

# Listing of Strategic IT Services

(FY 2010-11 Schedule IV-C

Worksheet SC-2)

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## 1. Recording, Processing, and Certification/Authentication of Commercial and Business Documents

The Division of Corporations is the state's central repository for the filing of business entities, trade and service marks, fictitious names, notary commissions, cable franchises, judgment liens, and federal liens. Additionally, the Division provides a statewide registry that certifies/authenticates records and documents and serves as an information resource for virtually all business activities in Florida. The Division functions in a strictly ministerial capacity and has no regulatory responsibilities.

The following IT Systems are constituent elements of this Strategic IT Service.

- 1.a. **COR** – This is an automated system which provides for the examination and recording of business entity articles and numerous amendment documents for statutory compliance. Once accepted the documents are filed, whether manually or by an electronic filing program, entered into and maintained on a separate database for the official public record and commercial inquiry and access.
- 1.b. **FIC** – This is an automated system which provides for the examination of the fictitious name registration document for statutory compliance. Once accepted, the document is filed, whether manually or by an electronic filing program, and entered and maintained on a separate database for commercial inquiry and access.
- 1.c. **Cable Franchise** – This is a web based application for the examination of applications for statutory compliance that are then filed, entered, and maintained on a separate database for commercial inquiry and access.
- 1.d. **Judgment Liens**– This is an automated system that provides for the examination of liens for statutory compliance that are then filed, whether manually or electronically, and entered and maintained in a separate database for commercial inquiry and access.

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- 1.e. **Federal Lien Registrations** - This is an automated system that provides for the examination of liens received from I.R.S. for statutory compliance. The liens are filed, entered, and maintained in a separate database for commercial inquiry and access.
- 1.f. **Partnerships** - This is an automated system that provides for the examination of partnership documents for statutory compliance. The documents are then filed, entered, and maintained in a separate database for commercial inquiry and access.
- 1.g. **Electronic Annual Report Processing** - This is a web based application to notify by email, each "active" business entity in Florida, of the requirement to file its annual report. Notices are sent in January, March, April, June, and September. The public user is directed to the Division's website where required information is entered, filed and posted within hours and immediately made available on the Division's public website for commercial inquiry and access. If the report is not filed, the program automatically dissolves/revokes the entity and a certificate is mailed electronically.
- 1.h. **Notary** - This is an automated system to receive Notary Commission applications from third party bonding agents for review and processing. Once accepted and processed the statutory information is automatically entered into a separate Notary database and made available on the Division's public website for commercial inquiry and access.
- 1.i. **Fiscal/Payment Processing** - This system receives and stores the monies received and deposited by each of our customers for the various commercial activities processed by the Division on the various databases. This system is integrated with the filing process, as it assists in the tracking of each document from receipt to final records storage.
- 1.j. **Correspondence/Certification** - This system creates and stores any correspondence and/or certification in relation to commercial activities processed by the Division. This system houses thousands of boilerplate letters and paragraphs used for communication with our customers. This system is also integrated with the filing process, as it allows retrieval of any communication associated with the filing records on each of the separate database.

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- 1.k. **Scanning/Imaging** - This system scans and stores documents for retrieval. Most of these images are available for viewing on the internet.
  - 1.l. **Sunbiz.org** - This internet system is the index to the public record of the Division's commercial activities. Information regarding every filing and registration is available from this website. This website is also the link for our electronic/online filing or certification process. It is an information resource for filers needing forms and/or instructions on how to file with the Division.
  - 1.m. **Apostille/Notarial Certification** - This system houses the fiscal and correspondence of each apostille or notarial certification. The system authenticates the capacity of elected officials, notary publics, appointed judges and government officials. In authenticating an official, inquiries are made against the notary database or the Division of Elections database of elected or appointed government officials.

## 2. Historic Preservation and Cultural Resources

This strategic IT service supports the Division of Historical Resources in fulfilling its statutory responsibilities of preserving the historical and archaeological resources of the State of Florida; and assisting and educating agencies, communities and citizens in their historic preservation efforts. This IT service provides data systems for inventory, management and review of Florida's historical cultural resources, their associated physical remains and development projects that may impact them. This IT service also provides tools and information to help inform citizens about historic resources and assist communities and government agencies in preserving and managing historical resources.

The following IT Systems are constituent elements of this Strategic IT Service.

- 2.a. **DHR Web Products** – *This system provides information about the Division of Historical Resources, its programs and historical topics including Heritage Tourism, Underwater Preserves, Miami Circle and Historical Markers*
- 2.b. **CRAT Database and Application** – *Data detailing projects reviewed by the Compliance Review Program, the results of those reviews and the custom software interface used to manage the data*
- 2.c. **Florida Master Site File Systems** – *Florida's inventory of historical cultural resources and cultural resource survey documents. Includes*

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*relational databases, spatial database, scanned documents and custom software used to maintain data*

- 2.d. *Main Street Reporting System*** - *Web-based tool and database allowing Main Street communities to submit reports to the Division*
- 2.e. *Historic Preservation Grants Systems*** – *Web-based tools allowing users to apply for Historic Preservation Grants and enabling staff to manage and administer grants*
- 2.f. *Bureau of Archaeological Research Databases*** - *Databases and front end software used for tracking unmarked Human burials and managing permits for archaeological work on State lands*
- 2.g. *Archaeological Collections Databases*** – *Databases, images and related maintenance software containing records of the State of Florida's collection of archaeological remains of Florida's cultures*

## **3. Public Electronic Access to Agency Data and Information Services**

The Division of Library and Information Services is the central repository for government information in all forms and uses Web-based IT systems to provide public access to these collections. The exponential growth in recent years of technology as a tool for efficiently conducting the business of Florida government has resulted in an enormous store of electronic state documents and public records documenting the activities and achievements of the Governor's Office; the Florida Legislature; and federal, state, and local agencies throughout Florida.

Section 257.05, Florida Statutes provides the Division the authority and responsibility to create and provide public access to a permanent collection of electronic Florida public documents. Under Chapter 119, F.S., the Division has statutory responsibility for preserving electronic public records that have archival value, ensuring their ongoing accessibility, and making them available for research. Chapter 120, F.S. provides the Division authority to publish the *Florida Administrative Code*, the *Florida Administrative Weekly*, and the *Laws of Florida*.

Under Section 257.192-193, F.S., the Division is authorized to administer state and federal grant programs to Florida's libraries to support and improve their services. Staff use IT systems to provide libraries with assistance with grant application development, project design, and program implementation.

Lastly, the Division administers funding under the Library Services and Technology Act (1996) for the purpose of "developing library services that provide all users access to information through local, state, regional, national, and international electronic networks." Under this provision, the Division licenses commercial database content for use by all Florida residents through the Florida Electronic Library program.

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The following IT Systems are constituent elements of this Strategic IT Service.

- 3.a. ***DLIS Web Services*** - This system provides information about the Division and all of its programs and services, including the DLIS Newsletter (quarterly Web-based publication).
- 3.b. ***Florida Administrative Code, Weekly, and Laws of Florida*** - Through this system, Florida residents have online access to the Laws of Florida and the rules and regulations affecting them, as well as notices of proposed rules, public meetings, bid proposals, and other items published in the *Florida Administrative Weekly*.
- 3.c. ***Florida Electronic Library*** - Provides statewide access to commercially licensed online magazines, newspapers, books, and other publications. Also aggregates access to the digital library collections of Florida libraries, as well as cultural and historical institutions.
- 3.d. ***Florida Government Information Locator Service (FGILS)*** - An online catalog of services offered by federal, state, and local governments.
- 3.e. ***Florida Libraries and Grants System*** - A Web-based directory of Florida libraries that also provides information about grant opportunities for libraries provided by the Division.
- 3.f. ***The Florida Memory Project*** - Presents a selection of historical records that illustrate significant moments in Florida history, educational resources for students of all ages, and archival collections for historical research.
- 3.g. ***"Get Answers" Service (Through MyFlorida.com)*** - An online reference service about Florida government.
- 3.h. ***iBistro: State Library's Online Catalog of Collections*** - An online catalog describing and providing access to all collections of the State Library.
- 3.i. ***PeDALs: Persistent Digital Archives and Library System*** - This system provides secure and long-term storage for all state electronic records and documents.
- 3.j. ***Re:discovery: State Archives' Online Catalog of Collections*** - An online catalog describing and providing access to all collections of the State Archives.

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- 3.k. **Total Recall: Records Management Online Catalog** - This system provides inventory control and access to records stored in the State Records Center.

## 4. Oversight and Support of State Electoral Process

The Secretary of State is the state's chief election officer. This strategic IT service supports the Division of Elections in fulfilling the statutory requirements associated with this responsibility. This IT service fulfills the federal and state requirement for a statewide voter registration system which is the official list of all registered voters in the state; provides public access to information regarding candidates, committees, and political parties and their contributions and expenditures; and provides the necessary tools to process and maintain information relating to Florida elected and appointed officials.

The following IT Systems are constituent elements of this Strategic IT Service.

- 4.a. **The Florida Voter Registration System** - Serves to facilitate the registration, verification, and list maintenance activities of the statewide database, its interaction with county databases and internal Division of Election activities.
- 4.b. **Website Application** - Provides information about the Division of Elections, election information, rules, advisory opinions, candidate and committee information, and provides access to Division forms and publications.
- 4.c. **E-night Reporting** – Provides public access to election night results.
- 4.d. **Candidate Qualifying** – The Division uses this system to enter and maintain information about all state and multi-county candidates necessary to qualify candidates for elections.
- 4.e. **Campaign Finance Reporting** – Through this system the Division receives, processes and audits campaign treasurers reports required of candidates, committees and political parties. It also serves to facilitate processing and distribution of campaign matching funds.
- 4.f. **Scanning and Imaging** – Scans and stores records relating to candidates, committees, parties, and elected and appointed officers for retrieval.
- 4.g. **Commissions** – The Division uses this system to track and maintain information about all state and county officers and special district offices.
- 4.h. **Minority Reports** – Provides information required by section 760.80, Florida Statutes, disclosing number of minority and physically disabled

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appointments made by statutorily created decision making and regulatory boards, commissions, councils and committees of the state.

## 5. Cultural Grants, Information, and Resources

This IT service supports resources and services that foster the development and growth of cultural activities and in the State of Florida. The service includes systems that support:

- grants that provide funding for cultural projects, programming, facilities, and capacity building
- workshops, conferences, convening sessions, awards, exhibitions
- communications and publicity
- resources, guidance, networking
- public policy direction and research
- the Museum of Florida History

The following IT Systems are constituent elements of this Strategic IT Service.

- 5.a. *Grant Application and Management System*** – Web applications, databases and a desktop application that support both online and paper grant applications, grant and user management, and staff administration of all Cultural Affairs grants.
- 5.b. *florida-arts.org and museumoffloridahistory.com*** – Websites with a collection of online tools, web forms, search engines and access to all web applications including calendars, a resource list and job board with user generated content, several online collections and other strategic web services.
- 5.c. *Museum Support System*** – Databases and software to support collections management, traveling exhibits, volunteers, program scheduling and membership for the Museum of Florida History.
- 5.d. *Museum Exhibit Design and Production*** – Software and specialty printers to support exhibit design and production for the Museum of Florida History.
- 5.e. *Florida's History Shop*** – Web application, databases, hardware and software to support the Museum gift shops both at point of sale and online (*floridashistoryshop.com*).
- 5.f. *Florida History Fair registration and management system*** – Web application and databases supporting the registration, scheduling, scoring, and management of the Florida History Fair (*floridahistoryfair.com*).

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- 5.g. **Web Based Training and Outreach** – Software and technologies that support webinars, email newsletters and announcements, list management and tracking, screen casts, and social media.
- 5.h. **Cultural Facilities GIS** – Online Geographic Information System containing information about Florida cultural facilities.
- 5.i. **dos.state.fl.us** – Web portal to all Agency services. This system supports several different IT services.
- 5.j. **Grants History Online Search Tool** – Web application that allows users to search for information about grants awarded by the Department. This system supports several different IT services.