

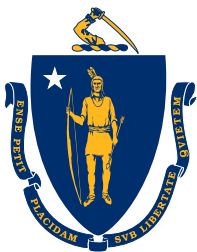


Secretary of the Commonwealth Annual Report

Fiscal Year 2024



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 2024 Annual Report for the Office of the Secretary of the Commonwealth. I am pleased to report that the office collected \$378 million dollars in revenue. I continue to take pride in the staff's dedication to serving the public by promptly assisting people reaching out with questions or seeking critical services, and hope you will take this opportunity to review the many achievements of this office.

In FY24, the Corporations Division facilitated the organization or registration of over 67,000 new business entities. The division generated over \$20 million in revenue by notifying 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 reviewed, processed and counted over 800,000 certified voter signatures across 10 initiative petitions filed by the statutory deadline resulting in the advancement of five proposed laws to the November 2024 State Election ballot. The division successfully administered the 2024 Presidential Primaries in addition to special elections in the Sixth Worcester Representative District and the Hampshire Senate District.

The State Archives was host to 655 in-person research visits, 160 of whom traveled from outside Massachusetts, and 500 of whom were first-time researchers. In addition, the Reference Staff responded to over 16,000 inquiries via email, phone, and regular mail. They also researched and certified 3,200 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 and one multiple property documentation 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 over 11,000 state and federal projects between October 1, 2023 and September 30, 2024.

The Public Records Division issued over 3,700 determinations relating to records access. The division also opened and resolved 354 petitions from records access officers relating to fees, time extensions, or the relief of obligation to provide records. The Lobbyist Division collected \$976,100 in registration and late fees.

Whenever a question or problem arises, I urge you to call our toll free number at 1 (800) 392-6090. You can always count on fast help, answers to your questions or a referral to the appropriate state agency from an experienced member of our staff.

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

William Francis Galvin
Secretary of the Commonwealth

Contents

Office of the Secretary of the Commonwealth	1
The Address Confidentiality Program	4
Corporations Division.....	6
Elections Division	7
Lobbyist Division	9
Massachusetts Archives.....	10
Massachusetts Historical Commission	18
Public Records Division	22
Registries of Deeds	25
Securities Division.....	26
State House Tours Division	29
State Publications and Regulations Division	30
Regional Offices	31

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 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 and the records conservation board..... \$8,076,253

0511-0001 For the secretary of the commonwealth, who may expend not more than \$15,000 in revenues collected 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 not later than March 15, 2024, the secretary of the commonwealth shall submit a report 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..... \$570,040

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 \$870,213

0511-0230 For the operation of the records center..... \$65,469

0511-0250 For the operation of the archives facility..... \$832,581

0511-0260 For the operation of the commonwealth museum \$273,350

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; provided, that not less than \$100,000 shall be expended for a statewide domestic violence service provider grant program; provided further, that the grant program shall be administered by the secretary of the commonwealth through a competitive request for proposals; provided further, that such proposals shall support outreach activities to promote awareness of human trafficking, domestic violence, sexual assault and stalking; provided further, that entities eligible to apply shall be nonprofit organizations that provide services to victims of domestic violence, sexual assault or stalking and legally protected reproductive health and gender-affirming care service providers; provided further, that eligible outreach activities shall include: (i) location-specific social media or mobile advertising

campaigns; (ii) workplace or classroom educational seminars or similar community-based programming; and (iii) the creation and distribution of digital training toolkits to promote awareness in workplace or extra-curricular settings; provided further, that information presented through those outreach activities shall include information on available services for victims of domestic violence, sexual assault and stalking, the nearest district attorney's office and other relevant statewide services including, but not limited to, the: (a) address confidentiality program; (b) Massachusetts office for victim assistance; and (c) department of transitional assistance; provided further, that the secretary shall, to the maximum extent possible, ensure a geographically equitable disbursement of funds; provided further, that the secretary shall provide technical assistance to eligible entities in the application process; provided further, that the secretary shall develop reporting requirements for grant recipients; and provided further, that not later than December 16, 2024, the secretary shall submit a report to the house and senate committees on ways and means detailing: (1) the efficacy of the grant program; (2) key accomplishments of the awarded funds; and (3) the estimated impact of the awarded funds..... \$268,971

0517-0000 For the printing of public documents..... \$558,639

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 \$25,000 shall be expended for updated cameras and audio and visual equipment for the Wayland town meeting; and provided further, that the registration and education activities may be conducted by community-based voter registration and education organizations..... \$18,692,404

0521-0001 For the operation of the central voter registration computer system; provided, that not later than February 1, 2024, 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 \$11,414,907

0521-0002 For implementing early voting in the commonwealth 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\$455,738

0526-0100 For the operation of the Massachusetts historical commission..... \$1,067,051

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.....	\$2,133,785
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.....	\$454,448
0540-1700 For the registry of deeds located in the city of Pittsfield.....	\$614,599
0540-1800 For the registry of deeds located in the town of Great Barrington.....	\$364,693
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	\$790,699
0540-2100 For the registry of deeds located in the city of Worcester	\$2,542,827

Year – End Revenue for Fiscal 2024

Revenue was broked down into 4 categories for a total of	\$378,409,742.68
Corporations, Archives, Public Records.....	\$171,823,243.72
Gift Cart, Bookstore.....	\$344,327.15
Securities.....	\$66,453,206.01
Registry of Deeds	\$139,788,965.80

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, rape and stalking to protect themselves 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 2,290 participants have benefited from services provided by the Program.*

Between July 1, 2023 and June 30, 2024, the program certified 198 new participants. During that period, the Program's 717 participants included 351 women, 40 men, 324 children, and 2 non-binary adults. The ACP processed an average of 2,676 pieces of mail each month.

Counties Represented

Barnstable	12
Berkshire	6
Bristol	44
Essex	89
Franklin	2
Hampden.....	41
Hampshire	12
Middlesex.....	183
Norfolk	106
Plymouth	42
Suffolk	116
Worcester	64
Total Participants.....	717

*As of date of report 7/2/2024

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. There are 8 participants 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. No new participants were enrolled this fiscal year.

Counties Represented

Hampshire5

Suffolk2

Worcester1

Total Participants..... 8

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/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 2024 include:

- The Division notified 39,069 domestic and foreign LLCs and 26,235 domestic and foreign corporations that they were delinquent in filing annual reports with the Division. As a result, 62,557 annual reports were filed with the Division, generating, \$20,587,850.00 in revenue.
- The above dissolution project generated an additional \$271,500.00 in revenue for those entities dissolved or revoked, which then reinstated.
- The Division issued an additional 67,359 certificates of legal existence and good standing; the total revenue generated from these certificates was \$1,266,061.00.

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 67,000 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/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 2024, the Elections Division administered special elections in the Sixth Worcester Representative District and the Worcester and Hampshire Senate District.

In September of FY 2024, twenty (20) initiative petitions were filed. The Elections Division prepared and distributed these petition forms. Of those originally filed, ten (10) submitted petitions forms with the Elections Division by the statutory deadline. As such, the Elections Division reviewed, processed, and counted petitions containing over 800,000 certified voter signatures. Those petitions were transmitted to the Legislature in January 2023, with five (5) of those proposed laws ultimately appearing on the November 2024 State Election ballot.

In FY 2024, the Elections Division administered the 2024 Presidential Preference Primaries. Preparations for the Presidential Primaries included the distribution and processing of nomination papers for party ward and town committees, party state committees, and presidential candidates. The Elections Division prepared and printed ballots for each city and town in the Commonwealth for the Presidential Primaries, totaling more than 2,000 different ballot styles across the Commonwealth for three party primaries.

Prior to the 2024 Presidential Primaries, the Elections Division printed and mailed Vote by Mail applications to all registered voters. The mailing included a return postcard that was pre-addressed and postage pre-paid to the local election official on which a voter could request a Vote by Mail ballot for the Presidential Primary or all elections for the calendar year 2024. In total, 4,628,182 applications were mailed to voters on or before January 20, 2024. Additionally, to ensure that Massachusetts citizens who were serving in the armed forces or residing overseas would be able to participate in the March 5, 2024 Presidential Preference Primaries, the Elections Division coordinated with the Federal Voting Assistance Program and local election officials.

In total, 1,249,783 ballots were cast in the Presidential Primaries. Of the ballots cast, 42.7% were cast by mail, 4.1% were cast in person during the early voting period and 53.2% were cast in person on Election Day. The Elections Division compiled and published the certified results of the Presidential Primaries from 351 municipalities, issued certificates of election to party state committee members, and transmitted presidential and state committee results to the political party committees.

In the latter half of FY 2024, the Elections Division also began preparations for the 2024 State Primaries and State Election, which included distributing, accepting, and processing candidate nomination papers. Offices appearing on the ballot in 2024 were Electors of President and Vice President, Senator in Congress,

Representative in Congress, Councillor, State Senator, State Representative, and Register of Deeds, as well as other district and county offices.

Other activities conducted by the Elections Division in FY 2024 included the training of local election officials and poll workers, assisting local election officials in administering their municipal elections, and preparing and providing other election materials, including forms and envelopes, to local election officials, as required by law.

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/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 9,606 transactions relating to lobbyist registration and disclosures totaling over;
- Collected \$976,100.00 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

220 Morrissey Boulevard
Boston, MA 02125
(617) 727-2816
Email: archives@sec.state.ma.us
Website: 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 **1,719 cubic feet** of records in FY 2024. Accessioned records at the close of FY 2024 total **34,536 cubic feet**. Accessions were received from the following agencies:

- Boston State Hospital
- Department of Conservation and Recreation
- General Court (Joint Committee on Transportation)
- Governor's Special Assistant
- Health Care Quality and Cost Council
- Secretary of the Commonwealth (Commissions Section, Elections Division)
- Massachusetts Cultural Council
- Metropolitan District Water Supply Commission
- Monson State Primary School
- Office of the Chief Medical Examiner
- Town Clerks (Home Rule Charters)

Internal Projects and Agreements

Revolution 250

Past and present Massachusetts Archives staff began discussions and planning for the commemorative celebration of the 250th anniversary of the Revolutionary War and American Independence with exhibits and events to be unveiled in the next fiscal year.

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 Archives and former State Record Center completed large transfers of deeds records from the Essex Registry of Deeds and the Worcester North Registry of Deeds, and additional books from Suffolk Registry of Deeds.

Collaborative Initiatives

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 10,000** WWI Marine Corp index cards.

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.

Coordinated Statewide Emergency Preparedness Massachusetts (COSTEP MA)

The Coordinated Statewide Emergency Preparedness in Massachusetts (COSTEP MA) network remained active during the reporting period. COSTEP MA partnered with the Foundation for Advancement in Conservation to host a National Heritage Responders training at the JFK Library in September '23. This in-person workshop provided scenario-based disaster response training for cultural institutions. Attendees were granted the opportunity to test and apply for the National Heritage Responders volunteer corps following this programming; judicial archivist and COSTEP MA Executive Committee member Christopher Carter became one of four NHR inductees in June '24. This group manages a nation-wide hotline to provide advice and guidance to individuals and organizations following disasters and, occasionally, deploys members to assist with on-the-ground efforts.

Division of Capital Asset Management and Maintenance (DCAMM)

The Massachusetts Archives facilities staff worked with DCAMM to repair leaking windows on the ocean-facing side of the building. The effected offices were fully cleaned and no permanent damage was done.

Report of the State Archivist

Records Conservation Board (RCB)

Responsible (with the assistance of Anna Czyzowsky) for municipal records management including approval, scanning and return of approximately **400 Applications for Destruction** annually on Form RMU-2.

Respond to approximately **20 weekly email and telephone queries** regarding records management.

Conducted successful monthly Records Conservation Board meetings as Secretary, ex officio, with the assistance of Anna Czyzowsky and the Communications Division. Includes drafting and posting meeting agendas, drafting and posting the Minutes and signing and transmitting the approved Applications for Destruction on Form RCB 2U. Approved Applications amount to **approximately 700 a year**.

As Secretary, I act as Records Access Officer for the Records Conservation Board, responsible for responding to public records requests to the Board. I also respond to Public Records Requests for municipal records destructions and retention schedule information. Anna Czyzowsky and reference archivists Eirini Karoutsos and Samuel Edwards have assisted with these requests.

Records management training in person and via remote platform approximately **5 times a year**.

As head of the Records Management Unit, with Digital Archivists Elizabeth O'Connell and Yolande Bennett, responsible for the updating the Municipal Records Retention Schedule and the Statewide Records Retention Schedule.

Fulfilled my statutory obligation as a designee to the Board of Underwater Archaeological Resources for the 5 annual meetings.

State Historical Records Advisory Board (SHRAB)

Applied for, was awarded and managed, with the assistance of Elizabeth O'Connell and Yolande Bennett, two National Historical Publications and Records Commission (NHPRC) grants (2021-2023; 2023-2025). Awarded 2025-2027 \$80,000.00 NHPRC grant that begins July 1, 2025. NHPRC grants support the Roving Archivist Program, Archival Field Fellowship Program, Peer-to-Peer Archival Institutions Mentoring Program and the Massachusetts History Alliance annual conference (held the first Monday of June). As Chair of the Secretary's State Historical Records Advisory Board I have successfully competed for and won NHPRC grants beginning in 2010.

Managed the Veterans' Heritage Grant Program, specifically setting deadlines, doing outreach, reviewing applications and overseeing the disbursement of \$200,000 in funds for veterans' heritage projects. This Program has been renewed annually by the Legislature since 2017.

Outreach

Several meetings during the reporting period for Massachusetts Archives outreach. Topics have included genealogy for the Massachusetts Genealogical Conference, collections overview for the Daughters of the American Revolution and military records for the Civil War Roundtable and Military Historical Society of Massachusetts.

Reference Services

Statistics and Activities

In FY 2024, Massachusetts Archives hosted **655 total visitors, 160 of whom traveled from outside of Massachusetts**, and **almost 500** of those being first-time researchers with the Archives.

We continue to do most of our correspondence with researchers over email, sending almost **7,000 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 **2,500 mailed letter requests, 1,800** of these being sent from out of state. The Archives RAO representative responded to **10 public records requests**.

We pulled **1,120 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 **3,200 birth, marriage, and death records** for patrons replacing lost copies, applying for dual citizenship, or building family trees. Digitization of the latest increment of this collection (1926-1930) continued through the fiscal year through our partnership with the Genealogical Society of Utah.

Architects and preservation planners made 57 appointments to view architectural plans at the Archives.

Military Archives

This year the military archivist responded to **630 e-mail reference requests, 15 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. There has been increased coordination with the Military Records Branch in responding to inquiries that require the resources of each office. Several documents from the collection were used in the Revolution 250 exhibit. Many researchers have utilized the military archives for ongoing projects including the Braintree VFW, Massachusetts State Police Museum, as well as a doctoral student from the UK who has been using WWI records to complete his dissertation.

Judicial Archives

The judicial archivists responded to more than **3,300 reference requests** and provided more than **6,750 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 and file unit 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 **1,400 volumes and boxes** pertaining to the Court of Common Pleas, Probate Court, County Court, and Superior Court record groups.

Volunteers with FamilySearch continued their scanning project of Suffolk County probate records. During FY

'24, they flat filed and imaged more than **3,800 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.

The Massachusetts Archives also added images of more than **750 documents and artifacts** related to the Case of Sacco & Vanzetti to their Preservica Digital Repository. The 1920's trial and executions of Italian anarchists Nicola Sacco and Bartolomeo Vanzetti captured the world's attention and sparked debate over the use of capital punishment and the prejudice held against immigrant populations. This online collection provides remote access to official case filings, administrative records of the Clerk of Court and Norfolk County District Attorney, as well as images of artifacts and exhibits related to the trials.

A partnership with Endicott College highlighted the archives' Salem Witch Trials collection through a National Endowment for the Humanities workshop in August '23. This three week institute involved one day at the Massachusetts Archives to gain hands-on experience with the original court documents returned from the Peabody Essex Museum in FY '23. Scholar Margo Burns led approximately 30 secondary school History and English teachers from across the country as they learned how to bring the primary sources to life in their classrooms.

DCR Archives

The DCR Archivist received **153 inquiries/requests** for archival records and historical information, of which **117 (76%)** came from DCR staff, with an additional 3 from DCR consultants (78% combined). The total is near the same as in FY18 and FY19, recovering from the pandemic period and the double move of the Archives (calendar 2021) and the DCR Boston Office move process (FY23). However, the total % of staff use increased significantly from the annual average of 60%. As part of our agreement, the DCR Archivist transcribed an oral history that was digitized in FY 2023, **digitized 4** 16mm films, **18** newspaper scrapbooks and **7** associated indexes, and an oral history of C.C.C. enrollees, **conserved 3** Metropolitan Park Commission plans and digitized them. Through a Digital Commonwealth Agreement, they also **digitized 3,784** images from the Metropolitan District Water Supply Commission (Quabbin) photograph collection (1926-1947.)

Outreach

We had a big year for outreach, hosting many more tour groups than in past recent years. Some had very specific research focuses and we curated exhibits and talks to meet their needs, others just wanted a general overview of the Archives; what we do, how we help patrons, and the types of records we hold. Our visits included many UMass Boston classes, a class from Boston University, local high schools, the Massachusetts Historical Society, members of the Wampanoag tribe, the American Association of Law Libraries (AALL), and we also met with our colleagues at the Rhode Island State Archives as they plan for a renovation of their Archives and Museum. We continued to use our Instagram account to reach a wide audience, now totaling over **3,000 followers**.

Digital Records Program

Staffing

The Digital Records Program underwent a change in staffing during the reporting period. 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. Yolande Bennet was hired in July 2023 as the new Assistant Digital Archivist. With the addition of Ms. Bennett to the Digital Team we were able to increase our work output substantially during the 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 Folk life in Massachusetts.

During FY2024 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).
- Assisting with Records center inquiries, accessions, and the return of records to original institute, including overseeing the return of 400 boxes to Land Court.
- Assist with the transfer and ingest of over 2500 deed books from Suffolk and Essex counties Registry of Deeds offices.
- Provide guidance to state agencies on the transfer of digital records to the Archives, most notably Massachusetts Bay Transportation Authority but also the Massachusetts Cultural Council and the Department of Transportation.
- Conducted site visits to County Court House, MA State House (with Bureau of the State House) (March 2024), and Berkshire County Family Court. (March 2024)
- Maintain and Update the Statewide and Municipal Records Retention Schedules
- Served on the State Historical Records Advisory Board and completed activities as listed: Attending/ hosting monthly meetings, Budget creation and Review, writing of the 6 month reports to NHPRC, Updating the website, writing new copy for Brochures, reviewing grant applications for Veteran's Heritage Grants, putting in procurement and invoices, writing grant proposal for 2025-2027 award year, and other administrative work.

Archival Collection Management System (ACMS)

The Archives continued using 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 repository currently manages and preserves over 7.5 TB of digital files (an increase from 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:

- Commonwealth v. Sacco and Vanzetti
- Salem Witch Trial Papers

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

- Consolidated card index of Civil War soldiers, 1861-1865 (microfilm rolls 21-25)
- Division of Waterways maps and plans, 1774-1986
- Guardians of Indians, all series
- Governor Peabody Film Reel collection

Digital Archives staff also engaged in the processing of materials from the Governor Charles Baker collection transferred to the Archives in early 2023

The front-end digital repository (digitalarchives.sec.state.ma.us) received 9,472 unique users between July 1, 2023 and June 30, 2023, which amounted to 12,031 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 updated the front-end digital repository to make it more user accessible and aesthetically pleasing in an attempt to drive traffic to the site. FY2024 also marked the first of our Digital Exhibitions going live, which curate selected files from our collections for ease of access. Each digital exhibition is accompanied by a post on the Massachusetts Archives Instagram.

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.

Versatile Professional

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

Outreach

Digital Archives staff performed digital preservation and records management outreach to local and state audiences, mostly through email and phone queries. Digital staff provided extensive help to the MBTA Archivists as they set up their digital archives program including 3 zoom meetings, multiple email correspondences, and providing of resources written by Ms. O'Connell.

Presented at:

- Massachusetts Municipal Association (March 2024)
- Conversations on the Commons – Massachusetts History Alliance (April 2024)
- Massachusetts Town Registrars' Annual Conference (June 2024)
- Massachusetts History Alliance Annual Conference (June 2024)

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.

The Massachusetts Historical Commission (MHC) carried out its mission and statutory responsibilities in state FY2024.

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 FY24, 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 FY24, 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. 14 virtual workshops were held for local commissions and planning staff, with 151 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.

During FY24, MHC continued to coordinate with regional planning agencies and the statewide preservation advocacy organization Preservation Massachusetts, to develop and support regional historical commission coalitions to provide additional learning and networking opportunities for local historical and historic district commissions, other municipal staff and officials. Topics covered include traditional historic preservation issues such as undertaking survey and developing an historic preservation plan, but also include other issues such as cemetery preservation, climate change and disaster planning, cultural districts, and the Community Preservation Act. During FY24, the Eastern MA Historical Commission Coalition met 3 times; the Western MA Historical Commission Coalition met 2 times.

During FY24 proposed Local Historic Districts in the municipalities of Boston, Medford, Milton, Needham, Plymouth, South Hadley and Worcester were reviewed for consistency with state law and office guidelines.

Survey and Planning Grants

In FY24, MHC staff successfully managed 10 projects representing a pass-through of \$208,667 in matching federal funds to local communities in the federal FY22 and FY23 statewide Survey & Planning Grant round, representing 6 neighborhood and communitywide historic properties surveys, 2 communitywide historic preservation plans, 1 communitywide survey plan, 1 historic landscape rehabilitation plan, and 1 design guidelines project. In addition, MHC awarded 11 new projects representing a pass-through of an additional \$209,000 in matching federal funds to local communities in the federal FY24 Survey & Planning Grant round, including 8 neighborhood and communitywide historic properties surveys, 1 communitywide survey plan, 1 National Register of Historic Places nomination project, and 1 historic landscape management 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 FY24, 18 new nominations and one multiple property documentation form were brought to the State Review Board, including National Register districts in Boston, Brockton, Clinton, and Holyoke. The registration of a multiple property documentation form for downtown Brockton and an accompanying historic district is an important step by the city to generate investment in its historic buildings. Three nominations, for cemeteries in Lancaster, were part of a Survey & Planning Grant project. One of these cemeteries, Eastwood Cemetery, was designed by nationally significant landscape architect and Lancaster native Horace Cleveland. The Bradford Durfee Textile School in Fall River was one of three textile-vocational schools established by the Commonwealth at the turn of the 20th century. Among the nominations were two properties of national significance, the Marcel Breuer House and Studio in Wellfleet—the internationally important architect's summer residence from the late 1940s through the end of his life—and U.S. Marine Hospital at Vineyard Haven (Tisbury), the only surviving pavilion-plan U.S. Marine Hospital.

State Historic Rehabilitation Tax Credit

The state tax credit for rehabilitation of historic properties was originally implemented in FY04 and has continued into FY24. 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 655 applications in State FY24 (Rounds, 58, 59 and 60). In Round 60, the total requests amounted to over \$360 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 94 new federal tax credit projects during federal fiscal year 2024 (October 1, 2023 – Sept. 30, 2024).

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 3,554 federal projects and 7,884 state projects between October 1, 2023 and September 30, 2024.

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 FY24 (MPPF Round 29), the MHC received 39 applications with total requests for funding of \$2.7 million. Actual awards for MPPF Round 29 and FY24 Emergency MPPF combined were 25 projects totaling \$1.3 million. State FY25 (Round 30) 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 2023 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

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, 2023-June 30, 2024

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

The Legal Section

- Issued over 3,700 determinations concerning access to public records;
- Opened and resolved 354 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 an advisory on the proper use of the State Seal, Coat of Arms and Flag of the Commonwealth;
- Received and filed 11 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 40,381 public records requests received by these state agencies.

The Boards and Commissions Section

- Received:
 - \$850,920 in connection with Notary Public registrations, verifications and name changes;
 - \$594,360 in connection with certification of documents;
 - \$13,900 in connection with Justice of the Peace registrations; and
 - \$186,105 in connection with Solemnizations to Perform Marriage
- Certified over 9,300 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 24 Gross Revenue to General Fund: \$139,788,965.80
- Registries continue to remain open for public business; online, in person, and by mail.
- Electronic recordings continue to come in the 70% to 80% levels.
- We are working on adding new methods of employee and workplace safety.
- Continue to address work flow changes due to decreasing document flow.
- Upgrading software across the 3 levels of Deeds recordings.
- Upgrading all 3 state software platforms.
- Continue to implement best document flow processes.
- Business Continuity Plans have been expanded to add redundancy where possible.
- Focus has been on keeping and maintaining the network security.

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/securities

Corporate Finance Section

Exemptions

Filings: 5,653

Fees: \$3,136,350

Notices

Filings: 24,133

Fees: \$29,539,575

Registrations

Filings: 278

Fees: \$313,725

Filing Fee Total for FY 2024: **\$32,980,650**

Registration, Inspections, Compliance & Examinations (RICE) Section

Examinations

Investment Adviser Examinations	Number
Total State-Registered Investment Advisers Examinations Conducted	76
Total Assets Under Management Examined	\$2,838,262,840

Registrations

Broker-Dealer Firms	Number
Broker-Dealer Firms	1,900
Broker-Dealer Firms with home address in Massachusetts	112

Non-FINRA Broker-Dealer Firms	Number
Non-FINRA Broker-Dealers	-
Non-FINRA Broker-Dealer Agents	-

Broker-Dealer Agents	Number
Total Broker-Dealer Agents	227,984
Broker-Dealer Agents Residing in Massachusetts	16,204
Dually Registered Broker-Dealer Agents & Investment Adviser Representatives Residing in Massachusetts	5,003

State-Registered Investment Adviser Firms	Number
Total State-Registered Investment Adviser Firms	866
State-Registered Investment Adviser Firms with home address in Massachusetts	618

Notice Filed Investment Adviser Firms	Number
Notice Filed Investment Adviser Firms	3,107
Notice Filed Investment Adviser Firms with home address in Massachusetts	622

Exempt Reporting Advisers (ERA)	Number
Total ERAs	325
ERAs with home address in Massachusetts	279

Investment Adviser Representatives (IAR)	Number
Total Investment Adviser Representatives	12,173
Investment Adviser Representatives Residing in Massachusetts	8,128
Investment Adviser Representatives Registered with State-Registered IA Firm	1,179
Investment Adviser Representatives Registered with Notice Filed IA Firm	11,095

Issuer Agents	Number
Issuer (Firms) With Agents	28
Terminated Issuer (Firms)	1
Issuer-Agents	77
Terminated Issuer-Agents	4

Registration Revenue

Financial Entity	Dollar Amount
Broker-Dealer Firms	\$882,900
Broker-Dealer Agents	\$20,105,050
Total Broker-Dealer Revenue	\$20,987,950
Investment Adviser Firms	\$1,347,050
Investment Adviser Representatives	\$730,650
Total Investment Adviser Revenue	\$2,077,700
Total Registration Revenue	\$23,065,650

Enforcement Section

Enforcement Staff: 8

Issue	Total Number
Complaints	371
Inquiries & Referrals	230
Investigations	90
Complaints filed	2
Consent Orders filed	10
Fines	\$10,041,752.80
Total Restitution	\$5,550,750.65

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/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 Paul Revere's Ride in advance of the upcoming celebration. It highlights the history of the event related to the artwork seen on the State House tour. We have also updated our Russian and German translations.

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 10 adult volunteers who serve September through May (many of the adult volunteers are aging out and “retiring” and we have only added 1 new member) and 50 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. We are finally returning to our usual full volunteer recognition reception.

Our Holiday concert series has returned to normal – in the last two seasons we offered a few concerts outside.

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 2024 Visitation for the State House Tours Division up to this point is 33,000 visitors. This represents a slight increase from the previous year. This year has been a return to normal. This includes many more student field trip groups from MA and surrounding areas, local and international visitors, citizens and special guests. This summer has been much busier with the return of many more tourists.

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/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 FY24

- Edited and published 201 regulations filed by various state agencies.
- Published the 2022 Acts & Resolves hardbound edition.
- FY24 revenue for the Bookstore's online transactions decreased 5.4% from the previous FY.
- FY24 revenue sales for the state building code increased 5.6% from the previous FY.
- Upgraded equipment in Central Services with new Ricoh 8320 Standard B & W booklet maker Finisher.

Regional Offices

Southeastern District Office

218 South Main Street, Suite 206

Fall River, MA 02721

(508) 646-1374

Email: sean.scahill@sec.state.ma.us

Website: 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

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 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.

