

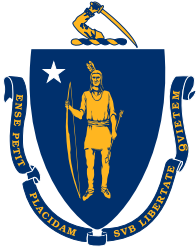


Secretary of the Commonwealth Annual Report

Fiscal Year 2019



William Francis Galvin
Secretary of the Commonwealth



The Commonwealth of Massachusetts
Secretary of the Commonwealth
State House, Boston, Massachusetts 02133

William Francis Galvin
Secretary of the Commonwealth

Dear Citizens,

Enclosed you will find the fiscal year 2019 Annual Report for the Office of the Secretary of the Commonwealth. This office continues to generate significant revenue, adding over \$340 million to our coffers and providing assistance to the public in the areas of elections, public records access, mortgage foreclosure, homestead information, investor protection and historic preservation. I hope you take the time to review the many achievements of this office over the past year. Below I have highlighted some key statistics of this agency.

The Corporations Division continues to be a leader among the 50 states in providing excellent service through its' all-inclusive online portal. The Division saw nearly 51,000 new business entities and non-profit corporations organized or registered to do business. The dissolution projects conducted during the fiscal year generated over \$10 million from delinquent annual report filings.

The Elections Division successfully administered the 2018 biennial state primary and state election. To do so it printed over 1,600 unique ballot styles for the state primary and over 500 for the state election. The Division also printed and delivered the Information for Voters booklet to all residential addresses and group homes in the Commonwealth, and made it available in Spanish, Chinese, Khmer, Large Print, Braille, and in an audio version.

The Commonwealth Museum welcomed over 7,000 students throughout the year to participate in its field trip programs. These continue to be offered free of charge to all elementary, middle and high school students, and contain content aligned with the Massachusetts curriculum frameworks. The Archives Division reading room was visited by 1,585 researchers during the fiscal year, and the Division received more than 2,600 phone calls and 4,500 e-mail inquiries.

The Massachusetts Historical Commission staff, which tracks its review progress over the federal year, reviewed almost 12,000 state and federal projects between October 1, 2018 and September 30, 2019. Ongoing enhancements to the Massachusetts Cultural Resources Information System (MACRIS) continue to improve the public's ability to search and access the MHC's statewide inventory of historic properties online.

The Public Records Division issued over 2,600 determinations relating to records access and opened and resolved 159 petitions from records access officers relating to fees, time extensions, or the relief of obligation to provide records. In addition, the Lobbyist Division collected over \$691,950 in registration and late fees.

These statistics offer a brief glimpse into the achievements of this office. For more information please take a few minutes to review the details contained in this report.

It is a tremendous privilege to provide assistance, information, and guidance to our citizens. Please do not hesitate to speak with a staff person in our office immediately by dialing our toll free number at 1-800-392-6090.

Very Truly Yours,

A handwritten signature in black ink that reads "William Francis Galvin". The signature is written in a cursive style with a large, prominent "W" and "G".

William Francis Galvin
Secretary of the Commonwealth

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Office of the Secretary of the Commonwealth

State House, Room 337

Boston, MA 02133

Website: www.sec.state.ma.us

0511-0000 For the operation of the office of the secretary; provided, that the secretary may transfer funds between items 0540-0900, 0540-1000, 0540-1100, 0540-1200, 0540-1300, 0540-1400, 0540-1500, 0540-1600, 0540-1700, 0540-1800, 0540-1900, 0540-2000 and 0540-2100 under an allocation schedule which shall be filed with the house and senate committees on ways and means not less than 30 days before the transfer; and provided further, that each register of deeds using electronic record books shall ensure that all methods of electronically recording instruments conform to the regulations or standards established by the secretary of the commonwealth and the records conservation board\$6,457,442

0511-0001 For the secretary of the commonwealth, who may expend retained revenues not to exceed \$15,000 from the sale of merchandise at the state house gift shop to restock gift shop inventory \$15,000

0511-0002 For the operation of the corporations division; provided, that the division shall implement a corporate dissolution program; and provided further, that the secretary shall file biannual reports with the house and senate committees on ways and means detailing the total number of reports filed as a result of this program and the amount of revenue generated for the commonwealth.....\$349,374

0511-0200 For the operation of the archives division; provided, that \$200,000 shall be expended for preservation matching grants for municipalities and non-profit organizations to preserve veterans monuments, memorials and other significant sites and historic documents; and provided further, that the program shall be administered by the state historic records advisory board.....\$665,557

0511-0230 For the operation of the records center..... \$35,118

0511-0250 For the operation of the archives facility.....\$295,626

0511-0260 For the operation of the commonwealth museum \$231,040

0511-0270 For the secretary of the commonwealth, who shall contract with the University of Massachusetts Donahue Institute to provide the commonwealth with technical assistance on United States census data and to prepare annual population estimates; provided, that the contract shall be for not less than \$325,000 \$1,000,000

0511-0420 For the operation of the address confidentiality program.....\$135,615

0517-0000 For the printing of public documents.....\$505,583

0521-0000 For the operation of the elections division, including preparation, printing and distribution of ballots and for other miscellaneous expenses for primary and other elections; provided, that the secretary of the commonwealth may award grants for voter registration and education; and provided further, that the registration and education activities may be conducted by community-based voter registration and education organizations\$12,946,224

0521-0001 For the operation of the central voter registration computer system; provided, that an annual report detailing voter registration activity shall be submitted to the house and senate committees on ways and means not later than February 1, 2019	\$6,407,994
0524-0000 For providing information to voters	\$1,705,000
0526-0100 For the operation of the Massachusetts historical commission	\$932,724
0527-0100 For the operation of the ballot law commission.....	\$10,281
0528-0100 For the operation of the records conservation board.....	\$36,036
0540-0900 For the registry of deeds located in the city of Lawrence	\$1,248,813
0540-1000 For the registry of deeds located in the city of Salem	\$2,837,926
0540-1100 For the registry of deeds located in the county of Franklin	\$629,151
0540-1200 For the registry of deeds located in the county of Hampden	\$1,769,946
0540-1300 For the registry of deeds located in the county of Hampshire	\$554,572
0540-1400 For the registry of deeds located in the city of Lowell	\$1,164,571
0540-1500 For the registry of deeds located in the city of Cambridge	\$3,208,296
0540-1600 For the registry of deeds located in the town of Adams.....	\$269,778
0540-1700 For the registry of deeds located in the city of Pittsfield	\$460,647
0540-1800 For the registry of deeds located in the town of Great Barrington.....	\$229,648
0540-1900 For the registry of deeds located in the county of Suffolk	\$2,025,170
0540-2000 For the registry of deeds located in the city of Fitchburg	\$685,572
0540-2100 For the registry of deeds located in the city of Worcester	\$2,255,201

Year – End Revenue for Fiscal 2019

Revenue was broken down into (4) categories for a total of	\$356,078,402.73
Corporations, Archives, Public Records.....	\$130,420,813.80
Gift Cart, Bookstore.....	\$395,182.78
Securities.....	\$58,351,561
Registries of Deeds	\$166,910,845.15

The Address Confidentiality Program

P.O. Box 9120
Chelsea, Massachusetts 02150-9120
617-727-3261
1-866-SAFE-ADD
Website: www.sec.state.ma.us/acp

The Address Confidentiality Program (ACP) allows victims of domestic violence, sexual assault and stalking to escape from actual or threatened violence by providing a substitute mailing address to program participants, allowing them to keep their new physical address hidden from their perpetrator. The ACP, established by Chapter 409 of the Acts of 2000, became effective in Massachusetts April 9, 2001. Since that date, nearly 1600 participants have benefited from services provided by the Program. *

Between July 1, 2018 and June 30, 2019, the program certified 62 new participants. As of June 30, 2019, the Program's 322 active participants included 159 women, 9 men and 154 children. The ACP processed approximately 2,000 pieces of mail each month.

Counties Represented

Barnstable	8
Berkshire	1
Bristol	21
Essex	52
Franklin	3
Hampden	18
Hampshire	8
Middlesex.....	80
Norfolk	19
Plymouth	21
Suffolk.....	60
Worcester	31
Total Participants.....	322

Corporations Division

One Ashburton Place, Room 1717

Boston, MA 02108

(617) 727-9640

Email: corpinfo@sec.state.ma.us

Website: www.sec.state.ma.us/cor

The Corporations Division administers the laws pertaining to certain business entity types including corporations, limited liability companies, limited partnerships, limited liability partnerships, and business trusts. Trademarks and service marks are also filed with the Division as well as certain Article 9 Uniform Commercial Code (UCC) filings. All providers of warranties for vehicle protection products are also required to register with the Division. Finally, the Division is deemed to be the agent for service of process on certain foreign entities and/or individuals doing business in the Commonwealth if that entity or person does not have an agent or fails to act as such.

The Division maintains a website which includes copies of all business entity, trademark, service mark and UCC filings made with the Division since 2001. Documents may be submitted electronically 24 hours a day, 7 days a week. A brief summary of the Division's accomplishments for 2018 - 2019 include:

- The Division notified 17,440 domestic and foreign LLCs that they were delinquent in filing annual reports with the Division. As a result, 14,688 annual reports were filed with the Division, generating, \$7,344,500.00
- The Division notified 19,942 domestic and foreign corporations that they were delinquent in filing annual reports with the Division. As a result, 16,638 annual reports were filed with the Division, generating, \$2,101,825.00
- The Division notified 809 domestic and foreign LLPs that they were delinquent in filing annual reports with the Division. As a result, 92 annual reports were filed with the Division, generating, \$46,000.00
- Additionally, 1,536 domestic and foreign LLCs, dissolved or revoked previously, filed reinstatements with the Division. These reinstatements required the filing of over 2,100 annual reports, generating an additional \$1,400,700.00.
- The total revenue generated from dissolution projects in this fiscal year is \$10,893,025.00.
- The Division's online filing and management system continued to be a leader throughout the country and a strong example of how other jurisdictions' should adapt their current online systems. The online filing system allows filings to be made 24 hours a day, 7 days a week, which is the preferred method of filing within the business community, as exhibited by the fact that 80 percent of filings made in the Commonwealth are made electronically. The system is not only utilized for filing, but

is an all-inclusive portal for the services provided by the Division. The public may order certificates, which may be delivered via email, search the records of any business entity, view the records of those entities, and view any document rejected by the Division and the reason for that rejection via the Division's website. The system continues to be upgraded to move with technology today and address concerns of the filing public.

- Almost 51,000 new business entities and non-profit corporations organized or registered to do business with the Division. The number of limited liability companies continued to follow the trend of the last few years by being the preferred entity type two to one.

Elections Division

One Ashburton Place, Room 1705
Boston, MA 02108
(617) 727-2828, Toll Free: 1-800-462-VOTE (8683)
Email: elections@sec.state.ma.us
Website: www.sec.state.ma.us/ele

The Elections Division administers all state and federal elections, provides information on voting, and supplies election materials to the public, candidates and government officials.

During FY 2019, the Elections Division successfully administered the 2018 biennial state primary and state election. This included the printing of ballots for the state primary, which has over 1,600 ballot styles, and for the state election, which has over 500 ballot styles. Additionally, the Elections Division printed and delivered the Information for Voters booklet to all residential addresses and group homes in the Commonwealth. The Information for Voters was also made available in Spanish, Chinese, Khmer, Large Print, Braille and an audio version.

The Elections Division worked again with the Federal Voting Assistance Program to ensure that military and overseas (UOCAVA) voters were able to fully participate in both the primary and election. The Elections Division provided ballots and other voting materials, including detailed instructions to local election officials, to ensure ballots were delivered to UOCAVA voters efficiently and in compliance with federal law. After the primary, the Elections Division received the election results from all 351 municipalities and tallied them to determine the election candidates. After the election, the Elections Division received the election results from all 351 municipalities and tallied the results for public offices and ballot questions to present to the Governor and Council for certification. Additionally, the Elections Division prepared and sent certificates of election to those elected.

During FY 2019, the Elections Division trained local election officials and poll workers, prepared and provided other election materials, including forms and envelopes, to local election officials as required by law.

The Elections Division also prepared the Public Document 43, which contains the full election results for the 2018 state primary and election. Additionally, the Elections Division filed a number of elections related bills with the Legislature and provided comments on relevant legislation.

Lobbyist Division

One Ashburton Place, Room 1719

Boston, MA 02108

617-727-9122

Email: lob@sec.state.ma.us

Website: www.sec.state.ma.us/lob

The Lobbyist Division is responsible for the oversight and enforcement of lobbyist registration and disclosure reporting. The Lobbyist Division functions to ensure that lobbyists register with this office when required, and that the registered lobbyists and clients fully disclose all information required by the Massachusetts Lobbying Law.

The Lobbyist Division has

- Processed over 14,788 transactions relating to lobbyist registration and disclosures totaling over;
- Collected over \$691,950 dollars in fees (includes registration fees and late fees);
- Worked to ensure the continuous integrity of the old Lobbyist System;
- Implemented the New Lobbyist Registration and Reporting System;
- Coordinated in-person and WebEx training for the New Lobbying Reporting System;
- Responded to a high volume of daily telephone and email inquiries regarding the Lobbying Law and the implantation of the new Lobbying and Reporting System;
- Responsible for reviewing over 9,930 disclosure reports for compliance with the Lobbying Law, reports filed biannually;
- Coordinated and set up registration and disclosure assistance on a one on one basis for filers.

Massachusetts Archives

220 Morrissey Boulevard
Boston, MA 02125
(617) 727-2816
Email: archives@sec.state.ma.us
Website: www.sec.state.ma.us/arc

DIVISIONAL OVERVIEW

The Massachusetts Archives, a division of the Office of the Secretary of the Commonwealth, manages, preserves, and makes accessible the permanent, non-current, records of state administration. Such records have been created since colonial times by the legislative, judicial and executive branches – the latter including the governor, other constitutional officers, and state agencies and commissions. Collections at the Massachusetts Archives document the structure and basis of state government, and the basis, form, and function of state law, record keeping, and services.

Accessions

The Archives accessioned 45 cubic feet of records from state agencies in FY2019. This number does not, however, reflect the large-scale accession received in April, 2018 from the Massachusetts National Guard Museum and Archives. Received as result of a transfer of custodial authority from the Massachusetts National Guard to the Massachusetts Archives, it is an expansive accession comprised of many different records series. This collection is currently being evaluated and processed by the Archives curatorial staff.

Internal Projects and Collaborative Initiatives

New Archival Vaults

In January, 2019 the Massachusetts Archives formally opened 25,000 square feet of environmentally controlled storage space for the permanent public records collections in its care and custody. The construction of the new vaults came under the supervision of DCAMM in collaboration with Archives staff, and also included improvements to existing building systems (HVAC, electrical, fire protection, security) as well as accessibility upgrades required for ADA compliance. Guests attending the official opening event included Ralph D. Gants, Chief Justice of the Massachusetts Supreme Judicial Court, and Maj. Gen. Gary W. Keefe, Adjutant General of the Massachusetts National Guard.

New Collections Agreements

Agreements in principle for the transfer of military records and judicial records from the Office of the Massachusetts Adjutant General and the Massachusetts Supreme Judicial Court respectively to the care and custody of the Massachusetts Archives pending completion of new vault storage units, have been formalized. Each transfer agreement included the addition of trained archival staff members to the Massachusetts Archives (one military and two from the SJC) to provide service assistance to the new collections.

Commemorative Committees and Commissions

The Massachusetts Archives has continued its participation as active an active member of both the Plymouth 400 Commission (celebrating the 400th anniversary of the Mayflower voyage and founding of Plymouth Colony) and the Revolution 250 Commission (commemorating the 250th anniversary of events that led to the American Revolution). In association with the Commonwealth Museum, the Archives has also been a significant contributor to the Women's Suffrage Celebration Coalition of Massachusetts as it commemorates the 100th anniversary of passage of the 19th Amendment. Scheduled events and activities for all commemorative organizations have been impacted by the COVID-19 public health emergency, and participation of the Archives will progress as circumstance allow.

Coordinated Statewide Emergency Preparedness Massachusetts (COSEP MA)

The Massachusetts Archives continued its active participation in Coordinated Statewide Emergency Preparedness in Massachusetts (COSTEP MA), which charted new directions in FY19. On November 1, 2018 the Executive Committee convened a Strategic Planning Meeting to assess existing priorities and to re-engage constituents from both the cultural heritage and emergency management communities. As a result of this meeting, the Executive Committee formed task forces to ensure the continuation of disseminated weather alerts and COSTEP MA programming. In April 2019, the Executive Committee co-chairs transitioned from Michael Comeau and Gregor Trinkaus-Randall to Alejandra Dean and Evan Knight. Additionally, the Executive Committee identified 3 action-items for 2019: a redesign of the COSTEP MA website, to establish and circulate a new communications policy to the COSTEP MA network, and to host a fall symposium. During June-July 2019, COSTEP MA successfully launched its new website (which included a new site map and roll-out of its resources pages), had drafted its communications policy, and finalized preparations for its fall symposium, "Resilience Symposium for Cultural Heritage Institutions," which was held on September 10, 2019 at the Massachusetts Emergency Management Agency Headquarters in Framingham.

REFERENCE SERVICES:

1,585 researchers visited the Archives Reading Room during the past year. Over 700 of those individuals were first-time researchers getting registered with the Archives. The staff retrieved approximately 800 units of archival records from the vaults for onsite research and filed more than 6,200 reels of microfilm after patron usage.

The reference staff received more than 2,600 phone calls and 4,500 e-mail inquiries over the course of the year. In keeping with trends seen over the past few years, the number of e-mail inquiries received has continued to grow, even as requests in other formats have shrunk. The Reference Staff now spends a considerable amount of time guiding remote researchers through accessing our records online, which helps us serve a broader audience of people who aren't able to visit in person.

The Archives received approximately 1,300 research requests through the mail during the past year. Inquiries arrived from all corners of the world. More than three quarters of these requests were from individuals living outside of Massachusetts, including other states in America, as well as Canada, Europe, Australia, and Asia.

The Archives Reference Staff continues to spend considerable time pulling vital records books for the years 1921 through 1925. These records constitute the vast majority of requests for certified copies. The Reference Staff created 895 certified birth, marriage, and death records for patrons replacing lost copies, applying for dual citizenship, or building family trees. Digitization of this collection began in February 2018 and continued through the Fiscal Year. The project should be completed by the end of 2020.

Approximately 50 architects and preservation planners arranged to view architectural plans at the Archives. This collection continues to receive heavy use, with roughly one to two appointments per week throughout the year.

The military archives is seeing heavier use since the records were transferred to the Massachusetts Archives from the Military Division in Concord in May 2019. The Military Archivist has responded to approximately 135 military reference requests and handled numerous researcher inquiries at the Massachusetts Archives. The WWI and Civil War collections are the most frequently accessed materials by genealogists, veterans' organizations, and the Military Division. The professional reprocessing of the military archives is of great benefit to the Military Division and Massachusetts National Guard in assisting them in fulfilling their historical services mission.

In collaboration with the Massachusetts Supreme Judicial Court, two full-time judicial archivists assist the reference staff with requests related to court records, answering more than 100 e-mail inquiries per month. An enhanced web presence and online request form has seen continued increases in remote inquiries while providing users with links to online collections of probate file papers and naturalization records. Case files for the Sacco and Vanzetti trials are being digitized through a partnership with Digital Commonwealth, and the resulting images and item level metadata will be made available to the public in fiscal year 2020. Additionally, efforts to add court record holdings to the Massachusetts Archives collection management systems began in 2019. As this project continues, both staff and researchers will experience improved access to approximately 6,000 cubic feet of materials.

DIGITAL RECORDS PROGRAM

Archival Collection Management System (ACMS)

The Archives continues its use of Re:Discovery Proficio for the management of collection data for both physical and digital materials. The Archives has established a process for updating online pdf finding aids on the Archives' website on a six month review schedule. The Archives has transitioned to utilization of Proficio for tracking information that was held in external Microsoft Access databases, which were retired at the end of 2019. This information includes accessions, reference library resources, and item-level indexing for various archival series. The Archives is on schedule to have box level records for all series by the end of FY21. Digital Records staff also assisted in creating a separate directory for SJC materials held in trust by the Archives through its new agreement with the SJC Archives.

Trusted Digital Repository System (TDR)

The Archives has spent FY20 working with the Secretary's IT Office to investigate the process for upgrading

the Preservica repository tool to the 6.0 Enterprise Edition version. The repository currently manages and preserves over 252,500 digital files (up from 160,000 last year), including documents, still images, and videos that are designated as permanent records of the Commonwealth. New collections ingested in this fiscal year include:

- 1917 Death Certificates
- Quabbin Reservoir cemetery photographs, 1928-1945
- Massachusetts Cultural Council Folk Arts and Heritage Collection
- Oral Histories with Senate Presidents and Minority Leaders
- MEMA Covid-19 daily updates
- Several Deval Patrick Administration series
- Records Management and Grant Writing Trainings

The front-end digital repository (digitalarchives.sec.state.ma.us) has had over 5,200 unique users between July 1, 2019 and March 27, 2020.

Versatile Records Retention System

The Digital Archives staff has provided extensive support for records management both at the state and municipal level including a training by Alejandra Dean at the summer Municipal Clerks' Conference. An update to the Municipal schedule was rolled out for review in January and implemented in March, 2020. The Records Management Unit launched a newsletter in March, 2020 which was received very positively.

Versatile Professional

The Archives has begun the process of incorporating archival records into the management system. All new vault spaces have been built in the system.

LABBB C.A.M.P. (Creating Access Metadata Project)

The Archives engaged in the second year of the partnership with the LABBB Educational Collaborative to provide a transitional work experience for young adults with special needs. The project has employed 11 students and they have created metadata for over 26,800 architectural plans index cards (up from 7,800).

Staffing

Assistant Digital Archivist, Alejandra Dean, has continued to spearhead inclusion of additional content in the public Digital Archives Repository. Ms. Dean has continued her participation in the office beyond digital preservation to include records center management, COSTEP MA, and the State Historical Records Advisory Board and has contributed to activities for the Council of State Archivists.

Veronica Martzahl, Digital Archivist, continues to work remotely. Ms. Martzahl divides her time between records management, digital preservation and procurement support.

COMMONWEALTH MUSEUM

Mission Statement:

The mission of the Commonwealth Museum is to present innovative, informative, and engaging public programs and research opportunities centered on the historical treasures in the care of the Secretary of the Commonwealth.

Field-Trip Program.

The museum conducts field trip programs free of charge for elementary, middle and high school students. Content is geared to the Massachusetts curriculum frameworks. Through grant funding the museum offers free transportation for low and moderate-income school districts. Over 7,000 students visited last year.

In addition to a general museum tour the trip has a classroom component. Teachers have several options. One is a recreation of the trial of British soldiers in the Boston Massacre, with redcoats and wigged judges. In an archaeology program students recreate an actual excavation of a site in seventeenth century Boston. Period artifacts are reproduced for the exercise and students wear florescent vests in the “field.” Returning to the “lab” they don white coats, analyze the materials, and present their findings. Other classroom options include a program that examines antique maps from the Massachusetts Archives collections.

Lobby exhibits

This year the Commonwealth Museum mounted a lobby exhibit about the British occupation of Boston, to commemorate the 250th anniversary of the event. It keyed upon Paul Revere’s engraving of the Landing of British Troops (his original copperplate for this image is in the collection of the Massachusetts Archives.) It also featured archives documents to illustrate the story.

We also continued our program commemorating events leading to the ratification of the 19th Amendment guaranteeing the right to vote for women. We featured a “Suffragist of the Month” on a lobby panel and on the museum website each month. (That is ongoing.) We also participated in off-site events that displayed Commonwealth Museum panels, including a commemoration at the Swan Boat landing in the Boston Public Garden and a large event at Faneuil Hall in June.

Traveling Exhibits

Former lobby exhibits are offered to libraries, schools and town halls for temporary display. Commonwealth Museum exhibits have been featured in over 50 venues across the state.

Partnerships

- The Commonwealth Museum received a \$20,000 grant from the Arbella Insurance Foundation for field trip bus funding. The Massachusetts Society of the Cincinnati (a group of descendants of Revolutionary War officers) also supported the program with a grant.

- The Commonwealth Museum partnered with the John F. Kennedy Presidential Library once again for a program commemorating Black History Month. Students viewed a play about the Trial of Anthony Burns. Over the years recent films have also been featured with over three hundred students in attendance. Eligible students were registered to vote.
- Again, the Commonwealth Museum participated in judging the national “Profiles in Courage” essay contest at the John F. Kennedy Library and Museum.
- In January the Commonwealth Museum joined with the Edward M. Kennedy Institute for the United States Senate to host the state-wide “We the People” contest that tests knowledge of the U.S. Constitution by high school students. Several hundred students and parents attended.

Special Events

The Commonwealth Museum was open for the 4th of July and welcomed over 1,000 visitors to view the “official” copy of the Declaration of Independence, sent to Massachusetts by the Continental Congress. It bears the original signature of John Hancock.

Although always free, the Commonwealth Museum participated in the “Free Fun Friday” program sponsored by the Highland Street Foundation. The museum is included in promotional material for these events in print and on television during the summer months. “Free Fun Friday” attracted nearly 600 visitors on a Friday in July.

Massachusetts Historical Commission

220 Morrissey Boulevard
Boston, Ma 02125-3314
(617) 727-8470
Email: mhc@sec.state.ma.us
Website: www.sec.state.ma.us/mhc

The Massachusetts legislature established the Massachusetts Historical Commission in 1963 to identify, evaluate, and protect the significant historic and archaeological assets of the commonwealth. The MHC is the state historic preservation office (SHPO) and the Office of the State Archaeologist and has a staff of architectural historians, preservation planners, historians, architects, geographers, and archaeologists distributed among three divisions: preservation planning, technical services, and grants.

The Preservation Planning Division and the State Archaeologist maintain the Inventory of Historic and Archaeological Assets of the Commonwealth, which is the foundation for most preservation activities. Staff of the Preservation Planning Division act as liaison to local governments to help with local preservation initiatives such as local historic districts, preservation bylaws, local historical commissions, and the Certified Local Government program. The MHC administers the National Register program in Massachusetts and is a national leader in nominating properties. The Preservation Planning Division maintains the State Register of Historic Places, which is the master list of all designated properties in the Commonwealth.

When funds are available the MHC's grants division administers the Massachusetts Preservation Projects Fund, a matching grant program for historic and archaeological properties owned by municipalities or nonprofit organizations. Survey & Planning grants provide matching federal funds to Certified Local Governments and other qualifying organizations for preservation projects including preparing community architectural and archaeological surveys, preservation plans, historic district design guidelines, and National Register nominations.

The Technical Services Division manages both the Federal Investment Tax Credit program and State Historic Rehabilitation Tax Credit. As the SHPO, the MHC consults with federal agencies in reviewing federal projects for their effects on significant historic and archaeological properties. The MHC has similar authorization under state law to comment on projects that are licensed, permitted, or funded by a state agency.

The State Archaeologist oversees archaeological excavations on public lands and issues permits for excavations to ensure that archaeological resources are properly excavated and conserved. The State Archaeologist sponsors Massachusetts Archaeology Month every October and oversees the curation and exhibit of archaeological collections through the Commonwealth's Archaeological Curation Center at the MHC.

Survey, Preservation Planning, and Local Government Assistance

Ongoing enhancements to the MACRIS (Massachusetts Cultural Resources Information System) on-line database continue to improve the public's ability to search and access MHC's state-wide inventory of historic properties via the internet. In FY19, MHC continued to create and link digital-format versions of new and updated inventory forms and National Register nominations to the searchable MACRIS on-line database as they are received and processed into MHC files. MHC also continued to update its statewide Geographic Information System (GIS) data on the location of historic properties and archaeological sites in the statewide inventory, and to make this data publicly accessible through its GIS web site, MACRIS Maps, with access to protected archaeological site data available to staff and approved authorized external users only.

During FY19, assistance to city and town governments, in particular, the local historical commissions, historic district commissions, and local historic district study committees, was provided regularly throughout the year via phone, email and on-site meetings. Regional training workshops were presented in cooperation with Preservation Massachusetts, Berkshire Regional Planning Commission, Franklin Regional Council of Governments, Pioneer Valley Planning Commission and the Metropolitan Area Planning Council. Three new training modules were developed. These were Minimum Maintenance Bylaws and Ordinances, Municipal Preservation Plans and Architectural Preservation Districts. These new workshops were presented in Ipswich, Lowell, Springfield and Framingham.

Survey and Planning Grants

In FY19, MHC staff successfully managed 6 projects representing a pass-through of \$104,000 in matching federal funds to local communities in the federal FY18 statewide Survey & Planning Grant round, representing 6 neighborhood and communitywide historic properties surveys. In addition, MHC awarded 16 new projects representing a pass-through of an additional \$208,970 in matching federal funds to local communities in the federal FY19 Survey & Planning Grant round, including 12 neighborhood and communitywide historic properties surveys, one National Register nomination project, one local historic district study report project, one communitywide archaeological reconnaissance survey, and one communitywide historic preservation plan project.

National Register of Historic Places

MHC's National Register of Historic Places program continued to maintain a high level of new designation activity and continued to fund the editing and preparation of National Register nominations. During State FY19, 24 new nominations were brought to the State Review Board, including National Register districts in Boston, Dunstable, Duxbury, Gill, Oakham, and Springfield. Also among the nominations were the Beverly Powder House, a rare and remarkable little building erected in 1809 for Beverly's militia and the only octagonal powder house known to survive in New England; the one-room Cataumet School in Bourne, built in 1894, and serving as a public school until 1930 and then a community center until 1960; the Dodgeville Mill, a former cotton mill complex in Attleboro whose earliest features date to 1809; and the Oakham Center Historic District, a substantially intact New England village center with few buildings dating after

the 19th century. MHC directly funded the preparation of six National Register nominations during State FY19, including one for the Olney Cook Shop in Mendon, constructed about 1839 for window cutting and glazing and a rare representative example of the cottage industries that were essential components of Mendon's economy in the 19th century. The building, owned by the town, may be the only 19th-century glazier's shop left in Massachusetts.

State Historic Rehabilitation Tax Credit

The state tax credit for rehabilitation of historic properties was originally implemented in FY04 and has continued into FY19. The state tax credit program has been extended by the Legislature to expire December 31, 2022. The annual cap of \$50 million was increased to \$55 million a year under Chapter 99 of the Acts of 2018 Sections 10 and 18, which was enacted into law in May 2018. This program operates on the calendar year (tax year), during which there are three application cycles (in January, April, and August). The MHC reviewed 624 applications in State FY19 (Rounds 43, 44, and 45).

Federal Historic Rehabilitation Tax Credit

The MHC, as the office of the State Historic Preservation Officer, reviews and comments on applications made for federal historic rehabilitation tax credits, and forwards the applications to the National Park Service with written recommendations. The MHC reviewed 147 new federal tax credit projects during federal fiscal year 2019 (October 1, 2018 – Sept. 30, 2019).

Review and Compliance

The number of projects reviewed in Review and Compliance continues at high levels. As the office of the State Historic Preservation Officer, the MHC continued its review in a timely manner of projects funded, licensed, or permitted by federal agencies in compliance with Section 106 of the National Historic Preservation Act (36 CFR 800). Similarly, the MHC continued its review of state projects under the state historic review regulations (950CMR71) in a time-sensitive manner. End-of-the year statistics of the number of projects reviewed by MHC are compiled on the federal fiscal year. The MHC reviewed 2,868 federal projects and 9,079 state projects between October 1, 2018 and September 30, 2019.

Preservation Restrictions

MHC staff continued to review, comment on, and approve preservation restriction agreements under the statutory authority of M.G.L. Chapter 184, section 32. The volume of preservation restriction agreements requiring approval remains high, particularly as municipalities require protective restrictions as a condition of the awarding of local Community Preservation Act grants, and of the granting of local variances and permits in a variety of planning, zoning and development contexts involving historic properties and sites. MHC continues to provide technical assistance to property owners, municipalities, and non-governmental restriction-holding organizations on issues related to the development of preservation restrictions.

Massachusetts Preservation Projects Fund

For State FY19 (MPPF Round 24), the MHC received 37 applications with total requests for funding of \$2.1 million. Actual awards for MPPF Round 24 and FY19 Emergency MPPF combined were 25 projects totaling \$1.1 million. State FY20 (Round 25) is the next year of MPPF funding pending authorization.

Archaeology

The MHC, as the office of the State Archaeologist, continued to oversee archaeological excavations in the state, issue State Archaeologist's permits to qualified professional archaeologists, and manage the curation of state-owned archaeological collections. The MHC has recognized the success of organizing Archaeology Month as an appropriate venue for educating the public about archaeology. October 2018 was designated Archaeology Month with its theme being Revealing Massachusetts History. Over 60 events were held across the state.

In addition, MHC's website continues to maintain "MHC's Archaeological Exhibits Online" found at: www.sec.state.ma.us/mhc/mhcarchexhibitsonline/ and additional archaeology resources and popular reports at <http://www.sec.state.ma.us/mhc/mhcarch/archidx.htm> .

Public Records Division

One Ashburton Place, Room 1719
Boston, MA 02108
(617) 727-2832
Email: pre@sec.state.ma.us
Website: www.sec.state.ma.us/pre

The Public Records Division consists of a Legal Section, Boards and Commissions Section and a Records Management Unit. The Legal Section assists the Supervisor of Records in administering the Massachusetts Public Records Law. The Legal Section also reviews requests for authorized use of the Great Seal of the Commonwealth as well as its Coat of Arms. The Boards and Commissions Section maintains records of governor appointments, certifies official signatures, administers oaths of office and files information submitted by clergy and other officiants seeking authorization to solemnize marriages in the Commonwealth. The Records Management Unit assists cities and towns in the Commonwealth on issues associated with retention and storage of government records.

Legal Section

Under the authority of the Supervisor of Records, the Legal Section annually:

- Processes and opines on appeals from petitioners denied access to government records by state and municipal agencies, including follow-up after closing each administrative appeal;
- Answers thousands of questions each year involving interpretation of the public records statutes and regulations; and
- Provides training to government employees and their agents throughout Massachusetts.

The Boards and Commissions Section

- The Boards and Commissions Section annually:
- Tracks the appointments of notaries public in Massachusetts;
- Administers the oaths of office to notaries, justices of the peace and other state appointments;
- Maintains records related to appointments to various boards and commissions;
- Prepares certifications of official signatures;
- Reviews and accepts information by in-state and out-of-state clergy requesting authorization to solemnize marriages in the Commonwealth, as well as one day solemnizations; and
- Keeps certain records of city and town clerks, local options, housing and redevelopment authorities and commissioners to qualify.

The Records Management Unit

The Records Management Unit operates under the authority of the Supervisor of Records, assisting state and local government entities in creating, managing, securing, and preserving records needed to conduct business and protect the rights and obligations of citizens and government.

Annual Update – July 1, 2018-June 30, 2019

What follows is a summary of some of the accomplishments and initiatives of the Public Records Division.

The Legal Section

- Issued over 2,600 determinations concerning access to public records;
- Opened and resolved 159 petitions from records access officers relating to fees, time extensions or relief of the obligation to provide records;
- Led seminars concerning the Public Records Law to government offices and associations;
- Issued 13 advisories on the proper use of the State Seal, Coat of Arms and Flag of the Commonwealth;
- Received and filed 10 Security Breach notifications from state agencies pursuant to chapter 93H of the General Laws;
- Reviewed and provided comments to the legislature and its committees on draft legislation;
- Received filings from 155 different state agencies containing information about 27,094 public records requests received by these state agencies in calendar year 2018.

The Boards and Commissions Section

- Received:
 - \$847,394 in connection with Notary Public registrations, verifications and name changes;
 - \$459,210 in connection with certification of documents;
 - \$16,150 in connection with Justice of the Peace registrations; and
 - \$151,640 in connection with Solemnizations to Perform Marriage
- Certified over 8,000 One Day Solemnization applications through the online One Day Solemnization application system.

The Records Management Unit

- Provided on-site record management trainings or conducted records management and security surveys for municipalities;
- Provided records management trainings at meetings of municipal officers associations;

- Provided assistance to Public Records Division staff attorneys during public records request appeals investigations as well as follow-up services after resolution of the appeal including records management trainings or surveys;
- Provided assistance to municipal officials seeking to dispose of public records, approving hundreds of appropriate requests for destruction of records;
- Provided records disposition, recovery, and preservation assistance to numerous communities following flooding, burst pipes, minor fires, vermin and mold infestations;
- Provided preservation assistance; and
- Provided support for activities of the Coordinated Statewide Emergency Preparedness (COSTEP) joint initiative.

Registries of Deeds

One Ashburton Place, Room 1710
Boston, MA 02108
(617) 727-7089
Website: www.sec.state.ma.us/rod

The Secretary's responsibility over the Registries of Deeds includes general direction, operational procedures, and budgetary oversight subject to appropriation. The following 13 Registries of Deeds act under the auspices of the Secretary of the Commonwealth: Northern Berkshire, Middle Berkshire, Southern Berkshire, Northern Essex, Southern Essex, Franklin, Hampden, Hampshire, Northern Middlesex, Southern Middlesex, Suffolk, Northern Worcester, and Worcester.

The Register of Deeds is responsible for maintaining a permanent, public record of all property drawn legal documents submitted by the public relative to real estate, including deeds, mortgages, surveyor and architect plans, liens, certificates of title and other records affecting title of property. The Register of Deeds is an elected official with a term of six years, and by virtue of the office is also an Assistant Recorder of the Massachusetts Land Court. All deed transactions recorded in the Land Court section of the Registry of Deeds pertain to registered land, the title of which is insured by the Commonwealth.

- FY 19 Gross Revenue to General Fund: \$166,910,845.15.
- Electronic recording continues to be the bulk of our recording, followed by walk-ins, and mail.
- Working on unity in recordings and processing throughout all Registries.
- Business Continuity Plans continue to expand but usually tied to our ROD Network. Working from one Registry to another has security benefits.
- Worked with Land Court and have E-filing in Registered Land in some of the Registries but not all. Working on expanding this to the 20/20 system.
- Registry of Deeds inventory was processed and audited at all sites.
- Rolling out new updated hardware at each Registry. This includes back end servers.
- Worked on expanding our Electronic Databases.

Securities Division

One Ashburton Place, Room 1701

Boston, MA 02108

(617) 727-3548, Toll Free: 1-800-269-5428 (in Massachusetts only)

Email: securities@sec.state.ma.us

Website: www.sec.state.ma.us/sct

Corporate Finance Section

Corporate Finance Staff: 5

Filing Type	Number of Filings	Filing Fee Amount
Exemption		
14.402(B)(13)(i)	212	\$137,500.00
14.402(B)(13)(l)	3,653	\$2,137,000.00
402(b)(9)(B)	9	\$2,300.00
Sub Total	3,874	\$2,276,800.00
Notice		
Closed End - Electronic	49	\$28,150.00
Closed End - Paper	149	\$94,725.00
Face Amount Certificate Company - Paper	1	\$1,250.00
Open End - Electronic	12,866	\$17,311,250.00
Open End - Paper	12,758	\$16,518,750.00
Unit Investment Trust - Paper	1,483	\$1,112,250.00
Sub Total	27,306	\$35,066,375.00
Registration		
by Coordination	104	\$140,300.00
by Qualification	13	\$16,191.24
Sub Total	117	\$156,491.24
U-2		
None	3,748	
Sub Total	3,748	
Total Filings	35,045	\$37,499,666.24

Registration, Inspections, Compliance & Examinations (RICE) Section

RICE Staff: 10 (*two attorney positions have not been filled as of 7/1/19)

Investment Adviser Examinations TOTAL Exams	84	Average AUM examined
Total Assets Under Management Examined	\$1,491,865,298.00	\$15,870,907.43
Registrations - Broker-Dealers (BD)		
Broker-Dealers with an Approved status	2,002	
Broker-Dealers with a No Status status	38	
Broker-Dealers with a Conditional Restricted status	0	
Broker-Dealers with a Limited status	0	
Broker-Dealers with a Termination Requested status	0	
Non-FINRA Broker-Dealers	2	
Non-FINRA Broker-Dealer Agents	10	
Terminated Non-FINRA Broker-Dealers	0	
# of Effective Broker-Dealer Organizations	2,010	% of BDs Home State MA
# of Effective Broker-Dealer Organizations with home address in Jurisdiction	128	6.37%
# of Effective Broker-Dealer Organizations with home address outside of Jurisdiction	1,882	
# of Broker-Dealer branches in Jurisdiction for Effective Broker-Dealer Organizations with home address in Jurisdiction	1,373	
# of Broker-Dealer branches in Jurisdiction for Effective Broker-Dealer Organizations with home address outside of Jurisdiction	2,252	
Registrations - Broker-Dealer Agents (AG)		
# of Effective Agents Individuals	188,520	% of BD Agents Home State MA
# of Effective Agents Individuals Residing in Jurisdiction	16,078	8.53%
# of Effective Dual Agents/Investment Adviser Representatives Individuals	6,646	
# of Effective Dual Agents/Investment Adviser Representatives Individuals Residing in Jurisdiction	4,456	
Broker-Dealer Agents with an Approved status	189,389	
Broker-Dealer Agents with a Restricted Approval status	0	
Broker-Dealer Agents with a Pending status	186	

Broker-Dealer Agents with a Termination Requested status	37	
Broker-Dealer Agents with a Deficient status	776	
Broker-Dealer Agents Terminated without Registration	718	
Registrations - Investment Adviser Firms (IA)		
# of Effective Investment Adviser Firms Registered Organizations	919	% of IA Firms Home State MA
# of Effective Investment Adviser Firms with home address in Jurisdiction	686	74.65%
# of Effective Investment Adviser Firms with home address outside of Jurisdiction	233	
Investment Advisers with a Termination/Withdrawn Requested status	76	
# of Effective Investment Adviser Firms Notice Filed Organizations	2,656	% of Notice Filed IA Home State MA
# of Effective Investment Adviser Firms Notice Filed with home address in Jurisdiction	589	22.18%
# of Effective Investment Adviser Firms Notice Filed Organizations with home address outside of Jurisdiction	2,057	
Investment Advisers with a Notice Filed Received/Reviewed status	2,609	
Investment Advisers with a Notice Filed Removal Requested at End of Year status	37	
Investment Adviser Brochures New Brochures Submitted	483	
Investment Adviser Brochures amended brochures submitted	2,593	
Investment Adviser Brochures retired	1,131	
# of Investment Adviser Brochures with a Delivered status	1,635	
# of Investment Adviser Brochures with a Pending status	3	
# of Investment Adviser Brochures with an Accepted status	170	
Registrations - Exempt Reporting Advisers		
# of ERA-Active Organizations	288	
# of ERA-Active Organizations with home address in Jurisdiction	248	
# of ERA-Active Organizations with home address outside of Jurisdiction	40	

Registrations - Investment Adviser Representatives (IAR)		
# of Effective Investment Adviser Representatives	10,462	% of IA Representatives Home State MA
# of Effective Investment Adviser Representatives Residing in Jurisdiction	7,034	67.23%
# of Effective Investment Adviser Representatives Registered with State-Registered IA Organizations	1,359	% of IAR with MA State Reg IA
# of Effective Investment Adviser Representatives Registered with Notice Filed IA Organizations	9,234	12.99%
# of Investment Adviser Representatives with a Deficient status	131	
# of Investment Adviser Representatives with a Termination Requested status	26	
# of Investment Adviser Representatives with a Pending status	189	
# of Investment Adviser Representatives with a Restricted Approval status	137	
Registrations - Issuer Agents		
Issuer (Firms) With Agents	34	
Issuer-Agents	87	
Terminated Issuer (Firms)	3	
Terminated Issuer-Agents	4	

Enforcement Section

Enforcement Staff: 12

Total Complaints	539
Total # of Inquiries & Referrals	367
Total # of Investigations	172
Total # of Inquiries (closed)	205
Total # of Investigations (closed)	128
Total Complaints filed	13
Total Consent Orders filed	11
Total Fines	\$1,742,973.26
Total Restitution	\$1,164,007.72

State House Tours Division

State House, Room 194

Boston, MA 02133

(617) 727-3676

Email: mastatehousetours@sec.state.ma.us

Website: www.sec.state.ma.us/trs

The mission of the State House Tours Division, pursuant to the Massachusetts General Laws, in the Acts of 1968, Chapter 714 is to provide for guided tours of the Massachusetts State House.

The Tours Division offers two distinct tours – the general architectural/historical tour, and the legislative process tour. We can do highlight tours catering to special needs, international visitors or other related requests.

The Tours Division serves as a central information desk and phone line for visitors and citizens regarding Boston or State House history and local tourist information, resources and information on state government and the various government agencies. We provide various brochures on related topics and foreign language translations as well as large print and braille translations. Based on updated visitation trends to Boston we added a new written translation of our tour in Korean. We also recently added a new translation in Dutch.

The Tours Division administers a thriving volunteer program which trains volunteer guides- both adults and students- how to conduct tours and serve as a liaison between legislators and their constituents. We currently have enrolled 20 adult volunteers who serve September through May (thru increased recruitment efforts we added 3 new members to the adult volunteers) and 90 student volunteers who serve mostly during the summer (June – August) which is our busiest season for tourists. We sponsor continuing education tours for our volunteers to the John Adams Courthouse and other related Freedom Trail sites. We provide recommendation/reference letters to all students who successfully complete the summer program.

The Tours Division assists in various special events and exhibits. We produced an informative powerpoint video exhibit on the history of the State House for visitors to watch as an orientation while waiting for a conducted tour. We participate in Harborfest/ Freedom Trail activities and offer a special Flag Day program to visitors and students. We have increased participation in the annual Holiday Concert Series to include many diverse groups. We sponsor two or three groups each day through the month of December. The biggest increase in visitation was for the month of December. We have also revived the Guides' Gazette newsletter to a monthly review instead of a quarterly newsletter.

The Tours Division runs a small gift/souvenir area known as the State House Gift Cart. Inventory is maintained to provide books on history, souvenirs and items related to the State House. The newest product is a full color paperback book on the fifty state capitols. We have seen an increase in number of visitors who specifically tour all of the state capitols. We also have several custom State House ornaments. The newest ornament is a brass pinecone which is a reference to the pinecone atop our State House dome.

The 2019 Visitation for the State House Tours Division was approximately 93,200 people. This represents a slight decrease from the previous year. This includes student field trip groups from MA and surrounding areas, local and international visitors, citizens and special guests.

State Publications and Regulations Division

State House, Room 117

Boston, MA 02133

(617) 727-2831

Email: regs@sec.state.ma.us

Website: www.sec.state.ma.us/spr

The State Publications & Regulations Division is comprised of the Regulations section and the State Bookstore.

The Regulations section edits and publishes the Code of Massachusetts Regulations while also publishing the Acts & Resolves, the Massachusetts Register and the two publications for state, county and local government bid notices entitled the Goods & Services Bulletin and the Central Register.

The State Bookstore sells all the state regulations (CMR) and many other state publications including election statistics, environmental documents and a state register of historic places. It also sells various Massachusetts themed souvenirs to accommodate the thousands of tourists who visit the state house each year.

The Central Services office is the in-house digital printing operations and central mailing office for the Office of the Secretary of the Commonwealth. It is where all the regulations and other state publications sold in the Bookstore are printed. It also prints among other items Corporations forms, renewal letters, notary renewals for Commissions, Securities brochures and educational pamphlets, and all of the brochures and booklets such as the Veterans' Laws and Benefits Guide made available to the public by the Citizen Information Service.

Highlights/Accomplishments of FY19

- Edited and published 252 regulations filed by various state agencies.
- Published the 2017 Acts & Resolves hardbound edition.
- FY19 revenue for the online subscription of the Massachusetts Register increased 11% from the previous FY.
- Percentage of transactions via credit card online increased 5.7% from the previous FY.
- Significantly upgraded equipment in Central Services with new Ricoh/Kodak HD150 Digital Printing machine and Pitney Bowes Inserting System.

Regional Offices

Southeastern District Office

218 South Main Street, Suite 206

Fall River, MA 02721

(508) 646-1374

Email: isabel.kochman@sec.state.ma.us

Website: www.sec.state.ma.us/wso

The Southeastern District Office, of Fall River, continually strives to provide excellent service to the citizens of MA on a wide variety of tasks. Below is the list of services that we provide in this District office.

Elections

- State election candidate information
- Provide nomination papers to candidates
- Filing of certified nomination papers
- Election laws and statistics
- Pamphlets on election procedures
- Provide voter registration forms
- Organize and participate at voter registration drives at area high schools

Corporation Division

- Good Standing Certificates
- Legal Existence Certificates
- Various Certificates
- Certified Copies
- Name Reservations
- Corporate database search upon request

Public Records

- Administer the oath of office to public officials, notaries, justices of the peace and governor appointees
- Certify signatures of public officials and affix Apostilles and Certifications to documents for foreign and domestic use
- Handle daily email requests regarding Apostilles and Certifications

State Bookstore

Sale of books and publications of the laws and regulations of MA (CMR's & MGL's)

Maintain state publications current

Citizens Information Services

- Handle incoming calls and email requests for information regarding other state offices and agencies
- Provide free publications on various subjects of public interest and general information
- Fluent Portuguese spoken

The office also performs and assists at Naturalization Swearing-in Ceremonies in Bristol County

The goal of the Southeastern District Office is to continue to provide the citizens of MA with the most updated information along with excellent and prompt service whether it is through mail, phone, e-mail or walk-in. We will strive to continue to make the office of the Secretary of the Commonwealth extremely user-friendly.

Western District Office

436 Dwight Street, Room 102

Springfield, MA 01103

(413) 784-1376

Email: cathy.molta@sec.state.ma.us

Website: www.sec.state.ma.us/wso

Mission: To make the services of state government more accessible in a location convenient for residents of Berkshire, Franklin, Hampden, Hampshire, and western Worcester counties.

Public Records:

The Western Office administered the oath of office to public officials, notaries public and justices of the peace. This office also certified the signatures of public officials and affixed apostilles to documents going out of the country.

Corporations:

The Western Office provided information over the phone about business entities doing business in Massachusetts. This data includes the date of incorporation, location, and the names of the officers. This office also provided certificates of Good Standing, Legal Existence, and Certified Copies as well as Name Reservations for Corporate Entities.

Elections:

The Western office provided state election candidate information, nomination papers for those seeking office, election laws and statistics, and “how to” pamphlets on election procedures. We accepted nomination papers for filing from candidates for state committee and ward and town committees. Voter registration forms are also available.

State Bookstore:

The Western office has several publications available for purchase as well as many informational pamphlets that are free of charge.

Outreach:

The Western Office had a booth at the Big E in West Springfield during the last two weeks of September. We conducted a voter registration drive there and registered over 200 people. We gave away a number informational pamphlets and maps from our different divisions within the office. In addition, we conducted a voter registration drive at West Springfield High School. We participated in Senator Eric Lesser’s Thrive After 55 Wellness Fair at Western New England College where we provided information and resources for Western Mass. seniors.