

CHARITABLE GIVING INFORMATION PROGRAM
(DA0604, formerly 23.01.06.04)
FY1996 appropriation \$123,238
Jennifer P. Light (410) 974-5534
. 1-800-825-4510

COMMUNITY & GOVERNMENTAL AFFAIRS OFFICE

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Len Foxwell, Jr., *Special Assistant*
. (410) 974-2147
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CERTIFICATIONS & DISCLOSURES
. (410) 974-5521

EXECUTIVE ORDERS
. (410) 974-5530

SPECIAL POLICE & RAILROAD POLICE
. (410) 974-5521

EXTRADITIONS (DA0603, formerly 23.01.06.03)
FY1996 appropriation \$7,997
Richard A. Morris, *Extraditions Officer*
. (410) 974-5530

DIVISION OF NOTARIES PUBLIC
Teresa Owens, *Notary Officer*
. (410) 974-5520

DIVISION OF TRADEMARKS & SERVICE MARKS, HOUSING AUTHORITIES, CONDOMINIUMS & TIME SHARES
Patricia E. Smith, *Condominiums & Trademarks Officer* . (410) 974-5531

DIVISION OF STATE DOCUMENTS (DA0602, formerly 23.01.06.02)
FY1996 appropriation \$1,274,943
FY1996 authorized positions 14.6
Robert J. Colborn, *Administrator*
Dennis C. Schnepfe, *Deputy Administrator & COMAR Director*
& Carol Cicconi, *Office Manager*

11 Bladen St.
Annapolis, MD 21401 (410) 974-2486

CODE OF MARYLAND REGULATIONS (COMAR)
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MARYLAND REGISTER
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MARYLAND CONTRACT WEEKLY
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MARYLAND INFORMATION RETRIEVAL SYSTEM
William D. Hager, *Director* . (410) 974-3500
Anne DeBronkart, *Editor* . . . (410) 974-3500
Jean A. Albaugh, *Editor* (410) 974-3500

The office of Secretary of State was created by constitutional amendment in 1838 to replace the Governor's Council (Chapter 197, Acts of 1836; Chapter 84, Acts of 1837). Appointed by the Governor and confirmed by the Senate, the Secretary of State attests to the Governor's signature on public papers and documents (Const., Art. II). The office is the repository for all executive orders and

proclamations and is responsible for their distribution (Code State Government Article, secs. 3-404, 3-405). The Secretary of State maintains records of all commissions issued and appointments made by the Governor.

With regard to elections, the Secretary of State receives petitions to bring Acts of the General Assembly to referendum, and publishes them together with constitutional amendments to be voted upon in the general elections (Code 1957, Art. 33, sec. 23-9). The Secretary also may place upon the presidential primary ballot the names of those candidates determined to be advocated generally or recognized in the media (Code 1957, Art. 33, sec. 12-6). Bills adopted by the General Assembly and approved by the Governor are received and assigned chapter numbers by the Secretary (Code State Government Article, sec. 2-1511). The Secretary also advertises and records all the Governor's pardons and commutations.

Every two years the Secretary of State, with the State Archives, participates in the distribution of the *Maryland Manual* (Code State Government Article, sec. 9-1027).

Under the Secretary of State are three main units: Administrative Services; Community and Governmental Affairs; and State Documents. The office also is concerned with certifications and disclosures, extraditions, and special police and railroad police.

ADMINISTRATIVE SERVICES

Craig A. Moe, *Director*
(410) 974-5526

CHARITABLE ORGANIZATIONS DIVISION

Frank Kobilis, *Director*
(410) 974-5543

The Charitable Organizations Division regulates charitable organizations, professional solicitors and fund-raising counsel that are required to register and file reports annually (Code Business Regulation Article, secs. 6-101 through 6-701). Under the Division, the Charitable Giving Information Program provides the public with access to information about charities so that they may give wisely. The Division also regulates raffles of real property by charitable organizations.

Pursuant to Executive Order of January 1993, the Secretary of State administers the Maryland Charity Campaign for State employees and retirees.

COMMUNITY & GOVERNMENTAL AFFAIRS OFFICE

Marvin H. Masterson, *Director*
(410) 974-5535

The Secretary of State serves as the Governor's liaison to local governments. Within the Office of the Secretary of State, the Office of Community