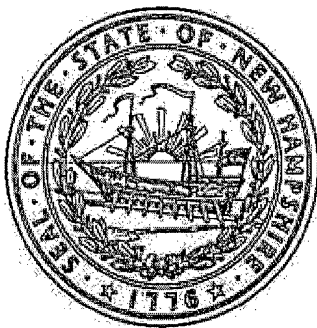


STATE OF NEW HAMPSHIRE

Department of State

Annual Report 2022



DEPARTMENT OF STATE
Programs, Services and Functions

ADMINISTRATION

- Keeper of Great Seal, attests Governor's signature and affixes the seal to all official documents. (RSA 5:5)
- Engrossing private acts. (RSA 5:10; 14:8)
- Attends Governor and Council meetings, records minutes, keeps register of all actions of Governor and Council. (Const. of N.H., Pt. 2, Art. 68)
- Prepares extradition and rendition papers. (RSA 612:23)
- Receives and keeps on file any filings made pursuant to: RSA 5-B Pooled Risk Management, RSA 447 Mechanics Liens, RSA 359-D Credit Service Organizations, and RSA 53-A Agreements between Governmental Units.
- Performs certain clerical responsibilities for the Ballot Law Commission and Board of Claims. (RSA 5:13)
- Prepares and issues all Notary Public and Justice of the Peace Commissions as well as Commissioner of Deeds Commissions. (RSA 5:10 and 456-B))
- Keeps a record of all Notary Public's and Justices of the Peace who will be performing e-notarizations and/or remote notarizations.
- Keeps a record of all technology providers for e-notarizations and/or remote notarizations.
- Prepares commissions for persons appointed to special boards by Governor and Council. (RSA 5:10)
- Issues special marriage licenses for out-of-state ministers and priests to perform marriages in this state. (RSA 457:32)
- and for unordained ministers. (RSA 457:31)
- Issues special marriage licenses for judges.
- Issues one-time special marriage licenses for individuals.
- Issues Itinerant Vendor licenses. (RSA 321:4)
- Issues licenses for Bonded Warehouses. (RSA 348)
- Issues Hawker and Peddler licenses. (RSA 320:8)
- Indexes and files highway records. (RSA 233:16, 17; 228:4)
- Records all Treasury bonds and notes.
- Files city charters. (RSA 44:1-a)
- Files names, powers and boundaries of village districts. (RSA 52:24)
- Files records of perambulation of town lines. (RSA 51:4)
- Maintains file of private detective surety bonds. (RSA 106-E:5)
- Licenses Auctioneers. (RSA 311-A:4, 7)
- Receives claims for Board of Claims and makes payment to approved claimants (RSA 541-B)
- Records Athlete Agents (RSA 332-J)
- Issues Apostilles and Certificates (RSA 5-C)
- Lobbyists – registers lobbyists
- Records lobbyists reports filed quarterly (receipts and expenditures) (RSA 15)
- Prepares Justice of the Peace and Notary Public Manual with approval of Attorney General (RSA 455:17) {79 pages}
- Receives and keeps on file all Registrations and Annual Reports for Petroleum Sales Prepaid Contracts (RSA 339:79)

ELECTIONS/LEGISLATIVE DIVISION

- Administers state elections, prints ballots and election forms, instructs local election officials. (RSA 652-668)
- Prepares forms, and keeps on file receipts and expenditures filed under RA 664; Gifts & Honorariums filed by RSA 15-B, and Financial Disclosure form required by Ethics Committee (RSA 14-B, RSA 15-A and RSA 12-G)
- Serves legislature as required, engrosses all bills passed by the legislature, keeps permanent files of all bills introduced. (Const. of N.H., Pt. 2, Art. 68)
- Prepares forms & records reported by Boards & Commissions (RSA 21-G)
- Publishes the Manual for the General Court (Red Book). (RSA 20:5)
- Publishes the New Hampshire Election Laws (RSA 39,40, 655-671)
- prints NH Constitution
- Prepares and distributes with the approval of the Attorney General the Political Calendar {20-26 pages} and the Election Procedure Manual {183 pages}.
- Receives filings of candidacy for all political offices at Presidential Primary, Direct Primary and General Elections and Special Elections. (RSA 655:19, 48)
- Reviews and approves all proposed amendments on revisions to municipal charters for conformity with state law. (RSA 49-B)
- Complies with mandates in the Federal Help America Vote Act (HAVA) Public Law 107-252, 42 U.S.C. {63 pages}

CORPORATE DIVISION/BUREAU OF SECURITIES REGULATION

- Reserves names of corporations. (RSA 293-A)
- Examines and records all corporations, issues corporate charters, receives annual returns from all corporations doing business in the state. (RSA 293-A, 56)
- Collects annual return and franchise fees from all corporations. (RSA 293-A, 293:138, 139, 141)
- Prepares list of corporations delinquent for two years or more for dissolution purposes. (RSA 293-A)
- Records voluntary corporations and notifies same of return due every five years; publishes list of those that fail to file. (RSA 292)
- Keeps records of all foreign partnerships, collects fees. (RSA 305-A)
- Notifies all foreign partnerships that may have failed for two consecutive years to pay the fees required that they will be suspended as provided in RSA 305-A.
- Records trademarks, labels and log marks. (RSA 350:3, 453:1)
- Registers trade names and issues certificates for same. Notifies registrants of expiration date. (RSA 349)
- Issues certificates under seal. (RSA 5:10)
- Records filings under Uniform Commercial Code. (RSA 382-A, 402, 403)
- Receives service of process on corporations (RSA 406-B; RSA 510:4)
- Keeps records of all Investment Trusts (RSA 293-B)
- Keeps records of professional corporations (RSA 294-A)
- Keeps records of Limited Liability Partnerships (RSA 304-A)
- Keeps records of Limited Partnerships (RSA 304-B)
- Keeps records of Limited Liability Corporations (RSA 304-C)
- Keeps records of Professional Limited Liability Corporations (RSA 304-D)
- Keeps records of Health Service Corporations (RSA 420-A)
- Provides for annual licensing of agents, broker-dealers, and investment advisers. (RSA 421-B:7)
- Receives licensed broker-dealers financial statement each year. (RSA 421-B:8)
- Examines each domestic broker-dealer every 2 years, as well as the NH branches of any foreign broker-dealer. (RSA 421-B:9)
- Outline the certification process all new corporations, limited partnerships, and foreign corporations applying to do business in NH must complete. (RSA 421-B:13)
- Accepts financial statement required by corporations & partnerships with registered securities to file within 90 days of the close of the fiscal year. (RSA 421-B:15)
- Provides a fee schedule for licenses, renewals, and registrations. Annual fees are collected for open-end mutual funds. (RSA 421-B:31)
- Disclosure of Security Takeovers (RSA 421-A)
- Professional Bail Bondsmen & Bail Recovery Agent Statute (RSA 598-A)
- Pooled Risk Management Programs (RSA 5-B)

ARCHIVES/VITAL RECORDS/RECORDS MANAGEMENT

- Establishes and maintains programs for the orderly transferral, reference accessibility, and disposal of records with the various state agencies. (RSA 5)
- Accepts, arranges, describes and makes available to researchers the public archives of permanent historical value.
- Advises and assists state agencies and municipal officials with records retention programs. (RSA 5)
- Services the New Hampshire Historical Records Advisory Board. (RSA 5)
- Services the New Hampshire Municipal Records Board. (RSA 33-A)
- Provide access to vital records and vital records data while assuring the privacy of all New Hampshire citizens.
- Outline the confidentiality requirements for vital records.
- Set forth the procedures, conditions, and criteria for release of information regarding vital records data and statistics.
- Enforce the provisions of this chapter in regard to the collection, maintenance, and dissemination of vital records information.
- Provide guidance to data collectors pursuant to this chapter.
- Describe the informational requirements of the forms used by the division of vital records for the collection of vital records information.
- Establish, in conjunction with the department of health and human services, the procedures, conditions, and criteria for release of information regarding vital records data and statistics for health-related research pursuant to RSA 126:24-d.

DEPARTMENT OF STATE
RECEIPTS and EXPENDITURES
ADMINISTRATION and ELECTIONS

Expenditures

	As of June 30, 2022	As of June 30, 2021
1. Permanent Personnel	\$579,152	\$444,138
2. Current Expense	6,656	16,235
3. Equipment	57	92
4. Other Personal Services	3,000	3,900
5. Benefits	220,221	167,929
6. Travel In-State	260	-0-
7. Travel Out-of-State	-0-	-0-
8. Computer Expenses	-0-	-0-
9. Elections*	98,024	312,593
10. Red Book**	149	\$32,097
TOTAL	\$907,519	\$976,984

Receipts

1. Fees and Registrations	\$46,969,319
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*State primary and general election held every other year.

**Red Book is printed biennially in the odd numbered years.

Elections Annual Report – FY 2022

In FY 2022, the Secretary of State, in cooperation with local election officials, continued to implement new election laws in state and municipal elections, provided training to election officials, staff and poll workers. Office resources were further devoted to implementing a new accessible voting system for voters with print disabilities, working with all users of the statewide voter registration database in setting up new users, removing access, resetting passwords, answering questions relative to election law and troubleshooting problems. Also worked with our users on the conversion from Internet Explorer to working with Edge in Internet Explorer, noting that clerks needed different access than supervisors of the checklist. Conducted follow-up on voter affidavits, responding to election law changes, and revising and executing election management software in preparing for the 2022 election cycle.

In cooperation with local election officials conducted an inquiry on 265 challenged voter affidavits, 311 domicile affidavits and 27 qualified voter affidavits signed by voters in the second half of 2021 and first half of 2022. We are still in the process of verifying the 2022 affidavits.

Using the statewide voter registration system (ElectionNet), an election management system, web reporting tools, and training programs to carry out the Help America Voter Act (HAVA), the Military and Overseas Voter Empowerment (MOVE), worked on implementing 2021 and 2022 election legislation, and responded to legal challenges and court decisions, the Secretary of State:

- a. Since out of the Covid 19 protocols, worked on changing forms and updating all elections officials to pre-pandemic policies, rules and regulations.
- b. Issued a Request for Proposal (RFP) for a new Statewide Voter Registration Database.
- c. Worked with vendors to bring the Secretary of State's NH Voter Look-up in compliance with ADA WCAG standards.
- d. Trained clerks and provided posters to educate voters about the Secretary of State's NH Voter Look-up Website that enables voters to: (i) determine whether they are registered to vote, (ii) find their clerk, polling place location and official polling hours, (iii) determine their absentee ballot status if they are an absentee voter, (iv) if their absentee ballot has been rejected, ascertain the reason for the rejection; and (v) view their own ballot in the coming election.
- e. Worked with a vendor to start the development of an ePollbook process for towns/cities to upload their election ePollbook data into the statewide voter registration database, making sure that the data will be securely transmitted between the towns/cities and the state.
- f. Working with clerks and supervisors in researching and merging of duplicate voters, resulting in ongoing extensive staff follow-up with these officials.
- g. Worked with a vendor and clerks relative to the implementation of an accessible vote-by-mail system enabling persons with print disabilities to vote absentee from a location of their choice. Clerks would validate the absentee request and contact the Secretary of State's Office who would send the necessary information and forms to the voter.
- h. Provided written procedures, instructions and time sensitive protocol to Clerks and Supervisors of the Checklist relative to the 10-year Verification of the Checklist. Completed the final stage of the 10-year Verification of the Checklist, whereas all Supervisors of the Checklist had verified their checklists by September 1, 2021.

- i. Worked with moderators, selectmen, and clerks to upgrade and improve polling places as needed to ensure that all of the state's polling places are accessible, relying on inspectors from the Attorney General's office to personally monitor and report on 2020 election day compliance.
- j. Maintained and updated as needed *ElectioNet* software to integrate new laws and improved procedures.
- k. To ensure compliance with federal and state election laws, the Secretary of State maintains and delivers different election officials training formats and programs aimed at roughly 6,000 election officials. During Covid-19, many previously training formats were cancelled and we introduced webinars, on-demand webinars and zoom meetings focusing on the roles of moderators, clerks, supervisors of the checklist, selectmen, and inspectors of election, as well as voters, so our office continued with this training, but also started offering in-person training and attending in-person workshops:
 - (1) SVRS (Statewide Voter Registration System) *ElectioNet* – New training for clerks, supervisors of the checklist, deputies and assistants – 12 classes with 188 attendees
 - (2) NH City and Town Clerk's Association Fall Conference – 252 attendees
 - (3) NH City and Town Clerk's Association New Clerk's Workshop – New clerks, deputies and assistants – 37 attendees.
 - (4) NH City and Town Clerk's Association Regional Meetings – Clerks, deputies and assistants – 4 locations across the state – 274 attendees
 - (5) Election Procedure Manual (EPM) 2020 – 2021 – published (402 pages) for all election officials – worked and issued new contract for new EPM for 2022-2023
 - (6) SANS Security Training – Clerks, supervisors of the checklist, deputies and assistants – online security training – 348 attendees
 - (7) Webinars and Zoom Meetings:
 - a. What is New Election Law Changes from 2021 Legislative Session – Live Webinar – 272 attendees
 - b. 2022 Processing Absentee Ballot Requests Before Election – Live Webinar – 150 attendees
 - c. 2022 – Town/School/Village Elections Meeting and Deliberative Session – Live Webinar – 200 attendees
 - d. 2022 Zoom Informational Meeting – Clerks – 110 attendees
 - e. Processing Town Election Absentee Ballots on Election Day and Absentee Materials Storage – Live Webinar – 145 attendees
 - f. Ballot Clerk Procedure for Municipal Elections – Live Webinar – 197 attendees
 - g. Town Election Ballot Counting Reconciliation, Publicly Reporting Results – Live Webinar – 158 attendees
 - h. What is New Election Law Changes from 2021 Legislative Session – On Demand Webinar – 367 attendees
 - i. 2022 Processing Absentee Ballot Requests Before Election – On Demand Webinar – 158 attendees
 - j. 2022 – Town/School/Village Elections Meeting and Deliberative Session – On Demand Webinar – 212 attendees

- k. Processing Town Election Absentee Ballots on Election Day and Absentee Materials Storage – On Demand Webinar – 145 attendees
 - l. Ballot Clerk Procedure for Municipal Elections – On Demand Webinar – 234 attendees
 - m. Braver Angels – Pilot Workshop with Moderators – Managing Difficult Conversations with Voters and Colleagues – 16 attendees
 - n. Town Election Ballot Counting Reconciliation, Publicly Reporting Results – On Demand Webinar – 102 attendees
 - o. Braver Angels – Workshop with Supervisors of the Checklist – Managing Difficult Conversations with Voters and Colleagues – 88 attendees (2 sessions)
 - p. Braver Angels – Workshop with Clerks – Managing Difficult Conversations with Voters and Colleagues – 57 attendees (2 sessions)
 - q. Braver Angels – Workshop with Moderators – Managing Difficult Conversations with Voters and Colleagues – 35 attendees
 - r. Braver Angels – Workshop with Clerks, Moderators and Supervisors of the Checklist – Managing Difficult Conversations with Voters and Colleagues – 92 attendees (2 sessions)
- (8) Comprehensive written and graphic how-to instructions, forms and procedures compiled and updated in *ElectionNet/Help/Instructions* including, but not limited to local election guidelines, including postponement of elections, absentee ballot processes, UOCAVA processing and guidelines, 2022 State Primary and General Procedures and forms required;
- (9) Secretary of State's election website (new forms and procedures each year);
- (10) Direct communications and new forms implementing updated affidavits, final Verification of Checklist Procedures, 30-day Letter Procedures, Duplicate Voter Procedures, Ballot Clerk Procedure, MOVE Act notices and FPCA flowcharts, HAVA reporting, *ElectionNet* changes and updates and importing disk files to Excel.

**STATE OF NEW HAMPSHIRE
OFFICE OF THE SECRETARY OF STATE
CORPORATION DIVISION AND UNIFORM COMMERCIAL CODE SECTION
NEW BUSINESS CREATIONS**

<u>FILING TYPE</u>	<u>FY2022</u>	<u>FY2021</u>	<u>FY2020</u>	<u>FY2019</u>	<u>FY2018</u>	<u>FY2017</u>
<u>New Hampshire</u>						
Corporations	735	724	635	725	962	591
Nonprofits	449	445	426	495	686	452
Ltd. Liability Companies	14704	14426	10320	10681	12320	7953
Trade Names	6027	3755	5969	6040	7676	6147
Trade Name Renewals	5151	5533	5266	4977	6037	6118
Limited Partnerships	22	29	27	25	38	25
Trademarks	149	157	153	121	209	119
Ltd. Liability Partnerships	54	68	46	71	90	40
<u>Foreign</u>						
Corporations	1530	1461	1127	1197	1639	1266
Nonprofits	119	78	93	87	132	78
Ltd. Liability Companies	2020	1866	1383	1428	1696	1172
Ltd. & General Partnerships	30	30	12	16	32	23
Ltd. Liability Partnerships	17	7	11	14	19	12
<u>Uniform Commercial Code</u>						
Initial Filings	20416	22736	21980	19454	14264	18104
Searches	14198	14409	12492	13426	13730	13430
<u>Total Revenues (Unrestricted)</u>						
(000's)	4520	4569	4194	4499	4064	4205

Corporation Division Summary FY 2022

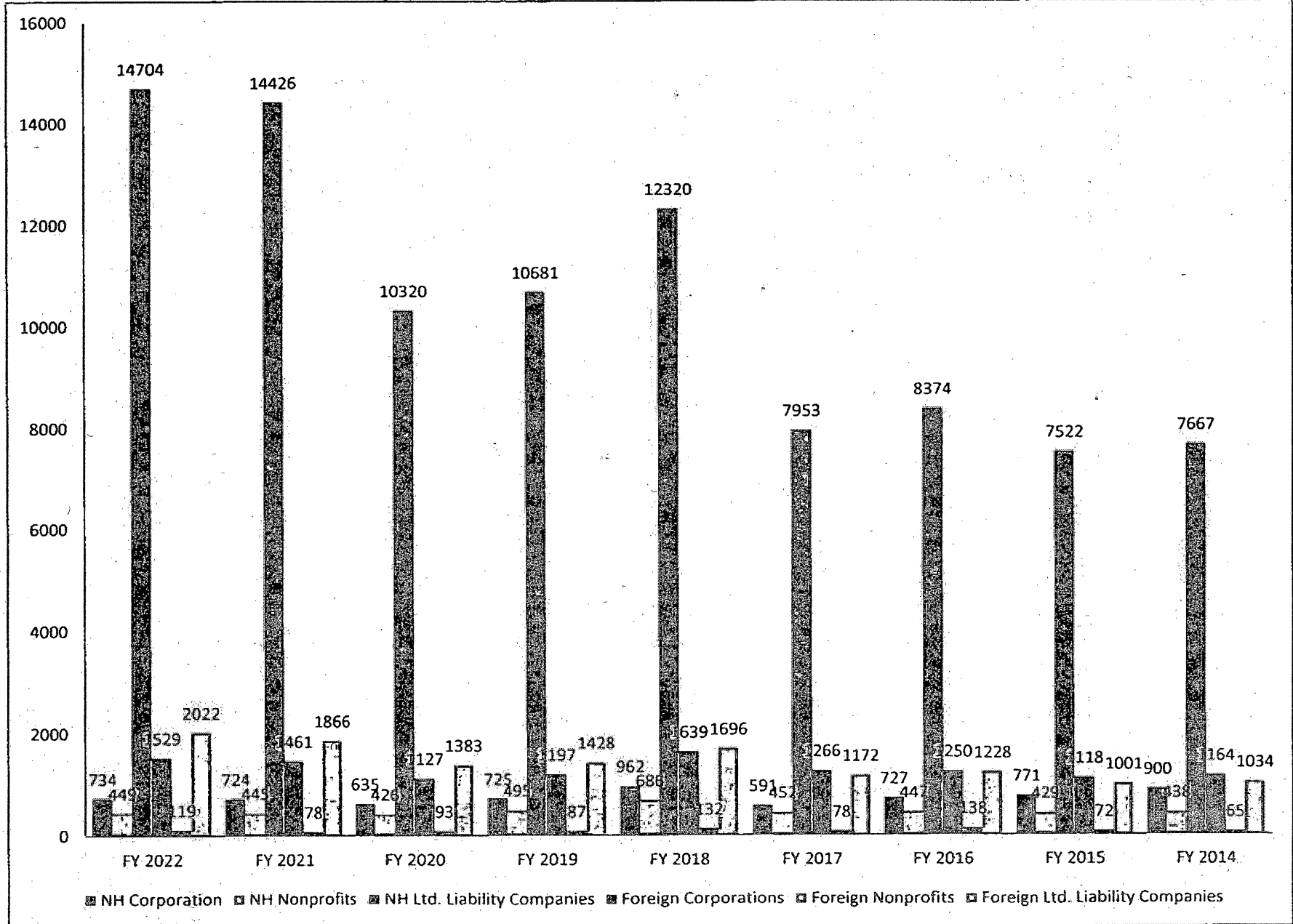
Another Record year for new business formations

New Hampshire's strong economy is reflected in our FY 2022 business filing activity. New trade name registrations experienced a huge 38% increase, from 3,755 to 6,027, returning to pre-pandemic levels. At the same time, new domestic LLC formations grew by another 7%.

Remote workers drive growth in out-of-state business registration numbers

A strong indicator of New Hampshire's growing remote workforce is the continued growth in out-of-state (termed foreign) businesses registering here for the first time. The total number of foreign corporation, nonprofits, and LLCs registered in FY22 was 3,669, which was a 7% increase over FY21. Out-of-state businesses employing at least one remote worker here will typically trigger the need to register with the Secretary of State.

Corporation Division and Uniform Commercial Code Section



DIVISION OF ARCHIVES & RECORDS MANAGEMENT
FY 2021 Annual Report

Receipts and expenditures

Receipts:

All money received is included in the receipts reported by the Department of State.

Expenditures – General Fund

	On June 30, 2022	On June 30, 2021
010 & 011 Permanent personnel	\$363,345.86	\$287,132.86
020 Current expense	\$8,989.66	\$12,062.88
022 Rents/Lease other than State	\$1,000.00	\$1,000.00
024 Maintenance, other than Bldg/Grounds	-0-	-0-
026 Organizational Dues	-0-	\$1,000.00
028 Transfers to General Services	\$268,400.09	-0-
030 Equipment	-0-	-0-
050 Other Personnel Services	\$5,357.84	-0-
060 Benefits	\$175,585.10	\$137,124.37
073 Grants Non Federal	-0-	-0-
080 Travel Out-of-State	-0-	-0-
211 Catastrophic Casualty Insurance	-0-	\$50.00
TOTAL	\$822,678.55	\$438,370.11

Personnel Data

Unclassified	0	1
Classified Permanent	8	8
TOTAL	8	9
Temporary	1	0
Summer Interns	1	0
TOTAL	10	9

Public and Agency transactions:

	FY2022	FY2021	FY2020	FY 2019	FY 2018	FY 2017
Visitors	690	106	676	814	856	619
Requests	7711	6132	5165	5157	5489	5138
Refiles	4783	3109	3994	4192	4503	5971
New Box	5244	2000	5798	3000	1030	3412
Destroyed	1852	3104	2157	1500	2720	7148

Summary of FY 2022

Acquisitions to the Records Collections added in FY 2022 include the following:

Microfilm of Town records (due to Moose Plate Grants):

Pelham
Sunapee
Manchester

Other Security Microfilm Records

Manchester Police Dept.

Other archival collections

Surveyor Records

Colin Sutherland Survey Collection (Lancaster)
Kenneth MacDonald Survey Collection (New London)

County Records

Merrimack County Court of Common Pleas
Newport Circuit Court, Marital Division
Belknap County Probate

Robert Fuller collection of photographic prints (early 1900s)
Charles Bass Personal Papers
Cohas County History Society

Construction

Two Munters dehumidifier units install in January 2022, and commissioned May 2022
ADA compliant front door to Archives Building

Other matters

Website

Oscar Jewell Collection of Road Layout transcriptions for all towns in the state were added to the Archives Website

Work was started with Silverttech to make Archives webpages ADA compliant, and to shift from Umbraco environment to Drupal

An FTP/Drop Box site was set up to allow Archives to deliver large digital files to state agencies and the public.

The microfilm scanner, though purchased in FY 2021, was put through its paces in FY 2022, used by several courts who have lost the ability to print from their microfilmed records. In addition, there were two requests for images of plans from Dodge Scan fiche, requiring several hours of scanning and then loading the image files to the Drop Box site for delivery.

The Archives participated in the updating of the Department of State Continuity of Operations Plans.

The State Archives assisted the Towns of North Hampton and Antrim by scanning large format plans, on the large format scanner.

The transfer of digital records from the Division of Vital Records continued bring the microfilm backup to the births database to 2002-2019

The project of imaging legislative committee records has continued.

The Department had the service of Kofile to preserve the ballots of 1900. These sample ballots were printed on highly acidic, and therefore very fragile, paper.

The Archives hosted meetings of the Ballot Law Commission and the Special Committee on Voter Confidence.

The front door of the Archives building was made more compliant with ADA regulations with the installation of an electric door opener.

BUREAU OF SECURITIES REGULATION FY 2022 ANNUAL REPORT

The mission of the Bureau of Securities Regulation is to administer and enforce the N.H. Securities Act, RSA 421-B. Our focus is to protect and educate N.H. investors while promoting the integrity of securities sales and capital formation. 2021-2022 was again a very active period for the Bureau. Although the markets continue to experience significant swings, licensing and registration activity continues to grow. The Secretary of State introduced a number of investor education initiatives including a new investor centric microsite InvestSmart.nh.gov and produced the inaugural edition of the N.H. Investor Guide: Strategies for Investing Wisely and Avoiding Financial Fraud. These initiatives were introduced during a special press conference and promoted via various media outlets, and during several radio appearances. In-person investor education programs promoting InvestSmart NH continue through the state. Several significant enforcement actions were initiated with resulting fines and penalties. Bureau staff continue to be actively involved with the North American Securities Administrators Association, holding leadership positions on a variety of board level committees and project groups.

	<u>REVENUE</u>	<u>EXPENSES</u>	<u>FINES</u>
2022	\$44,130,616	\$1,725,232	\$2,141,975
2021	\$41,606,439	\$1,056,644	\$2,951,716

DIVISION OF VITAL RECORDS FY 2022 ANNUAL REPORT

The Division of Vital Records Administration (hereinafter "DVRA") oversaw and completed the registration of several different kinds of life events. For the time interval between July 1, 2021, and June 30, 2022 (hereinafter "FY 2022"), the number and types of New Hampshire vital events/records saved in the state database are as follows:

Births	12,408
Deaths	14,424
Marriages	9,567
<i>Opposite gender</i>	9,238
<i>Same gender</i>	329
Divorces	3,522
Legal separations	23
Annulments	3
Civil Union dissolutions	0

A total of 10,520 certificates were issued by DVRA staff during fiscal year 2022. This includes 7,774 first copies, 2,700 additional copies, 6 heirloom birth certificates, and 27 certificates of foreign birth. Demand for pre-adoption records during that time interval stood at 13 requests. DVRA produced an additional 106 vital records for the Vermont Office of Child Support through a pre-paid contract with that office.

DVRA and CNSI, a software vendor, have collaborated in creating a new comprehensive electronic system, called *NHVRINplus*, for security of users and registering deaths. *NHVRINplus* builds upon the current *NHVRIN* system. The death module and the security module of *NHVRINplus* was launched on September 23, 2020, and has been successful. Other vital event modules will be launched within the next few years, collaborating with another software vendor named WSD. The new birth module in *NHVRINplus* is expected to be launched on August 22, 2022.

The COVID-19 epidemic does not seem to have created problems for DVRA during FY2022. While DVRA still accepted walk-in customers while the Archives & Records Building had been on lockdown from March 2020 to May 2021, DVRA has seen the number of walk-in customers return to pre-COVID levels.

The COVID-19 epidemic had influenced New Hampshire vital statistics. The number of marriages occurring in New Hampshire noticeably decreased during the summer of 2020, but the number of marriages has nearly rebounded to pre-epidemic levels. The number of births between April 2021 and December 2021 showed an appreciable increase. Although there has been extremely rare and isolated cases of COVID transmission from mother to newborn during the birthing process, such a transmission has not occurred in New Hampshire since the epidemic.

started. DVRA, in conjunction with the Centers for Disease Control, monitors New Hampshire deaths due to COVID-19.

Vital Records Expenditures – General Fund

	June 30, 2022	June 30, 2021
1. Permanent Personnel	\$378,460	\$345,152
2. Current Expense	11,886	14,899
3. Equipment	-0-	-0-
4. Other Personal Services	15,861	54,777
5. Benefits	207,656	165,032
6. Travel In-State	-0-	-0-
7. Travel Out-of-State	-0-	-0-
TOTAL	\$613,863	\$580,160