

**AGENCY PROGRAM DESCRIPTIONS**

**Administration (ADM): Administration (ADM)**

**Subprogram History**

The Administration Program consists of four divisions: administration, publications, legal services and information technology. This program provides critical functions for this agency including, payroll; financial transactions; official publications including the Kansas Register, Kansas Administrative Rules and Regulations, and the Session Laws of Kansas; legal review and retention schedules; IT operations and the AS 400 computer migration.

The Administration Division provides operating services for the agency and is led by the Deputy Assistant Secretary for Administration. This division is responsible for overseeing human resources, payroll, financial transactions, fiscal and office management and emergency response policies and training.

The Publications Division is led by the Director of Communications and Policy. This division is responsible for all public affairs, press inquiries, policy matters, official agency website content, and official publications including the Kansas Register, Kansas Administrative Rules and Regulations, and the Session Laws of Kansas.

The Legal Services Division is led by the General Counsel. This division is responsible for overseeing office litigation, providing legal counsel to the Secretary and staff regarding office-related matters, reviewing and responding to all KORA requests, and maintaining all contracts and official documents.

The Information Technology (IT) Division is led by the Deputy Assistant Secretary of State, Director of Information Technology. This division is responsible for developing and maintaining security and recovery plans for the agency network and data, developing and maintaining software applications, assessing and installing upgrades to the servers and workstations when appropriate, providing expert technical support to both employees and customers, and developing technical relationships with both public and private partners.

**Consequences of Not Funding This Subprogram**

The Administration Program would not be able to fulfill its statutory responsibilities if the program was not funded.

**Statutory Basis**

Specific: KSA 45-106-107; 77-430; 77-415-436; 75-430; 45-401-45-414; 45-408;75-438; 75-444.

Mandatory/Discretionary	MOE/Match Requirement	Program Priority	Subprogram Priority
Mandatory	No	1	1

**Business Services (BS): Business Services (BS)**

**Subprogram History**

The Business Services Division is primarily responsible for administering filings for Kansas business entities and the Uniform Commercial Code (UCC) and places a high value on delivering outstanding customer service. Business Services files formation, annual report, and amendment documents for corporations, limited liability companies, limited partnerships, limited liability partnerships, cooperatives, business trusts and other entities. The Division also maintains records on active, forfeited, withdrawn, merged, canceled, and dissolved business entities. In FY2023, approximately 295,000 business documents were filed with the division, of which more than 221,000 were annual reports. Migration off the AS 400 computer system, along with legislation approved in 2023, will streamline business filings and make it possible to file more types of filings online. The agency anticipates promotion of the new business entity filing system over the next two years through organizations, mailings, and social media.

Other documents filed by the Business Services Division include notary applications, service agents, warehouse bonds, cemetery corporation filings, and health care card suppliers. The division administers the UCC by filing financing statements, amendments and terminations, performing searches and issuing copies to the public. The program currently has over 322,000 active UCC filings on record. In FY 2023, over 94% of nearly 81,900 annual UCC transactions were filed electronically.

**Consequences of Not Funding This Subprogram**

The Business Services Division would not be able to fulfill its statutory requirement to file business formation and related business filings if the program was not funded.

**Statutory Basis**

Specific: KSA 17-7903, KSA 17-7904, KSA 17-7905, KSA 17-7906.

Mandatory/Discretionary	MOE/Match Requirement	Program Priority	Subprogram Priority
Mandatory	No	1	1

**Elections (ELM): Elections (ELM)**

**Subprogram History**

The Elections Division is primarily responsible for overseeing national and state elections, candidate filings for national and state offices, and assisting local election officers administer elections. In 2023, legislation was passed to update and streamline election statutes and clarify conflicting statutes with a goal of improving election administration and further increasing transparency in the election process. The division is also responsible for lobbyist registrations, issuing lobbying badges, providing public access to state campaign finance documents and public disclosure documents, implementing federal legislation pertaining to election administration, and selling Kansas flags. The Division also serves as a repository for statements of substantial interest for state officers and certain state employees. The Division places high importance on excellent customer service and ensuring the administration and integrity of elections.

**Consequences of Not Funding This Subprogram**

The Elections Division would not be able to fulfill its statutory requirements if the program was not funded.

**Statutory Basis**

Specific: KSA 25-2504; KSA 25-124.

Mandatory/Discretionary	MOE/Match Requirement	Program Priority	Subprogram Priority
Mandatory	No	1	1

**Help America Vote Act (HAVA): Help America Vote Act (HAVA)**

**Subprogram History**

The Help America Vote Act (HAVA) Program is administered by the Elections Division. The Help American Vote Act [HAVA] of 2002 created new mandatory minimum standards for states to follow in the several key areas of election administration. These areas included provisional voting, providing voting information to the public, updating and upgrading voting equipment, creating a statewide list of registered voters, creating a process to file administrative complaints, and developing voter identification procedures. Since 2002, Kansas has accomplished the following objectives under HAVA:

- Designed, purchased, developed and installed a statewide computerized voter registration and election management database that is the system of records for all 105 counties;
- Negotiated contracts with voting equipment manufacturers and oversaw the purchase of more than 2,000 voting machines to enable counties to provide at least one ADA-compliant voting machine per polling place to allow voters with disabilities, including visual impairment, to vote secret and unassisted ballots. These contracts have expired and counties now negotiate their own contracts for voting equipment;
- Received and administered more than \$30 million in federal funds

The State receives funds for use in paying for the costs of complying with HAVA from federal grants provided by the U.S. Election Assistance Commission. In FY2016, a new statewide voter registration and election management system was procured. The current contract ends January 18, 2026. Per federal law, the state must have a centralized voter registration system. While the program is currently focused on post-implementation responsibilities including management, oversight and upgrades, the agency will begin preparation for the expiration and replacement of the current statewide voter registration and election management system contract.

**Consequences of Not Funding This Subprogram**

Functions of the HAVA program are essential to the administration of elections by the State of Kansas. The HAVA program would not be able to fulfill its requirements if the program was not funded.

**Statutory Basis**

Specific: P.L. 107-252; KSA 25-2504; KSA 25-124.

Mandatory/Discretionary	MOE/Match Requirement	Program Priority	Subprogram Priority
Mandatory	Yes	1	1

**Subprograms Without Narrative Data**

**AGENCY PERFORMANCE MEASURES**

			2022 Actuals	2023 Actuals	2024 Actuals	2025 Actuals	2026 Estimate	2027 Estimate
<b>Administration (ADM): Administration (ADM)</b>								
Goal	Type	Measure						
		Digitization of Expired Regulations (percent completed)	0.00%	0.00%	0.00%	0.00%	25.00%	100.00%

			2022 Actuals	2023 Actuals	2024 Actuals	2025 Actuals	2026 Estimate	2027 Estimate
Establish an electronic regulations process to improve speed and transparency of the regulatory process.	Outcome	Regulation Modernization	0.00%	0.00%	0.00%	0.00%	75.00%	100.00%
<b>Business Services (BS): Business Services (BS)</b>								
Goal	Type	Measure						
	Outcome	Percentage of annual online filings: Business Formation Documents	79.00%	80.00%	82.00%	86.00%	88.00%	90.00%
		Percentage of annual online filings: Information Reports	81.00%	82.00%	83.00%	83.00%	84.00%	86.00%
<b>Elections (ELM): Elections (ELM)</b>								
Goal	Type	Measure						
	Outcome	2024 election data production made available to the public			0.00%	0.00%	50.00%	100.00%
<b>Help America Vote Act (HAVA): Help America Vote Act (HAVA)</b>								
Goal	Type	Measure						
	Outcome	Statewide Voter Registration Database	0.00%	0.00%	0.00%	0.00%	50.00%	100.00%
The agency has a goal to implement a new training program for all 105 county election officers specifically for the administration of elections. KSA 25-124 requires the Secretary of State to provide instruction to county election officers in a method determined by the Secretary of State. This program is in addition to other mandated annual training for local election offices. The goal is to have at least one certified election official in every county prior to the 2024 General Election.	Outcome	Local election official certification program (Continuing education)	25.00%	25.00%	25.00%	25.00%	50.00%	100.00%

Footnotes