courts Administrator, the program preserves on microfilm probate and circuit court records of the county courts. These records are processed by volunteers in the county and are brought to the Archives for preservation microfilming. The program has freed much needed space for the counties participating in the project, and makes the records more accessible to researchers, in the counties and at the Archives. St. Louis Circuit Court records have proven to be an unusually rich source of information that document westward expansion during the territorial and early statehood period. In July 2000, St. Louis' early Circuit Court records (1796–1830) were named one of "America's Treasures," which designation carried with it a \$175,000 grant from the federal Save America's Treasures Program to be used for the preservation of these valuable historical records.

The Archives has a dynamic outreach program, devoted to educating the public about the resources available at the Archives and about Missouri's historical heritage in general. Recent Archives activities have included: collaboration with the Lewis and Clark Bicentennial Commission; a national competitive internship and fellowship program in partnership with the Supreme Court of Missouri Historical Society; intern and practicum programs with local colleges and universities; educational exhibits for the public, including the mounting of the exhibit "Quest for a Cure: Care & Treatment in Missouri's First Mental Hospital;" public speakers series, sponsorship of regional National History Day activities, Archives' tours, and talks for school and civic organizations.

The "Friends of the Missouri State Archives," formed in 1989, is a group dedicated to promoting and supporting the Archives. The group sponsors fundraising activities, hosts receptions for Archives

events, produces a newsletter, and presents a Friends' prize at the state history day contest.

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

Missouri Historical Records Advisory Board

The Missouri Historical Records Advisory Board was created by statute in 1989 and assigned to the Office of the Secretary of State. The board is the central advisory body for historical records planning within the state. In addition, the board serves as the state affiliate of the National Historical Publications and Records Commission, and is responsible for reviewing grant proposals to that program from Missouri applicants, as well as applications to the Missouri Historical Records Grant Program and the Local Records Preservation Grant Program.

Missouri Historical Records Advisory Board

- Blunt, Matt**, chair, state historical records coordinator, secretary of state;
- Winn, Dr. Kenneth H.**, deputy coordinator, state archivist;
- Backer, Gracia Y.**, director, Division of Employment Security, 2001;
- Brown, Mary Louise**, curator of collections, Anheuser Busch Companies, Inc., St. Louis, 2002;
- Gietschier, Steven P.**, director of historical records, *The Sporting News*, St. Louis, 2001;
- Giles, James M.**, executive director, Jackson County Historical Society, 2003;
- Longford, Nicola J.M.**, vice president for community services, Missouri Historical Society, 2003;
- March, Julie M.**, curator, The History Museum for Springfield–Greene County, 2002;
- Neumann, Robert**, director, Greene County Archives, 2000;
- Rottman, Anne G.**, head librarian, Legislative Library, Jefferson City, 2001;
- Wessel, Jeannette A.**, records manager, St. Louis County Government Records Center, 2002;
- Williams, Addison M. Jr.**, family history researcher, Jefferson City, 2001;
- Zobrist, Dr. Benedict K.**, emeritus director, Harry S Truman Library, 2000;
- Goodrich, Dr. James**, executive director, State Historical Society of Missouri, *ex officio*.



LYNN MORROW
Director of Local Records



MARRY-ELLYN STRAUSER
Director of Records
Management



SHELLY CROTEAU
Assistant State Archivist



LINDA OLIVER
Director of Corporations



BARBARA READING
Director of Library
Development



LINDA HARRIS
Director of Reference Services



RICHARD SMITH
Director of Wolfner Library



MARY HOSMER
Assistant Commissioner of
Securities

Records Management

*Kirkpatrick State Information Center
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The mission of the Records Management section is to promote the efficiency and continuity of government, document the rights of Missouri citizens, hold state officials accountable for their actions, and preserve Missouri's heritage by providing state agencies with the necessary instruments to develop effective and efficient information control. To achieve this mission, the section is divided into three units: Records Management Services, State Records Center, and Imaging Services.

Records analysts and electronic records archivists provide state agencies with professional consulting services and technical expertise in all areas of records and information management. The proliferation of information technologies has made records creation, maintenance, and storage issues more complex and costly than ever before. Primary issues include questions such as how to control growth and ensure preservation of all forms of records. Records Management Services provides state agencies

with professional consulting services to meet these challenges.

The State Records Center provides state agencies with a storage solution for inactive records. Inactive records are those with a reference rate that does not warrant retention in expensive agency office or storage space. This practice has saved Missouri taxpayers more than \$30 million. All records remain in the legal custody of the transferring agency and access to stored documents is restricted to the agency's authorized personnel. The transferring of inactive files to the Records Center allows agencies to free up office space and equipment. Records Center services include pick-up, delivery, and destruction of agency records. There is no cost to state agencies for these services. Currently, 226,000 cubic feet of records are stored in the State Records Center's three facilities.

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

protection for silver original microfilm within a climate-controlled vault.

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

State Records Commission

Blunt, Matt, chair, Secretary of State;

Downs, John E., director, State Forms Management Division;

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

Hausman, Tim, attorney general designee for Jeremiah W. Nixon;

Kuster, Ken, state auditor designee for Claire McCaskill;

Gross, Charles, state senator;

Monaco, Ralph, state representative;

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

Local Records

Kirkpatrick State Information Center

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

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

The Missouri Local Records Grant program began in 1991 and is funded through a fee placed on documents filed with county recorders. In

FY2000, the Secretary of State, with the advice of the Missouri Historical Records Advisory Board, awarded \$400,000 in grant funds to 73 local projects. For FY2001, nearly \$460,000 was awarded to 73 projects. Approximately 70 percent of the funds will be used for microfilming local permanent records to ensure their preservation. The grants require local matches.

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

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

Local Records Board

Bryant, Kenneth, Marshall, 2003;

Chorpening, Jeff, Gravois Mills, 2004;

Dark, Joe, Charleston, 2001;

Heisler, Charles T., Hillsboro, 2002;

Kellum, Arthur C., St. Louis, 2002;

Love, Linda, Fulton, 2002;

Lowes, Linda, Sikeston, 2003;

McGaugh, Peggy, Carrollton, 2001;

Murphy, Mary Helen, Kansas City, 2003;

Rao, Dr. Pal V., Warrensburg, 2002;

Sapp, David, Columbia, 2004;

Stowe, Lynn, Lebanon, 2004;

Turner, Francis, Savannah, 2004;

Wood, Olive, Cabool, 2004;

Young, Phyllis, St. Louis, 2003.

Missouri State Library

Kirkpatrick State Information Center

600 W. Main, PO Box 387, Jefferson City 65102

Telephone: (573) 751-3615 / FAX: (573) 751-3612

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

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

Reference Services

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

The Reference Services section delivers library services to meet the informational and

research needs of state government. This objective is achieved through current awareness, library materials collections in multiple formats, monthly publications and online databases provided at the state employee's desktop.

Keeping Up, a daily newspaper clipping summary of news about the activities and operation of state government, is distributed electronically to the legislature and state agencies. Table of Contents service allows state employees to receive the table of contents and full text articles from periodicals that assist in the performance of their duties. It is distributed electronically as the current periodicals become available on the statewide periodicals database. *Info-to-Go*, a subject bibliography of periodical articles, and *Missouri State Government Publications*, a bibliography of state publications, are published monthly on the Secretary of State's website.

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

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

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

Library Development

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

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

The State Library administers several programs to provide funds and services for libraries.

State-funded programs include state aid for public libraries and a grant program for public library automation. The State Library also coordinates the funding for the REAL (Remote Electronic Access to Libraries) Project, which provides Internet access for public libraries through MOREnet. The federal Library Services and Technology Act provides funding for grants to libraries and statewide projects, including continuing education and training, interlibrary loan support and development of library service for seniors.

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

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

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

Wolfner Library

Kirkpatrick State Information Center

600 W. Main, PO Box 387, Jefferson City 65102

Telephone: (573) 751-8720 / FAX: (573) 526-2985

Toll-free: (800) 392-2614 / TTY: (800) 347-1379

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

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

Wolfner services are available to qualified Missourians at no charge. Applications for service are available directly from the library, a local

Missouri public library, or on the secretary of state web site. Wolfner is Missouri's regional library in the national network of libraries serving individuals who are blind and disabled, in cooperation with the National Library Service of the Library of Congress.

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

Administrative Services Division

The Administrative Services Division functions to meet several statutory and public service requirements of the Secretary of State's office. It has four sections: Administrative Rules, Publications, Information Technology, and Fiscal/Human Resources.

Administrative Rules

Kirkpatrick State Information Center
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Telephone: (573) 751-4015 / FAX: (573) 751-3032

The Administrative Rules section has published administrative rules or law since 1976. As the legislature enacts laws, 186 Missouri agencies promulgate, or write, rules to implement those laws. The Office of the Secretary of State publishes the *Missouri Register* twice a month to keep Missourians informed of those laws and any changes to existing laws; and publishes the *Code of State Regulations* once monthly to complete these rules for codification.

The *Missouri Register* contains emergency, proposed, and final orders of rulemaking. The emergency rules are effective for a limited period of time. Proposed rules cannot go into effect until citizens have had an opportunity to attend a public hearing and/or submit written comments to proposed rules or rule changes. All state agencies must summarize public comments and the agency's changes, if any, to the proposed rule in subsequent editions of the *Register*, which are then published. After the rules have been adopted, they are codified and printed in the *Code of State Regulations*.

The *Code* is a 14-volume loose-leaf set containing approximately 10,000 pages of published administrative law/rules, and is updated monthly. A cross-index to the *Revised Statutes of Missouri* and the corresponding rule number is part of the

Code, as is a subject index. The *Code* and *Register* are available on the Secretary of State's website. Plans are currently underway to make the *Code* and *Register* searchable for specific subject matter, rule number or specific law or rule.

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

Publications

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

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

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

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

Information Technology

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

Fiscal/Human Resources

The Fiscal/Human Resources section was established to ensure efficient and effective internal financial and personnel operations. The unit supports the Office of the Secretary of State in matters involving budgets and funding, personnel recruitment, benefits, training, and performance evaluation. The section also provides mail-room shipping and receiving support.

Personnel, Office of Secretary of State: Page 980

Historical listing, secretaries of state

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

¹Unionist

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

³Appointed upon death of Dwight H. Brown.

⁴Appointed upon death of Wilson Bell.

⁵Appointed upon death of Walter H. Toberman.

⁶Appointed upon impeachment of Judith K. Moriarty.

⁷Appointed upon resignation of Richard Hanson.