



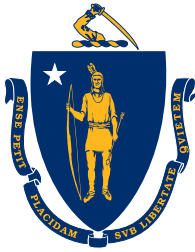
# *Secretary of the Commonwealth Annual Report*

*Fiscal Year 2023*



**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 2023 Annual Report for the Office of the Secretary of the Commonwealth. I am pleased to report that the office has generated over \$384 million in revenue for the Commonwealth's coffers. I hope that you will take some time to review the accomplishments of this office. Below are some brief highlights.

This year, the Corporations Division saw the organization or registration of over 66,000 new business entities. The division generated over \$25 million in revenue through the notification of 40,720 entities that they were delinquent in filing annual reports. Our online filing system continues to be a leader among states and accounts for 80% of all filings by the business community in Massachusetts.

The Elections Division stayed busy throughout this fiscal year. The division implemented the provisions of the VOTES Act, which created a permanent vote-by-mail option for Massachusetts voters following the COVID-19 pandemic. Under these new provisions, the division successfully administered the 2022 State Primaries and State Election. Towards the end of the fiscal year, the division also administered special elections to fill vacancies in the Ninth Suffolk and Tenth Suffolk Representative Districts.

The State Archives hosted over 670 in-person research visits following a steep decline during the pandemic. In addition, the Reference Staff responded to nearly 15,000 inquiries via email, phone, and regular mail. They also researched and certified 2,400 birth, marriage and death records for patrons replacing lost copies, applying for dual citizenship or building family trees.

The Massachusetts Historical Commission continued to maintain a high level of new designation activity; facilitating 18 new designations through the State Review Board and on to the National Park Service for final review. In tracking its progress along the federal fiscal schedule, the staff reviewed nearly 11,000 state and federal projects between October 1, 2022 and September 30, 2023.

The Public Records Division issued 3,000 determinations relating to records access. The division also opened and resolved 270 petitions from records access officers relating to fees, time extensions, or the relief of obligation to provide records. The Lobbyist Division collected \$983,475 in registration and late fees.

Whatever questions you have or problems you face, I urge you to call our toll free number at 1 (800) 392-6090. An experienced staff person will always answer your call and provide prompt assistance or guidance.

Very truly yours,

A handwritten signature in blue ink, reading "William Francis Galvin".

Secretary of the Commonwealth



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# Office of the Secretary of the Commonwealth

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State House, Room 337

Boston, MA 02133

Website: [www.sec.state.ma.us](http://www.sec.state.ma.us)

0511-0000 For the operation of the office of the secretary of the commonwealth; 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 submitted to the executive office for administration and finance and 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 .....	\$7,076,253
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 of the commonwealth shall submit biannual reports, the first of which shall be submitted not later than March 15, 2023, to 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 .....	\$545,040
0511-0200 For the operation of the archives division; provided, that not less than \$200,000 shall be expended for preservation matching grants for municipalities and nonprofit 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 .....	\$670,213
0511-0230 For the operation of the records center.....	\$35,469
0511-0250 For the operation of the archives facility.....	\$513,581
0511-0260 For the operation of the commonwealth museum .....	\$233,350
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.....	\$1,000,001
0511-0420 For the operation of the address confidentiality program.....	\$136,971
0517-0000 For the printing of public documents.....	\$510,639
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; provided further, that not less than \$20,000 shall be expended for a town meeting voter enhancement and accuracy program in the town of Medway; and provided further, that the registration and education activities may be conducted by community-based voter registration and education organizations..... \$26,666,291

0521-0001 For the operation of the central voter registration computer system; provided, that not later than February 28, 2023, the secretary of the commonwealth shall submit a report to the house and senate committees on ways and means detailing voter registration activity and a breakdown, by region, of active voters in the commonwealth ..... \$7,407,994

0521-0002 For implementing early voting in the commonwealth for the September 6, 2022 state primary and the November 8, 2022 state election under sections 6 and 7 of chapter 115 of the acts of 2020 and section 25B of chapter 54 of the General Laws, as determined through the collection and certification of accurate accounting by the state auditor and division of local mandates for distribution by the secretary of the commonwealth .....\$6,000,000

0524-0000 For providing information to voters ..... \$1,878,999

0524-2022 For a new American voters grant program to ensure compliance with the language access mandate in section 203 of the federal Voting Rights Act, 52 U.S.C. section 10503; provided, that not less than \$750,000 shall be expended for grants to support outreach efforts in the cities of Boston, Chelsea, Everett, Fitchburg, Holyoke, Lawrence, Leominster, Lowell, Lynn, Malden, Methuen, Quincy, Revere, Salem, Springfield and Worcester, the town of Clinton and the cities known as the towns of Randolph and Southbridge to provide, pursuant to the Voting Rights Act, election materials, including ballots, in languages spoken by more than 5 per cent of the populations in those municipalities or as otherwise required by the Voting Rights Act; provided further, that the grant program shall be administered by the secretary of the commonwealth, who shall issue a request for proposals to provide grants to the municipalities listed in this item; provided further, that the secretary of the commonwealth shall use not more than \$125,000 of the grant funding under this item for necessary administrative costs related to grant administration, technical assistance and training for municipalities and statewide professional translation and interpretation services; provided further, that not less than \$250,000 shall be made available to the Massachusetts Voter Education Network, Inc. to administer a New American Voters Community Partnership grant program for community-based organizations to: (i) conduct nonpartisan voter education; (ii) advise and assist municipal elections officials in the aforementioned municipalities, including reviewing translations and identifying multilingual poll workers; and (iii) aid in collecting feedback from limited English proficiency voters; provided further, that the Massachusetts Voter Education Network, Inc. shall use not more than 10 per cent of the funds for activities related to grant administration; provided further, that the secretary of the commonwealth shall develop guidelines that outline periodic reporting requirements for grantees, including semi-annual and final reports; and provided further, that the secretary of the commonwealth shall submit a preliminary report not later than 6 months after the awarding of the funds and a final report not later than 12 months after the expenditure of all grant funds awarded to those community-based organizations by the New American Voters Community Partnership grant program on the efficacy of the grant programs to the house and senate committees on ways and means and the joint committee on election laws..... \$1,000,000



0526-0100 For the operation of the Massachusetts historical commission.....	\$967,051
0527-0100 For the operation of the ballot law commission.....	\$10,384
0528-0100 For the operation of the records conservation board.....	\$36,396
0540-0900 For the registry of deeds located in the city of Lawrence.....	\$1,368,857
0540-1000 For the registry of deeds located in the city of Salem .....	\$3,105,080
0540-1100 For the registry of deeds located in the county of Franklin .....	\$680,502
0540-1200 For the registry of deeds located in the county of Hampden.....	\$2,073,785
0540-1300 For the registry of deeds located in the county of Hampshire .....	\$851,798
0540-1400 For the registry of deeds located in the city of Lowell .....	\$1,299,018
0540-1500 For the registry of deeds located in the city of Cambridge .....	\$4,387,709
0540-1600 For the registry of deeds located in the town of Adams.....	\$324,448
0540-1700 For the registry of deeds located in the city of Pittsfield; provided, that not less than \$30,000 shall be expended for repairs to the Northern Berkshire Registry of Deeds .....	\$544,599
0540-1800 For the registry of deeds located in the town of Great Barrington.....	\$264,693
0540-1900 For the registry of deeds located in the county of Suffolk .....	\$2,370,528
0540-2000 For the registry of deeds located in the city of Fitchburg .....	\$740,699
0540-2100 For the registry of deeds located in the city of Worcester .....	\$2,442,827

## Year – End Revenue for Fiscal 2023

Revenue was broked down into 4 categories for a total of .....	<b>\$384,546,027.99</b>
Corporations, Archives, Public Records.....	\$166,452,444.44
Gift Cart, Bookstore.....	\$320,339.38
Securities.....	\$60,988,704.10
Registry of Deeds .....	\$156,784,540.07

# The Address Confidentiality Program

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P.O. Box 9120

Chelsea, Massachusetts 02150-9120

617-727-3261

1-866-SAFE-ADD

Website: [www.sec.state.ma.us/acp](http://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, over 2100 participants have benefited from services provided by the Program.\*

Between July 1, 2022 and June 30, 2023, the program certified 148 new participants. During that period, the Program's 552 participants included 270 women, 29 men, 252 children, and 1 non-binary adult.. The ACP processed an average of 2,385 pieces of mail each month.

## ***Counties Represented***

Barnstable .....	8
Berkshire .....	3
Bristol .....	39
Essex .....	76
Franklin .....	2
Hampden.....	35
Hampshire .....	8
Middlesex.....	137
Norfolk .....	73
Plymouth .....	29
Suffolk .....	91
Worcester .....	51
<b>Total Participants.....</b>	<b>552</b>

\*As of date of report 7/17/2023

The Address Confidentiality Program was expanded to include protections for those engaged in legally protected gender-affirming and reproductive health care services. These participants receive a substitute address and confidential mail forwarding services in order to protect their physical address. 8 new participants have been enrolled under this update to the law. These participants include 3 women, 1 non-binary female, 1 man, 1 trans-masculine individual, 1 individual who has chosen to not identify their gender, and 1 child.

***Counties Represented***

Hampshire .....	5
Suffolk .....	2
Worcester .....	1
<b>Total Participants.....</b>	<b>8</b>

# Corporations Division

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One Ashburton Place, Room 1717

Boston, MA 02108

(617) 727-9640

Email: [corpinfo@sec.state.ma.us](mailto:corpinfo@sec.state.ma.us)

Website: [www.sec.state.ma.us/corporations](http://www.sec.state.ma.us/corporations)

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 Fiscal 2023 include:

- The Division notified 40,720 domestic and foreign LLCs that they were delinquent in filing annual reports with the Division. As a result, 50,506 annual reports were filed with the Division, generating, \$25,253,300.00 in revenue.
- The above dissolution project generated an additional \$295,900.00 in revenue for those entities dissolved or revoked, which then reinstated.
- The Division issued an additional 75,765 certificates of legal existence and good standing; the total revenue generated from these certificates is \$1,423,237.00.

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.

Over 66,000 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

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One Ashburton Place, Room 1705

Boston, MA 02108

(617) 727-2828, Toll Free: 1-800-462-VOTE (8683)

Email: [elections@sec.state.ma.us](mailto:elections@sec.state.ma.us)

Website: [www.sec.state.ma.us/elections](http://www.sec.state.ma.us/elections)

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

In FY 2023, the Elections Division administered special elections in the Ninth Suffolk and Tenth Suffolk Representative Districts.

At the beginning of FY 2023, the Elections Division counted and certified three initiative petitions for laws, which placed ballot questions on the 2022 State Election ballot, in addition to a question to amend the Massachusetts Constitution.

As required by the Massachusetts Constitution, the Division printed and delivered the Information for Voters booklet, providing information on statewide ballot questions and the upcoming state election, to all residential addresses and group homes in the Commonwealth. As in previous years, the Information for Voters book was made available in English, Spanish, Chinese, Khmer, Large Print English, Braille, and an audio English format. In FY 2023, the Division added a new video version of the Information for Voters book, in American Sign Language (ASL). To educate voters of their voting options under the VOTES Act, the publication included information on voting by mail and early voting.

In FY 2023, the Elections Division administered the 2022 State Primaries and State Election, the first statewide elections held since the passage of the VOTES Act.

As required by law, the Elections Division conducted two statewide mailings of ballot applications to all registered voters who had not already applied to vote by mail. In total, the Elections Division mailed 8,538,460 pre-addressed, postage pre-paid ballot applications to voters for the two statewide elections.

In order to facilitate the Vote by Mail program, the Elections Division worked with the United States Postal Service to design and prepare ballot envelopes and other supplies for local election officials to use for ballots being sent and received by their offices. The Division prepared pre-addressed, postage pre-paid envelopes for each of the 351 election offices, so that voters could return their ballots directly to their local election offices without being required to pay for postage.

While preparing for the mailing of applications and ballots, the Elections Division also prepared, proofread, and printed ballots for the September State Primaries, an election requiring the use of more than 1,000 ballot styles for 2 separate party primaries. The Elections Division also prepared and printed more than 500 ballot styles for use in the November State Election.

For the September 6, 2022 State Primaries, 1,052,414 voters cast ballots. Of those ballots cast, 45.6% were

cast by mail, 4.6% were cast in person during the early voting period and 49.7% were cast in person on Election Day.

After the State Primaries, the Division received and tallied the certified results for public offices to determine the party nominees, and immediately thereafter began preparing ballots for the State Election.

For the November 8, 2022 State Election, 2,511,461 voters cast ballots. Of those ballots cast,

37.3% were cast by mail, 7.5% were cast in person during the early voting period and 55.2% were cast in person on Election Day.

Following the State Election, the Division gathered and tallied the certified results for public offices and ballot questions and prepared materials for the Governor and Council for certification. Certificates of election were sent to those who were elected.

Other activities conducted by the Elections Division in FY 2023 included the training of local election officials and poll workers, the provision of assistance to local election officials in administering local elections, and the preparation of election materials, such as forms and envelopes, to local election officials, as required by law.

## Lobbyist Division

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One Ashburton Place, Room 1719  
Boston, MA 02108  
617-727-9122  
Email: [lob@sec.state.ma.us](mailto:lob@sec.state.ma.us)  
Website: [www.sec.state.ma.us/lobbyist](http://www.sec.state.ma.us/lobbyist)

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 9,333 transactions relating to lobbyist registration and disclosures totaling over;
- Collected \$983,475.00 dollars in fees (includes registration fees and late fees);
- Implemented enhancements to the Lobbyist Registration and Reporting System;
- Responded to a high volume of daily telephone and email inquiries regarding the Lobbying Law;
- Responsible for reviewing 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

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

## 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 Massachusetts Archives accessioned 1,700 cubic feet of records in FY 2023.

Accessioned records at the close of FY 2023 total 32,817 cubic feet.

Accessions were received from the following agencies:

- Department of Conservation and Recreation
- Department of Environmental Protection
- Department of Mental Health (Central Massachusetts Area Office)
- Division of Capital Asset Management and Maintenance
- Registry of Vital Records and Statistics
- Secretary of the Commonwealth (Elections Division, Historical Commission, Regulations Division)
- Governor's Council
- Governor's Extended Relations Office
- Governor's Personnel Office
- Town Clerks (Home Rule Charters)



## Internal Projects and Agreements

### Department of Conservation and Recreation

**106 boxes** of permanent archival records spanning 12 file sets identified and transferred to the Massachusetts Archives through the Future of Work File Review Process at the DCR Boston HQ (251 Causeway Street offices), as a result of the Governor's downtown Boston footprint downsizing that required all agencies under EEA to relocate and move to shared workstation-only office spaces, without paper-based files. DCR completed its Boston HQ Office relocation in spring 2023.

### Registries of Deeds

The Massachusetts Archives continued its effort to coordinate with various Massachusetts Registries of Deeds for the accession of their Records Books and Indexes. The Massachusetts Archives and former State Record Center completed a large transfer of deeds records from the Worcester South Registry and additional volumes from Suffolk County Registry of Deeds.

## Collaborative Initiatives

### Coordinated Statewide Emergency Preparedness Massachusetts (COSTEP MA)

The Coordinated Statewide Emergency Preparedness in Massachusetts (COSTEP MA) network remained active during the reporting period with representatives from the Archives attending regularly scheduled meetings. Archives participants Alejandra Moutenout and Catherine Perrault left their positions and the Archives, but new hire Conor Snow filled a new position and remained involved throughout the fiscal year, eventually becoming co-chair with Evan Knight of MBLC.

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

The Archives engaged in the fourth year of its partnership with the LABBB Educational Collaborative to provide a transitional work experience for young adults with disabilities. The project employed 11 students, who finished creating **metadata for over 20,000** WWI Navy index cards, and also began working on metadata for over **10,000** WWI Marine Corp index cards with the guidance and direction of the Digital Records Archivists.

### Northeastern University Co-op program

The Massachusetts Archives continues to participate in the Co-op program at Northeastern University, hosting **8 student workers** in the reporting period. The students gained full-time work experience with the Reference Department, Digital Department, and Processing Department and assisted on numerous projects.

### Massachusetts Seal, Flag and Motto Advisory Commission

The Executive Director served on the commission, attending regular meetings and submitted his official recommendations in a report filed with the commission.

## Revolution 250 Committee

Representatives of the Massachusetts Archives served as core members of the Revolution 250 committee to plan for the commemoration of the Revolutionary War and American Independence, to be celebrated in 2025 and 2026.

## Reference Services

### Statistics and Activities

The Massachusetts Archives saw more in-person researchers visiting in FY 2023 as numbers continue to rise following a steep decline in visitors during the COVID-19 pandemic. We hosted **672 total visitors, 150 of whom traveled from outside of Massachusetts**, and **300** of those being first-time researchers with the Archives.

Our primary mode of reference assistance has become email correspondence, whether we're guiding patrons through searching collections that have been digitized, sending scans of material that's not available online, or sharing general collection information and discussing research plans for larger projects. The Reference Staff assisted with an update to the Archives Division's website to better facilitate access to our records that are available online. We sent almost **6,000 emails** in response to inquiries over the course of the year. We also answered more than **5,000 phone questions**. We received and responded to **2,000 mailed letter requests**, **1,700** of these being sent from out of state.

We pulled **250 units of archival records** from the vaults in order to research these questions and for on-site researchers, and **1,400 reels of microfilm** were accessed in our Reading Room.

The Reference Staff researched and certified **2,400 birth, marriage, and death records** for patrons replacing lost copies, applying for dual citizenship, or building family trees. The vital records continue to be our most heavily used collection, and we received a large transfer of the next five years of records from the Registry of Vital Records and Statistics this fiscal year, covering 1926-1930. Digitization of these records began almost immediately through an agreement with the Genealogical Society of Utah. We also signed a new agreement with them to digitize a series of returns from Medical Examiners submitted to the Secretary's office between 1885-1960. Scanning of this collection will commence in a later fiscal year.

**We hosted 60 appointments with architects and preservation planners** viewing architectural plans at the Archives. The newly available digital card catalog has made access to this collection more user-friendly.

### Military Archives

This year the **military archivist** has responded to **652 e-mail reference requests, 12 in-person visits, and numerous phone requests**. The military archivist coordinates with the National Guard Historical Services Office, on projects relating to unit lineage research and unit histories, and with the military records branch regarding pre-1940s records inquiries. Many researchers have utilized the military archives for ongoing projects including a National Lancers historian, a researcher of the 26th. Division in World War I, a World War II casualty project, and a Purple Heart recipient project.

## Judicial Archives

The judicial archivists responded to more than **2,900 reference requests** and provided more than **4,500 digital reproductions and photocopies** of court documents. These requests assisted patrons in locating records relating to naturalization, divorce, adoption, name changes, and wills for the purposes of genealogical research, dual-citizenship applications, and REAL ID registrations.

The judicial archivists continued adding record series, file unit, and item-level information to the Massachusetts Archives' Re:Discovery Archival Collection Management System to improve accessibility of court records. This year, they created entries for more than **500 volumes and boxes as well as more than 700 individual documents** pertaining to the Court of Common Pleas, Probate Court, Supreme Judicial Court, and Court of Oyer and Terminer record groups.

Volunteers with FamilySearch continued their scanning project of Suffolk County probate records. During FY '23, they flat filed and imaged more than 5,500 cases. The cases are hosted on FamilySearch.org and are also shared with the New England Historic Genealogical Society to create a searchable database on their website, AmericanAncestors.org.

During the Fall 2022 semester, the judicial archives hosted a Simmons University School of Library and Information Science intern who processed a small collection of 19th century file papers relating to Nantucket County sittings of the Supreme Judicial Court. This project included creating case-level metadata to assist researchers in locating court records about specific topics or families included in this collection.

In November 2022, the Boston Municipal Court celebrated its Bicentennial at an event held at the John Adams Courthouse in Pemberton Square. Judicial archivists assisted BMC staff in planning an exhibit, highlighting original records included in the archives' collections pertaining to John Augustus. Augustus is recognized as the father of the American probation system as he helped rehabilitate minor offenders during the mid-19th century.

In January 2023, the Peabody Essex Museum returned more than **500 Salem Witch Trials documents** to the judicial archives that were deposited by the Essex County Superior Court in 1980. PEM also provided high-res scans of these files which will be added to the Massachusetts Archives' Preservica Digital Repository at a later date. This collection has been described at the item-level to provide researchers with increased access to this historic resource.

## DCR Archives

The DCR Archivist received **125 total inquiries** in FY 2023, **50%** being from DCR staff and consultants. **11 researchers** visited the Massachusetts Archives in person to access original records, the rest were assisted remotely. As part of our agreement, the DCR Archivist arranged for the digitization of **7 newspaper scrapbooks**, covering the 1890s-1960s, the conservation of a 1940 panorama photograph print of a CCC Camp at a State Forest, and the digitization of a 16mm film titled "The Story of the C.C.C. in Massachusetts" that was compiled 1935-1936. Metadata was also completed this year for **2,800 contract photographs** of the Quabbin Dam and Quabbin Dike that were scanned by Digital Commonwealth.

## **Outreach**

The Reference Staff continues to use Instagram to post collection highlights and share updates about the Archives. We hosted more tours this fiscal year, including church groups, high school classes, college level classes from UMass Boston and Bridgewater State University, Digital Commonwealth, and Historic Boston. The Reference Staff also participated in monthly Zoom meeting with the Boston Archivists Meet-up Group (BAM) to discuss things happening in our field locally.

## **Digital Records Program**

### **Staffing**

The Digital Records Program underwent a large change in staffing during the reporting period. Alejandra Moutenot, Digital Archivist, went on leave in November 2022 before resigning her position in January of 2023. Elizabeth O'Connell, the Assistant Digital Archivist at the time, filled in as the acting Digital Archivist from November 2022 until September 2023, when she was promoted to Digital Archivist. A search was begun in May of 2023 for a new Assistant Digital Archivist but the position was not filled until the following fiscal year.

Digital Archives staff supervised two Digital Interns (Northeastern co-op students) during the reporting period, who worked on projects related to the preservation and accessibility of the Consolidated card index of Civil War soldiers, 1861-1865, the Division of Waterways maps and plans, 1774-1986, the oral history tapes of Northampton State Hospital, and the Department of Commerce and Development Division of Planning Land study maps, 1936-1943. The Interns also assisted with the redaction of the Fernald School collection, working through roughly a dozen boxes.

During FY2023 staff completed the following duties:

- Facilitate the transfer, processing, preservation, management, and accessibility of permanent digital records to the Archives, including the ingest of content to the Archives' trusted digital repository.
- Oversee updates and installation of Archival Collection Management System (ACMS) and Trusted Digital Repository System (TDR), including the update of Preservica to version 6.0 which was a multi-month process requiring cooperation between Digital Archives staff, Secretary of State Information Technology Staff, and Preservica Staff.
- Assisting with Records center inquiries, accessions, and the return of records to original institute, including overseeing the return of 600 boxes to Land Court and the transfer of 900 boxes to the Department of Public Health from the Department of Public Licensure.
- Assist with the transfer and ingest of over 5000 deed books from Worcester, Suffolk, and Berkshire counties Registry of Deeds offices.
- Provide guidance to state agencies on the transfer of digital records to the Archives, most notably the transfer of Governor Baker's records.
- Maintain and Update the Statewide and Municipal Records Retention Schedules

Ms. Moutenot continued her participation in the office beyond digital preservation by serving as the co-chair of the COSTEP MA Executive Committee, serving on the State Historical Records Advisory Board, and contributing to the Council of State Archivists (CoSA) State Electronic Records Initiative.

Ms. O'Connell served on the State Historical Records Advisory Board starting in January 2023.

### **Archival Collection Management System (ACMS)**

The Archives continued its use of Re:Discovery Proficio for the management of collection data for both physical and digital materials. The Archives continues to use the system to print shelf and box labels and update finding aids about archival holdings. Digital Archives works with SEC IT to maintain and test Re:Discovery Proficio on a bimonthly basis.

### **Trusted Digital Repository System (TDR)**

The Digital Team continued to work with IT and Preservica to upgrade the Preservica digital repository to version 6.5. This required over 3 months of work migrating files, testing, and troubleshooting, during which collections could be ingested into the repository. We also experienced some downtime of the public facing digital repository website. However, the upgrade was successful and access was restored. The repository currently manages and preserves over **6 TB of digital files** (an increase from 5.6 TB during the previous reporting period), including documents, still images, web pages, and videos that are designated as permanent records of the Commonwealth. New collections ingested in this fiscal year include:

- Index to Building inspection plans, 1889-1987 (Municipalities A-F)
- Mass Cultural Council Folk arts and heritage collection, 1982-2016
- Northampton State Hospital Oral History
- Commonwealth v. Sacco and Vanzetti case files (boxes 4-6)

Digital Archives staff and interns produced complete item-level metadata for the following series, which are in the ingest queue to the digital repository:

- Department of Commerce and Development Division of Planning Land study maps, 1936-1943.
- Consolidated card index of Civil War soldiers, 1861-1865 (microfilm rolls 17-21)
- Division of Waterways maps and plans, 1774-1986
- Guardians of Indians, Accounts and correspondence, 1788-1865

Digital Archives staff also engaged in the preprocessing of materials from the Governor Charles Baker collection transferred to the Archives in early 2023 as well as the processing of the latest accrual of records from the Mass Cultural Council of the Folk Arts and Heritage collection.

The front-end digital repository ([digitalarchives.sec.state.ma.us](https://digitalarchives.sec.state.ma.us)) received **9,213 unique users** between July 1, 2022 and June 30, 2023, which amounted to **11,468 sessions on the website**. Collections that see the most use are the Index to Building inspection plans, 1889-1987, Mass Cultural Council Folk arts and heritage

collection, 1982-2016, Town Plans-1794, and Town Plans-1830.

Staff also began planning to update the front-end digital repository to make it more user accessible and aesthetically pleasing in an attempt to drive traffic to the site.

### **Versatile Records Retention System**

Digital Archives staff provided extensive support for records management at both the state and municipal levels, including facilitating approved updates to the schedule in Versatile Retention and exporting a PDF report of the schedule to be published on the Archives website on a monthly basis. Our team finished working with IT to upgrade the Versatile Retention system to its current version (12.0), which constituted a major update to the application and its underlying database.

### **Versatile Professional**

Versatile Professional continues to support tracking information for record series held in the Records Center.

### **Outreach**

Digital Archives staff performed digital preservation and records management outreach to local and state audiences, mostly through email and phone queries.

# Massachusetts Historical Commission

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

The Massachusetts Historical Commission (MHC) carried out its mission and statutory responsibilities in state FY2023.

## **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 FY23, 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 FY23, 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 and email. 16 virtual workshops were held for local commissions and planning staff, with 230 total registrants. Several of the workshops were held in cooperation with regional planning commissions. Topics included Introduction to Historic Preservation, Establishing Local Historic Districts, Adopting and Administering Demolition Delay Bylaws and Ordinances, Becoming a Certified Local Government, Historic Resources Survey & the National Register of Historic Places, State and Federal Historic Resources Review & Compliance, and Developing a Historic Preservation Plan.

MHC continued to work with regional planning agencies and statewide preservation advocacy organization Preservation Massachusetts to develop and support regional historical commission coalitions that provide additional learning and networking opportunities for local historical and historic district commissions, other municipal staff and officials, and local preservationists. The Western MA Historical Commission Coalition held two meetings, one about the duties of local historical commissions and the second about adopting and implementing the Community Preservation Act. The newly formed Eastern MA Historical Commission Coalition, established with the Metropolitan Area Planning Council, held two meetings, one an introductory session, and the second focused on the state's new "MBTA Communities" housing legislation.

In FY23, proposed Local Historic Districts in the municipalities of Boston, Danvers, Duxbury, Holyoke, Lincoln, Springfield, Uxbridge and Worcester were reviewed for consistency with state law and office guidelines.

## **Survey and Planning Grants**

In FY23, MHC staff successfully managed 13 projects representing a pass-through of \$202,037.50 in matching federal funds to local communities in the federal FY21 and FY22 statewide Survey & Planning Grant round, representing 9 neighborhood and communitywide historic properties surveys, 2 communitywide historic preservation plans, and 2 National Register of Historic Places nomination projects. In addition, MHC awarded 14 new projects representing a pass-through of an additional \$278,000 in matching federal funds to local communities in the federal FY23 Survey & Planning Grant round, including 9 neighborhood and communitywide historic properties surveys, 2 communitywide historic preservation plans, 1 communitywide survey plan, and 1 historic landscape rehabilitation plan.



## **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 FY23, 18 new nominations were brought to the State Review Board, including National Register districts in Boston, Hadley, Southbridge, and Worcester. Forty Acres and Its Skirts Historic District, in Hadley, was funded through a National Park Service Underrepresented Communities Grant that in this case documented a number of underrepresented communities associated with the labor history of the properties, especially agriculture and domestic service, and incorporated information on enslaved and indentured individuals, Native Americans, free Blacks, and Polish and Irish workers. Also among the nominations were the Sylvester Pierce House in Gardner, an architect-designed Second Empire mansion; the Repertory Theatre of Boston, the state's pre-eminent early 20th-century repertory theater; the Lynn Item Building, headquarters of Lynn's longest-serving community newspaper; and former schools in Fairhaven, Southbridge, and Springfield. For Hadley and Gardner, the nominations represent the first in those towns in more than 20 years.

## **State Historic Rehabilitation Tax Credit**

The state tax credit for rehabilitation of historic properties was originally implemented in FY04 and has continued into FY23. The state tax credit program had been extended by the Legislature to expire December 31, 2027. 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 580 applications in State FY23 (Rounds 55, 56 and 57). In Round 57, the total requests amounted to over \$285 million in state historic tax credits, which was not possible to award because of the annual cap.

## **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 105 new federal tax credit projects during federal fiscal year 2021 (October 1, 2022 – Sept. 30, 2023).

## **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 3,408 federal projects and 7,544 state projects between October 1, 2022 and September 30, 2023.

## **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 continued 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 FY23 (MPPF Round 28), the MHC received 27 applications with total requests for funding of \$1.7 million. Actual awards for MPPF Round 28 and FY23 Emergency MPPF combined were 21 projects totaling \$1.1 million. State FY24 (Round 29) 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 2022 was designated Archaeology Month. Archaeology Month was celebrated by posting archaeological information on MHC's website, including links to 6 virtual events at various organizations across the state.

In addition, MHC's website continues to maintain "MHC's Archaeological Exhibits Online" found at: <https://www.sec.state.ma.us/divisions/mhc/archaeology/exhibits/online-exhibits.htm> and additional archaeology resources and popular reports at <https://www.sec.state.ma.us/divisions/mhc/archaeology/teacher-student-resources.htm>.

# Public Records Division

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One Ashburton Place, Room 1719

Boston, MA 02108

(617) 727-2832

Email: [pre@sec.state.ma.us](mailto:pre@sec.state.ma.us)

Website: [www.sec.state.ma.us/publicrecords](http://www.sec.state.ma.us/publicrecords)

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, 2022-June 30, 2023**

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

#### ***The Legal Section***

- Issued 3,000 determinations concerning access to public records;
- Opened and resolved 270 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 3 advisories on the proper use of the State Seal, Coat of Arms and Flag of the Commonwealth;
- Received and filed 18 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 state agencies containing information about 33,608 public records requests received by these state agencies.

#### ***The Boards and Commissions Section***

- Received:
  - \$893,160 in connection with Notary Public registrations, verifications and name changes;
  - \$570,900 in connection with certification of documents;
  - \$10,350 in connection with Justice of the Peace registrations; and
  - \$183,710 in connection with Solemnizations to Perform Marriage
- Certified over 9,100 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

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One Ashburton Place, Room 1710  
Boston, MA 02108  
(617) 727-7089  
Website: [www.sec.state.ma.us/rod](http://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 23 Gross Revenue to General Fund: \$156,784,540.07
- Registries continue to remain open for public business; online, in person, and by mail.
- Electronic recordings have expanded into Registered Land. Most Registries report e-recordings in the 70% to 80% levels.
- We have worked with our Collective Bargaining Agreement groups to address the changes in the work flows.
- Upgrading software across the 3 levels of Deeds recordings.
- Patching done on a monthly basis to meet with the best IT practices.
- Secured public terminals.
- Implemented Security Protocols across the ROD network.
- Business Continuity Plans have been expanded to add redundancy where possible.
- Focus has been on keeping Registries functional and our employees and the public safe.

## Securities Division

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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](mailto:securities@sec.state.ma.us)

Website: [www.sec.state.ma.us/securities](http://www.sec.state.ma.us/securities)

## Corporate Finance Section

### *Exemptions*

Filings: ..... 5,442

Fees: ..... \$3,384,700

### *Notices*

Filings: ..... 24,479

Fees: ..... \$30,374,375

### *Registrations*

Filings: ..... 410

Fees: ..... \$335,611.29

**Filing Fee Total for FY 2023:** ..... **\$34,094,686.29**

## Registration, Inspections, Compliance & Examinations (RICE) Section

RICE Staff: 9 (\*One attorney position and one examiner position have not been filled as of 7/1/23)

### *Examinations*

Investment Adviser Examinations	Number
Total State-Registered Investment Advisers Examinations Conducted	32
Total Assets Under Management Examined	\$805,750,634

### *Registrations*

Broker-Dealer Firms	Number
Broker-Dealer Firms	1,950
Broker-Dealer Firms with home address in Massachusetts	119

<b>Non-FINRA Broker-Dealer Firms</b>	<b>Number</b>
Non-FINRA Broker-Dealers	2
Non-FINRA Broker-Dealer Agents	10

<b>Broker-Dealer Agents</b>	<b>Number</b>
Total Broker-Dealer Agents	223,263
Broker-Dealer Agents Residing in Massachusetts	16,067
Dually Registered Broker-Dealer Agents & Investment Adviser Representatives Residing in Massachusetts	4,891

<b>State-Registered Investment Adviser Firms</b>	<b>Number</b>
Total State-Registered Investment Adviser Firms	856
State-Registered Investment Adviser Firms with home address in Massachusetts	634

<b>Notice Filed Investment Adviser Firms</b>	<b>Number</b>
Notice Filed Investment Adviser Firms	3,017
Notice Filed Investment Adviser Firms with home address in Massachusetts	620

<b>Exempt Reporting Advisers (ERA)</b>	<b>Number</b>
Total ERAs	326
ERAs with home address in Massachusetts	283

<b>Investment Adviser Representatives (IAR)</b>	<b>Number</b>
Total Investment Adviser Representatives	11,743
Investment Adviser Representatives Residing in Massachusetts	7,880
Investment Adviser Representatives Registered with State-Registered IA Firm	1,175
Investment Adviser Representatives Registered with Notice Filed IA Firm	10,654

<b>Issuer Agents</b>	<b>Number</b>
Issuer (Firms) With Agents	29
Terminated Issuer (Firms)	2
Issuer-Agents	70
Terminated Issuer-Agents	14



## Registration Revenue

Financial Entity	Dollar Amount
Broker-Dealer Firms	\$ 914,400
Broker-Dealer Agents	\$ 19,977,000
Total Broker-Dealer Revenue	\$ 20,891,400
Investment Adviser Firms	\$ 1,335,300
Investment Adviser Representatives	\$ 712,600
Total Investment Adviser Revenue	\$ 2,047,900
Total Registration Revenue	<b>\$ 22,939,300</b>

## Enforcement Section

Enforcement Staff: 10

Issue	Total Number
Complaints	393
Inquiries & Referrals	288
Investigations	94
Complaints filed	5
Consent Orders filed	9
Fines	\$8,086,179.24
<b>Total Restitution</b>	<b>\$1,006,968.13</b>

## State House Tours Division

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State House, Room 194

Boston, MA 02133

(617) 727-3676

Email: [mastatehousetours@sec.state.ma.us](mailto:mastatehousetours@sec.state.ma.us)

Website: [www.sec.state.ma.us/tours](http://www.sec.state.ma.us/tours)

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.

We produced a new brochure related to the 250th anniversary of the Boston Tea Party in advance of the December celebration. It highlights the history of the event related to the artwork seen on the State House tour.

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 15 adult volunteers who serve September through May (many of the adult volunteers did not return after the pandemic shut down) and 30 student volunteers who serve mostly during the summer (June – August) which is our busiest season for tourists. We continue to provide recommendation/reference letters to all students who successfully complete the summer program.

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 most popular items sold are postcards, magnets and mugs.

The 2023 Visitation for the State House Tours Division was approximately 42,000 people. This represents a slight increase from the previous year. This includes student field trip groups from MA and surrounding areas, local and limited numbers of international visitors, citizens and special guests. Approximately 82 percent of visitors were from the United States. The top states represented after MA were CA, FL, TX and NY.

## State Publications and Regulations Division

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State House, Room 117

Boston, MA 02133

(617) 727-2831

Email: [regs@sec.state.ma.us](mailto:regs@sec.state.ma.us)

Website: [www.sec.state.ma.us/publications](http://www.sec.state.ma.us/publications)

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 FY23

- Edited and published 187 regulations filed by various state agencies.
- Published the 2021 Acts & Resolves hardbound edition.
- FY23 revenue for the Bookstore's online transactions decreased 2.1% from the previous FY.
- FY23 revenue sales for the state building code decreased 9.28% from the previous FY.
- Upgraded equipment in Central Services with new Ricoh 8320 Standard B & W booklet maker Finisher

## Regional Offices

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### **Southeastern District Office**

218 South Main Street, Suite 206

Fall River, MA 02721

(508) 646-1374

Email: [sean.scahill@sec.state.ma.us](mailto:sean.scahill@sec.state.ma.us)

Website: [www.sec.state.ma.us/wso](http://www.sec.state.ma.us/wso)

The Southeastern District Office continually strives to provide excellent service to the citizens of MA on a wide variety of tasks. Below is a list of services provided by this office:

#### ***Elections***

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

#### ***Corporations***

- 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

### ***State Bookstore***

- Sale of books and publications of the laws and regulations of MA (Code of Massachusetts Regulations & the Massachusetts General Laws)
- Provide and maintain current state publications

### ***Citizens Information Services***

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

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 Massachusetts with the most updated information alongside excellent and prompt service whether by mail, phone, e-mail, or in person. We continue to improve our suite of services to make the office of the Secretary of the Commonwealth as user-friendly as possible.

### **Western District Office**

436 Dwight Street, Room 102

Springfield, MA 01103

(413) 784-1376

Email: [cathy.molta@sec.state.ma.us](mailto:cathy.molta@sec.state.ma.us)

Website: [www.sec.state.ma.us/wso](http://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 administers the oath of office to public officials, notaries public, and justices of the peace. This office also certifies the signatures of public officials and affixes apostilles and certifications to documents going out of the country.

#### ***Corporations:***

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

***Elections:***

The Western office provides state election candidate information, nomination papers for those seeking office, election laws and statistics, and “how to” pamphlets on election procedures. The office accepts nomination papers for filing from candidates seeking state offices. 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. The office also maintain a current copy of the Code of Massachusetts Regulations.

***Citizen Information Service:***

The Western office responds to phone calls and e-mail requests regarding many aspects of state government. In addition, the office provides people with contact information and referrals to state agencies and programs, and helps them find the proper office to help resolve their state government related inquiries.

***Outreach:***

The Western Office conducts voter registration drives at various events in Western Massachusetts.



