

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

| Year Ending June 30, 1989 | | | | | Year Ending June 30, 1991 | | | |
|---------------------------------|------------------------|------------------------------------|--------------------|---------------|---|-----------------------------|---------------------------|------------------|
| Orig. & (S)Supple- mental | Reapp. & (R)Recpts. | Transfers & (E)Emer- gencies | Total Available | Expended | | 1990 Adjusted Approp. | Kean Admin. Request | Recom- mended |
| | | | | | Cultural and Intellectual Development Services | | | |
| 580 | 10 | 121 | 711 | 707 | Support of the Arts | 689 | 724 | 611 |
| 3,468 | 98 | — | 3,566 | 3,460 | Museum Services | 3,168 | 3,158 | 2,324 |
| 738 | 137 | 40 | 915 | 851 | Development of Historical Resources | 946 | 656 | 575 |
| <u>4,786</u> | <u>245</u> | <u>161</u> | <u>5,192</u> | <u>5,018</u> | <i>Subtotal</i> | <u>4,803</u> | <u>4,538</u> | <u>3,510</u> |
| | | | | | General Government Services | | | |
| 2,391 | 221 | -17 | 2,595 | 2,480 | Administration | 2,374 | 2,822 | 2,202 |
| 7,959 | 2,187 | 152 | 10,298 | 9,670 | Adjudication of Administrative Appeals | 8,036 | 7,837 | 6,813 |
| — | 78 | — | 78 | 36 | Regulatory Efficiency | — | — | — |
| 1,514 | 15 | 40 | 1,569 | 1,486 | Records Management | 1,567 | 1,689 | 1,464 |
| 2,125 | 1,155 | — | 3,280 | 3,192 | Commercial Recording | 1,719 | 1,717 | 1,943 |
| <u>13,989</u> | <u>3,656</u> | <u>175</u> | <u>17,820</u> | <u>16,864</u> | <i>Subtotal</i> | <u>13,696</u> | <u>14,065</u> | <u>12,422</u> |
| <u>18,775</u> | <u>3,901</u> | <u>336</u> | <u>23,012</u> | <u>21,882</u> | <i>Total Appropriation</i> | <u>18,499</u> | <u>18,603</u> | <u>15,932</u> |

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, and a State oral history program.

EVALUATION DATA

| | Actual FY 1988 | Actual FY 1989 | Revised FY 1990 | Budget Estimate FY 1991 |
|---------------------------------------|-------------------|-------------------|--------------------|-------------------------------|
| PROGRAM DATA | | | | |
| Support of the Arts | | | | |
| Grant applications received | 1,315 | 1,576 | 1,573 | 1,500 |
| Grants awarded | 441 | 388 | 369 | 360 |
| Performances | 14,000 | 14,000 | 13,275 | 13,000 |
| Attendance | 13,500,000 | 12,800,000 | 12,750,000 | 12,700,000 |
| Artists benefitting | 47,000 | 45,000 | 45,000 | 45,000 |
| Museum Services | | | | |
| Total Attendance | 296,051 | 315,378 | 300,000 | 300,000 |
| School program attendance | 72,342 | 102,986 | 85,000 | 100,000 |
| Public planetarium attendance | 13,093 | 31,214 | 32,000 | 30,000 |
| Other public program attendance | 59,613 | 39,957 | 60,000 | 40,000 |
| Exhibitions Presented | | | | |
| Museum | 20 | 27 | 25 | 25 |
| Special outreach | 6 | 5 | 5 | 5 |
| Traveling sites | 47 | 46 | 40 | 39 |

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

| | Actual FY 1988 | Actual FY 1989 | Revised FY 1990 | Budget Estimate FY 1991 |
|--|-------------------|-------------------|--------------------|-------------------------------|
| Development of Historical Resources | | | | |
| Grant applications | 149 | 153 | 185 | 160 |
| Grants awarded | 57 | 63 | 68 | 55 |
| Grants workshop attendance | 250 | 250 | 250 | 240 |
| Public programs attendance | 175 | 175 | 175 | 175 |
| Oral history interviews | 10 | 10 | — | — |
| Books sold | 4,116 | 6,097 | 7,000 | 6,100 |

PERSONNEL DATA**Position Data**

| | 98 | 97 | 107 | 107 |
|---|-----|-----|-----|-----|
| Budgeted Positions | 98 | 97 | 107 | 107 |
| Support of the Arts | 24 | 24 | 25 | 25 |
| Museum Services | 61 | 60 | 65 | 65 |
| Development of Historical Resources | 13 | 13 | 17 | 17 |
| Positions Budgeted in Lump Sum Appropriations | 11 | 14 | 5 | 1 |
| Authorized Positions—Federal | — | — | 2 | 2 |
| Authorized Positions—All Other | — | — | 5 | 5 |
| Total Positions | 109 | 111 | 119 | 115 |

APPROPRIATIONS DATA
(thousands of dollars)

| Year Ending June 30, 1989 | | | | | Year Ending June 30, 1991 | | | |
|----------------------------------|-------------------------|-------------------------------------|--------------------|--------------|--------------------------------|-----------------------------|---------------------------|------------------|
| Orig. & (S) Supple- mental | Reapp. & (R) Recpts. | Transfers & (E) Emer- gencies | Total Available | Expended | Prog. Class. | 1990 Adjusted Approp. | Kean Admin. Request | Recom- mended |
| 580 | 10 | 121 | 711 | 707 | | | | |
| 3,468 | 98 | — | 3,566 | 3,460 | | | | |
| 738 | 137 | 40 | 915 | 851 | | | | |
| 4,786 | 245 | 161 | 5,192 | 5,018 | | | | |
| | | | | | Distribution by Program | | | |
| | | | | | 05 | 689 | 724 | 611 |
| | | | | | 06 | 3,168 | 3,158 | 2,324 |
| | | | | | 07 | 946 | 656 | 575 |
| | | | | | | 4,803 | 4,538 | 3,510 |
| | | | | | Distribution by Object | | | |
| | | | | | Personal Services: | | | |
| 2,476 | — | 157 | 2,633 | 2,629 | | 2,755 | 2,987 | 2,721 |
| — | — | — | — | — | | 223 | — | — |
| 2,476 | — | 157 | 2,633 | 2,629 | | 2,978^(a) | 2,987 | 2,721 |
| 176 | — | -5 | 171 | 171 | | 199 | 195 | 186 |
| 234 | — | -1 | 233 | 228 | | 263 | 260 | 247 |
| 63 | — | 3 | 66 | 66 | | 89 | 76 | 72 |
| | | | | | Special Purpose: | | | |
| 3 | — | -1 | 2 | 2 | 05 | 3 | 3 | 3 |
| 700 | — | — | 700 | 700 | | 700 | 700 | — |
| — | 87 | -3 | 84 | 80 | 06 | — | — | — |
| 299 | — | — | 299 | 293 | 06 | — | — | — |
| 250 | — | -85 | 165 | 159 | 06 | 250 | 250 | 214 |
| 200 | — | — | 200 | 200 | 06 | — | — | — |
| 100 | — | — | 100 | 100 | 06 | — | — | — |
| 27 | — | — | 27 | 27 | 07 | — | — | — |

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

| Year Ending June 30, 1989 | | | | | Year Ending June 30, 1991 | | | | |
|-------------------------------------|------------------------|------------------------------------|--------------------|---------------|---|-----------------------------|---------------------------|------------------|--|
| Orig. & (S)Supple- mental | Reapp. & (R)Recpts. | Transfers & (E)Emer- gencies | Total Available | Expended | Prog. Class. | 1990 Adjusted Approp. | Kean Admin. Request | Recom- mended | |
| 22 | — | — | 22 | 22 | Folk Life and Ethnic History Programs | 07 | — | — | |
| 75 | — | — | 75 | 75 | Afro-American History Program | 07 | — | — | |
| 135 | 72 | — | 207 | 207 | Constitutional Bicentennial Commission | 07 | — | — | |
| — | 45 | — | 45 | 1 | Afro-American Curriculum Program | 07 | — | — | |
| — | 20 | — | 20 | — | Black Historic Sites Survey | 07 | — | — | |
| — | — | — | — | — | New Jersey History Film Series | 07 | 153 ^S | — | |
| — | — | — | — | — | New Jersey Historical Resources Project | 07 | 131 ^S | — | |
| 1,811 | 224 | -89 | 1,946 | 1,866 | <i>Total Special Purpose</i> | | 1,237 | 953 | |
| 26 | 21 | 96 | 143 | 58 | Additions, Improvements and Equipment | | 37 | 67 | |
| OTHER RELATED APPROPRIATIONS | | | | | | | | | |
| 22,846 | 95 | -75 | 22,866 | 22,798 | <i>Total Grants-in-Aid</i> | | 19,385 | 19,485 | |
| 1,427 | — | — | 1,427 | 1,427 | <i>Total State Aid</i> | | 1,720 | 1,994 | |
| — | 285 | — | 285 | — | <i>Total Capital Construction</i> | | — | 773 | |
| 29,059 | 625 | 86 | 29,770 | 29,243 | <i>Total General Fund</i> | | 25,908 | 26,790 | |
| Federal Funds | | | | | | | | | |
| — | 53 | — | 53 | 53 | Support of the Arts | 05 | 650 | 595 | |
| — | 515 ^R | -1 | 567 | 506 | Museum Services | 06 | 200 | 200 | |
| — | 2 | — | 2 | 2 | Development of Historical Resources | 07 | 100 | 100 | |
| — | 20 ^R | — | 22 | 20 | | | | | |
| — | 8 | — | 8 | 4 | | | | | |
| — | 3 ^R | — | 11 | 4 | | | | | |
| — | 601 | -1 | 600 | 530 | <i>Total Federal Funds</i> | | 950 | 895 | |
| All Other Funds | | | | | | | | | |
| — | 24 | — | 24 | 44 | Support of the Arts | 05 | — | — | |
| — | 41 ^R | — | 65 | 11 | Museum Services | 06 | — | — | |
| — | 14 | — | 14 | 12 | Development of Historical Resources | 07 | — | — | |
| — | 31 ^R | — | 45 | 11 | | | | | |
| — | 41 | — | 41 | 12 | | | | | |
| — | 30 ^R | — | 71 | 12 | | | | | |
| — | 181 | — | 181 | 67 | <i>Total All Other Funds</i> | | — | — | |
| 29,059 | 1,407 | 85 | 30,551 | 29,840 | GRAND TOTAL | | 26,858 | 27,685 | |

Notes: (a) The 1990 appropriation has been adjusted for the allocation of the salary program.

30. EDUCATIONAL, CULTURAL AND INTELLECTUAL DEVELOPMENT

37. CULTURAL AND INTELLECTUAL DEVELOPMENT SERVICES

LANGUAGE PROVISIONS

It is recommended that the unexpended balance as of June 30, 1990 in the Black Historic Sites Survey account be appropriated for the same purpose.

It is further recommended that the unexpended balance as of June 30, 1990 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, 1990 in the New Jersey History Film Series account be appropriated for the same purpose.

It is further recommended that the unexpended balance as of June 30, 1990 in the New Jersey Historical Resources Project 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.

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.

STATE

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

EVALUATION DATA

| | Actual FY 1988 | Actual FY 1989 | Revised FY 1990 | Budget Estimate FY 1991 |
|---|-------------------|-------------------|--------------------|-------------------------------|
| PROGRAM DATA | | | | |
| Administration | | | | |
| Mail Voter Registration | 350,000 | 275,000 | 275,000 | 275,000 |
| Liberty Park Festival and Other | | | | |
| Multi-Ethnic Festival Attendance | 40,000 | 45,000 | 45,000 | 50,000 |
| Ethnic Affairs Assistance Requests | 900 | 1,200 | 1,200 | 1,500 |
| Commercial Recording | | | | |
| Corporation Records | | | | |
| Documents processed | 87,108 | 96,513 | 92,000 | 92,000 |
| Turnaround time (days) | 5.0 | 5.0 | 5.0 | 5.0 |
| Document backlog (per day) | 300 | 300 | 300 | 300 |
| Annual Reports | | | | |
| Documents processed | 233,440 | 244,447 | 246,000 | 246,000 |
| Laws and Commissions | | | | |
| Notaries issued | 16,908 | 16,042 | 18,000 | 18,000 |
| Documents filed/recorded | 46,929 | 40,945 | 49,000 | 49,000 |
| Trademarks and Trade Names | | | | |
| Documents processed | 38,566 | 38,842 | 41,000 | 41,000 |
| Uniform Commercial Code | | | | |
| Documents processed | 229,870 | 253,217 | 243,000 | 243,000 |
| Turnaround time (days) | 5.0 | 5.0 | 5.0 | 5.0 |
| Documents backlog (per day) | 500 | 500 | 500 | 500 |
| Records | | | | |
| Corporate folders requested | 173,362 | 163,477 | 183,000 | 170,000 |
| Records Management | | | | |
| Records retention schedules approved | 150 | 125 | 109 | 109 |
| Records management consultations | 300 | 325 | 375 | 375 |
| Micrographics consultations | 100 | 125 | 175 | 175 |
| Records received | 2,650 | 1,818 | 4,000 | 9,000 |
| Records disposed | 2,000 | 3,902 | 4,000 | 4,000 |
| Microimages | 26,000,000 | 25,839,448 | 27,300,000 | 27,300,000 |
| Records destruction requests | 1,645 | 1,728 | 1,400 | 1,400 |
| Reference requests (storage) | 3,491 | 3,871 | 4,000 | 5,000 |
| Patrons (visitors to archives) | 3,161 | 3,465 | 3,900 | 4,000 |
| Reference requests (archives mail) | 4,000 | 4,409 | 4,150 | 4,200 |
| Microforms used (archives) | 10,000 | 15,000 | 15,000 | 15,000 |
| Accessions (archives) | 250 | 250 | 250 | 250 |
| Records arranged (archives) | 100 | 100 | 200 | 200 |
| Items treated (conservation/archives) | 20 | 15 | 10 | 10 |
| PERSONNEL DATA | | | | |
| Affirmative Action Data | | | | |
| Male Minority | 29 | 35 | 39 | 39 |
| Male Minority % | 8.7 | 10.3 | 11.5 | 11.5 |
| Female Minority | 73 | 86 | 90 | 90 |
| Female Minority % | 21.9 | 25.3 | 26.5 | 26.5 |
| Total Minority | 102 | 121 | 129 | 129 |
| Total Minority % | 30.6 | 35.6 | 37.9 | 37.9 |

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

| | Actual FY 1988 | Actual FY 1989 | Revised FY 1990 | Budget Estimate FY 1991 |
|---|-------------------|-------------------|--------------------|-------------------------------|
| Position Data | | | | |
| Budgeted Positions | 173 | 177 | 176 | 176 |
| Administration | 43 | 47 | 48 | 49 |
| Records Management | 55 | 55 | 54 | 54 |
| Commercial Recording | 75 | 75 | 74 | 73 |
| Positions Budgeted in Lump Sum Appropriations | 7 | 17 | 21 | 7 |
| Authorized Positions | 16 | 16 | 20 | 20 |
| Total Positions | 196 | 210 | 217 | 203 |

APPROPRIATIONS DATA
(thousands of dollars)

| Year Ending June 30, 1989 | | | | | Year Ending June 30, 1991 | | | | |
|---------------------------------|------------------------|------------------------------------|--------------------|--------------|--------------------------------|-----------------------------|---------------------------|------------------|--|
| Orig. & (S)Supple- mental | Reapp. & (R)Recpts. | Transfers & (E)Emer- gencies | Total Available | Expended | Prog. Class. | 1990 Adjusted Approp. | Kean Admin. Request | Recom- mended | |
| | | | | | Distribution by Program | | | | |
| 2,391 | 221 | -17 | 2,595 | 2,480 | | 2,374 | 2,822 | 2,202 | |
| 1,514 | 15 | 40 | 1,569 | 1,486 | 01 | | | | |
| 2,125 | 1,155 | — | 3,280 | 3,192 | 08 | 1,567 | 1,689 | 1,464 | |
| | | | | | 09 | 1,719 | 1,717 | 1,943 | |
| 6,030 | 1,391 | 23 | 7,444 | 7,158 | | 5,660 | 6,228 | 5,609 | |
| | | | | | Distribution by Object | | | | |
| | | | | | Personal Services: | | | | |
| 3,577 | — | 213 | 3,790 | 3,738 | | 3,999 | 4,246 | 3,903 | |
| 3,577 | — | 213 | 3,790 | 3,738 | | 3,999 ^(a) | 4,246 | 3,903 | |
| 236 | — | -45 | 191 | 189 | | 190 | 189 | 172 | |
| 943 | | | | | | 531 | | | |
| 5 ^S | — | 9 | 957 | 952 | | 25 ^S | 928 | 866 | |
| 92 | — | 21 | 113 | 113 | | 70 | 79 | 64 | |
| | | | | | Special Purpose: | | | | |
| 275 | 1 | 5 | 281 | 281 | 01 | 275 | 275 | 275 | |
| 4 | — | — | 4 | 4 | 01 | 4 | 4 | 4 | |
| 34 | — | — | 34 | 34 | 01 | 34 | 34 | 34 | |
| 250 | 202 | -66 | 386 | 271 | 01 | 250 | 250 | 225 | |
| 55 | — | — | 55 | 55 | 01 | 12 | — | — | |
| 156 | — | -88 | 68 | — | 08 | 156 | 156 | — | |
| 140 | — | — | 140 | 108 | 09 | — | — | — | |
| — | 1,144 | -141 | 1,003 | 1,001 | 09 | — | — | — | |
| 45 ^S | — | — | 45 | 45 | 09 | — | — | — | |
| 959 | 1,347 | -290 | 2,016 | 1,799 | | 731 | 719 | 538 | |
| 218 | 44 | 115 | 377 | 367 | | 114 | 67 | 66 | |

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

| Year Ending June 30, 1989 | | | | | Year Ending June 30, 1991 | | | |
|-------------------------------------|---------------------------|------------------------------------|--------------------|----------|---------------------------|-----------------------------|---------------------------|------------------|
| Orig. & (S)Supple- mental | Reapp. & (R)Recpts. | Transfers & (E)Emer- gencies | Total Available | Expended | Prog. Class. | 1990 Adjusted Approp. | Kean Admin. Request | Recom- mended |
| OTHER RELATED APPROPRIATIONS | | | | | | | | |
| — | 2,402 | — | 2,402 | 1,988 | | — | — | — |
| 6,030 | 3,793 | 23 | 9,846 | 9,146 | | 5,660 | 6,228 | 5,609 |
| Federal Funds | | | | | | | | |
| — | 3 41 ^R | 1 | 45 | — | 08 | — | — | — |
| — | 44 | 1 | 45 | — | | — | — | — |
| All Other Funds | | | | | | | | |
| — | 1 8 ^R | — | 9 | — | 01 | — | — | — |
| — | 298 1,106 ^R | -3 | 1,401 | 828 | 09 | 1,011 | 1,165 | 1,165 |
| — | 1,413 | -3 | 1,410 | 828 | | 1,011 | 1,165 | 1,165 |
| 6,030 | 5,250 | 21 | 11,301 | 9,974 | | 6,671 | 7,393 | 6,774 |

Notes: (a) The 1990 appropriation has been adjusted for the allocation of the salary program.

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, 1990 of those receipts, be appropriated for the costs of making such examinations.

It is further recommended that the unexpended balance as of June 30, 1990 in the Martin Luther King, Jr. Commemorative Commission account 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, 1990 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, 1990 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.

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

Judicial Administration creates standards and maintains filing, docketing, record keeping, and decision making systems for approximately 10,000 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.

04. Regulatory Efficiency. The thirty-three member commission was established under the provisions of P.L. 1987, c.130, to conduct a review of the "Administrative Procedure Act," P.L. 1968, c. 410 (C52:14B-1 et seq.) and make recommendations for its revision. The Commission rendered its report and expired on December 31, 1988.

EVALUATION DATA

| | Actual FY 1988 | Actual FY 1989 | Revised FY 1990 | Budget Estimate FY 1991 |
|---|-------------------|-------------------|--------------------|-------------------------------|
| PROGRAM DATA | | | | |
| Cases pending as of July 1 | 2,605 | 3,047 | 3,372 | 4,511 |
| Cases filed | 9,026 | 9,409 | 10,150 | 10,250 |
| Cases disposed of | 8,584 | 9,084 | 9,011 | 9,464 |
| Cases pending as of June 30 | 3,047 | 3,372 | 4,511 | 5,297 |
| Cases disposed of per judge | 220 | 223 | 235 | 237 |
| Pages Printed: | | | | |
| Administrative Code | 42,500 | 53,088 | 55,000 | 56,500 |
| New Jersey Register | 4,000 | 3,444 | 3,600 | 3,700 |
| New Jersey Administrative Reports | 2,250 | 1,900 | 2,000 | 2,100 |
| PERSONNEL DATA | | | | |
| Affirmative Action Data | | | | |
| Male Minority | 6 | 7 | 10 | 13 |
| Male Minority % | 3.4 | 3.9 | 5.3 | 6.8 |
| Female Minority | 36 | 35 | 39 | 43 |
| Female Minority % | 20.3 | 19.6 | 20.5 | 22.6 |
| Total Minority | 42 | 42 | 49 | 56 |
| Total Minority % | 23.7 | 23.5 | 25.8 | 29.5 |
| Position Data | | | | |
| Budgeted Positions | 207 | 207 | 207 | 207 |

APPROPRIATIONS DATA
(thousands of dollars)

| Year Ending June 30, 1989 | | | | | Year Ending June 30, 1991 | | | |
|---------------------------------|------------------------|------------------------------------|--------------------|----------|--------------------------------|-----------------------------|---------------------------|------------------|
| Orig. & (S)Supple- mental | Reapp. & (R)Recpts. | Transfers & (E)Emer- gencies | Total Available | Expended | Prog. Class. | 1990 Adjusted Approp. | Kean Admin. Request | Recom- mended |
| 7,959 | 2,187 | 152 | 10,298 | 9,670 | Distribution by Program | | | |
| — | 78 | — | 78 | 36 | 03 | 8,036 | 7,837 | 6,813 |
| 7,959 | 2,265 | 152 | 10,376 | 9,706 | 04 | — | — | — |
| | | | | | Total Appropriation | | | |
| | | | | | | 8,036 | 7,837 | 6,813 |
| | | | | | Distribution by Object | | | |
| 5,912 | — | 692 | 6,604 | 6,604 | Personal Services: | | | |
| 5,912 | — | 692 | 6,604 | 6,604 | Salaries and Wages | | | |
| | | | | | | 6,367 | 6,170 | 5,257 |
| | | | | | Total Personal Services | | | |
| | | | | | | 6,367 ^(a) | 6,170 | 5,257 |
| 365 | — | 788 | 1,153 | 1,151 | Materials and Supplies | | | |
| | | | | | | 240 | 236 | 223 |

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

| Year Ending June 30, 1989 | | | | | Year Ending June 30, 1991 | | | |
|-----------------------------|-------------------------|--------------------------------|-----------------|----------|---|-----------------------|---------------------|-------------|
| Orig. & (S) Supplemental | Reapp. & (R) Recpts. | Transfers & (E) Emergencies | Total Available | Expended | Prog. Class. | 1990 Adjusted Approp. | Kean Admin. Request | Recommended |
| 1,375 | — | 118 | 1,493 | 1,493 | | 1,262 | 1,273 | 1,175 |
| | | | | | Services Other Than Personal | | | |
| 167 | — | 56 | 223 | 218 | Maintenance and Fixed Charges | 160 | 151 | 151 |
| | | | | | Special Purpose: | | | |
| 7 | — | — | 7 | 7 | Affirmative Action and Equal Employment Opportunity | 03 | 7 | 7 |
| | 604 | | | | | | | |
| — | 1,324 ^R | -1,433 | 495 | — | Control-Adjudication of Administrative Appeals | 03 | — | — |
| — | 78 | — | 78 | 36 | Commission on Regulatory Efficiency | 04 | — | — |
| 7 | 2,006 | -1,433 | 580 | 43 | <i>Total Special Purpose</i> | 7 | 7 | 7 |
| 133 | 259 | -69 | 323 | 197 | Additions, Improvements and Equipment | — | — | — |

Notes: (a) The 1990 appropriation has been adjusted for allocation of the salary program.

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 the Director of the Division of Budget and Accounting be empowered to transfer or credit as anticipated revenue to the General Fund any appropriation made to any department for administrative hearing costs which had been appropriated or allocated to such department for its share of such costs.

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, 1990 of such receipts be appropriated.

| | | | | | | | | |
|--------|-------|-----|--------|--------|--|--------|--------|--------|
| 18,775 | 3,901 | 336 | 23,012 | 21,882 | Total Appropriation, Department of State | 18,499 | 18,603 | 15,932 |
|--------|-------|-----|--------|--------|--|--------|--------|--------|