

**STATE OF ARIZONA**  
**DEPARTMENT OF STATE**  
**ANNUAL**  
FISCAL YEAR *Report* **2014**

**Ken Bennett ~ Secretary of State**

**Office of the Secretary of State**

**Arizona State Library, Archives and Public Records**

STATE OF ARIZONA  
DEPARTMENT OF STATE  
**ANNUAL**  
FISCAL YEAR *Report*  
2014

Shortly after becoming Arizona's 19<sup>th</sup> Secretary of State, my administration laid out our strategic vision for the office: Help all Arizonans enjoy a better quality of life through their participation, understanding and confidence in state government. After nearly six years of service, I'm proud our guiding principles of transparency, accuracy, efficiency and accessibility have made it possible to achieve more than we ever thought possible.

The AZSOS is made up of several important divisions, but many people commonly associate us with elections. As the state's Chief Elections Officer, it's my responsibility to oversee the entire process; however, the true workhorses of elections are the state's 15 counties. For more than 100 years, Arizona has been a national leader in election innovations and enhancements, and the last six years have been no exception.

During our administration, we've added 359,000 voters to the rolls and enhanced the integrity of our elections by remaining vigilant for voter fraud and prosecuting people for voting more than once. We successfully fought the federal government to protect the voter approved mandate for ID at the polls and proof-of-citizenship at the time of registration.

To make it easier for citizens to participate in the process and hold politicians accountable, we've made it possible for voters to sign an electronic candidate petition, verify registration, check the status of an early ballot, and look up their polling place—all from a mobile device. Similar to our Lobbyist Database, we also began posting candidate and elected officials Financial Disclosures online in 2011. Additionally, we championed legislation that would have strengthened the re-

porting requirements of so-called Dark Money groups. While our bill was ultimately held up in the legislature, I'm optimistic the progress we made will help pave the way toward success in the future.

While our Elections Division garners its share of media attention, it has been an honor to manage the successful acquisition and merger of the State Library, Archives and Public Records. Its commitment to historic preservation made it possible for us to build a complete WWII Memorial in Wesley Bolin Memorial Plaza. Combined with a revitalized Capitol Museum and magnificent state library, the number of visitors learning about our state's rich and dynamic history has soared.

One of our administration's greatest accomplishments was the creation of the Address Confidentiality Program. Since 2011, without additional taxpayer cost, our office assisted more than 600 Arizonans who experienced domestic violence, sexual offenses, and stalking to maintain their safety by providing a substitute address and confidential mail forwarding services. While I believe government should always be open and transparent, the safety of our most vulnerable is paramount.

From official government documents and historic artifacts, to business filings and to servicing about 100,000 notaries, our responsibility as the state's official record-keeping arm is as vital to our future as it is to our past.

In 2009, our goal was to build upon Governor Brewer's legacy and leave the Secretary of State's Office even better than we found it. I'm proud to say we have accomplished much, and encourage Arizona's 20<sup>th</sup> Secretary of State to continue that tradition of success.



**Ken Bennett**

*Arizona Secretary of State &  
Chief Election Officer with  
"Winged Victory" atop the  
Arizona Capitol Dome*



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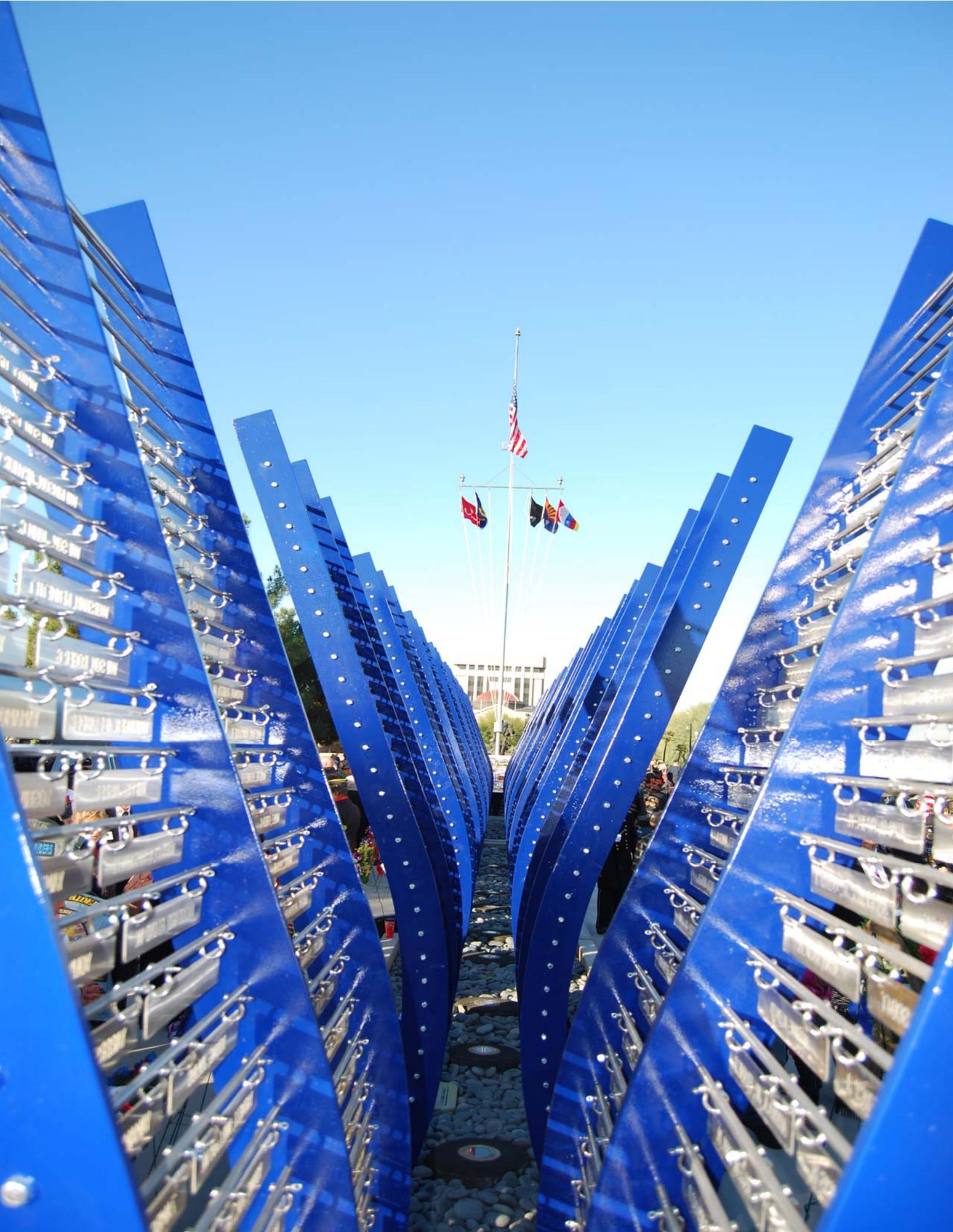
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**Annual Report Fiscal Year 2014**  
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## **ABOUT THE OFFICE**

### ***Write Us***

The Honorable Ken Bennett  
Secretary of State  
1700 W. Washington St., Fl. 7  
Phoenix, AZ 85007-2808

Arizona State Library, Archives and Public Records;  
Director's Office  
1700 W. Washington St.  
1938 Addition, Suite 200  
Phoenix, AZ 85007

### ***Call Us***

Administration  
Telephone: (602) 542-4285  
Fax: (602) 542-1575

Arizona State Library, Archives and Public Records;  
Director's Office  
Telephone: (602) 926-4035  
Fax: (602) 256-7983

### ***Physical Locations***

Administration is located in the executive tower at the State Capitol in Phoenix. Parking is available just west of the tower off of 19th Avenue and Washington Street.

LAPR is located in the 1938 addition of the State Capitol in Phoenix.

### ***On the Web***

Main Office:  
[www.azsos.gov](http://www.azsos.gov)

Arizona State Library, Archives and Public Records:  
[www.azlibrary.gov](http://www.azlibrary.gov)

## OFFICE HIGHLIGHTS

### Who We Are

The Arizona Department of State was created by the Arizona Constitution and is headed by a publicly elected secretary of state, who serves as acting governor in the absence of the governor, and succeeds the governor should a vacancy occur. If the secretary advances to the governor's office under this scenario, the governor appoints a replacement secretary.

The secretary's office is divided into six separate areas:

- Main office administration,
- Arizona State Library, Archives and Public Records
- Address Confidentiality Program,
- Business Services,
- Election Services, and
- Public services.

The Department of State added the LAPR as a division on Oct. 1, 2009, with the passing of Senate Bill 1091. The bill moved LAPR from the legislative branch to the executive branch under the Office of Secretary of State. The State Library is divided into six areas that include:

- Library administration,
- Braille and Talking Book Library,
- Archives and Records Management,

- Law and Research Library,
- Library Development, and
- Capitol Museum.

### Our Mission

To never stop searching for ways to improve on:

1. Helping people choose their leaders through fair, honest and accurate elections;
2. Letting people know what their government is doing by keeping a complete and accurate record of its actions and making that information readily available through library and records services;

Helping people form businesses, record important transactions and provide for their families.

### Our Vision and Values

To help all Arizonans enjoy a better quality of life through their participation, understanding and confidence in state government; providing public access to public information, fostering historical/cultural collaborative research, information projects and ensuring that Arizona's history is documented and preserved.

We are:

- Transparent
- Efficient
- Accurate
- Accessible
- Responsive
- Trustworthy
- Team-spirited

## Fiscal Year 2014 Financial Highlights

The Office of the Secretary of State receives monies from several sources:

- The State General Fund,
- Federal Funds,

- Records Management Center,
- The Capitol Museum & Gift Shop, and
- Private funding.

#### State General Fund

Daily operations of our Office and expenses for state grants and state-wide elections are paid from this fund, which is approved each year by the Legislature and Governor.

In Fiscal Year 2014 we received approximately \$15.3 million for daily operations.

Daily operations include the various divisions of the Office such as Elections; Business Services; Publications; Information Technology; Address Confidentiality Program; Library, Archives, and Public Records; and Administration. Expenses for daily operations include salaries of employees who provide services to the public as detailed throughout the rest of this report, support for the Radio Reading program, State Grants-in-Aid awarded to public libraries, rent for office space and insurance to the Department of Administration, and other operating costs such as printing, postage, office supplies and equipment maintenance.

The largest amount of expenses for statewide elections are monies to reimburse Arizona's counties for a portion of election expenses, including the printing, labeling and mailing of sample ballots.

We also charge fees for some of the filings and registrations submitted to our office, for Records Storage and Micrographics services, and for printing and research costs for our Library and our Archives Divisions, as prescribed by state law. In addition, fines for domestic violence are assessed and received from the counties to support of our Address Confidentiality Program. Our Museum Gift Shop also collects sales revenues. Our aggregate collection from all fees, filings, fines, and sales to customers who used our services in FY2014 was approximately \$2.9 million. These monies go into the General Fund and other state funds to help offset the expense of running our office.

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#### Federal Funds

Our Office used about \$6.4 million of Federal Funds in FY2014. The Help America Vote Act (HAVA) expenditures of \$2.7 million consisted of \$2.6 million for grants given to Arizona's 15 counties for the purchase and maintenance of election equipment and other election expenses required by Federal and State laws. The other \$135,600 was used to pay statewide expenses related to HAVA. In addition, the Secretary of State expended \$40,700 under the STOP Violence Against Women Grant sub-award from the Arizona Governor's Office for Children, Youth and Families. This grant supported our Address Confidentiality Program.

The Arizona State Library, Archives, and Public Records Division expended \$3.7 million under five federal grant programs including \$3.5 million under LSTA (Library Services and Technology Act) and \$181,300 for other federal grant programs.

#### Private Funding

Specific bequeaths and restricted donations to the Braille and Talking Book Library, to the Archives and History Divisions, and to the Arizona Capitol Museum amounted to \$539,475 for FY2014. In addition, the State Library assisted 200 of Arizona's 209 Public Libraries to access discounts on tel-

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ecom, Internet access, and internal connections by facilitating their applications for \$2.45 million in E-rate reimbursements.



## ABOUT ARIZONA

- ◆ The word “Arizona” derives from the Aztec Indian word “arizuma,” which means “silver-bearing.”
- ◆ U.S. mail is delivered by mule to the village of Supai on the Havasupai Indian reservation at the bottom of the Grand Canyon.
- ◆ Mount Lemmon, in the Santa Catalina Mountains outside Tucson, is the southernmost ski resort in the U.S.

Facts provided by: The Arizona Office of Tourism and Arizona Centennial Commission staff with the assistance of Marshall Trimble, Arizona’s Official State Historian.

## Secretaries of State

Since Statehood

### 1912 - 1918



**SIDNEY P. OSBORN**  
Democrat

Served: February 14, 1912 – 1918  
Born: May 17, 1884, Phoenix, Maricopa County, Ariz.  
Died: May 25, 1948, Phoenix, Maricopa County, Ariz.  
Buried: May 28, 1948, Greenwood Cemetery, Phoenix, Maricopa County, Ariz.

Sidney P. Osborn was elected to the office in the Dec. 12, 1911, election but did not take office until Arizona became a state on Feb. 14, 1912. He was re-elected in the November 1914 and 1916 General Elections.

Osborn served as Arizona governor from 1941 until his death on May 25, 1948. He was the first Arizona state governor to die while serving in the office of the governor.

### 1919 - 1920



**MIT SIMMS**  
Democrat

Served: 1919 – 1920  
Born: Aug. 12, 1873, Rockford, Coosa County, Alabama  
Died: July 22, 1957, St. Joseph's Hospital, Phoenix, Maricopa County, Ariz.  
Buried: Safford Union Cemetery, Graham County, Ariz.

Simms was a delegate to the Arizona 1910 Constitutional Convention representing Graham County.

He also served as State Treasurer 1915 – 1916, 1931 – 1932, 1935 – 1936, 1947 – 1948 and was a member of the Arizona Corporate Commission 1949 – 1954, 1955 – 1957.

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1921 - 1922



**ERNEST R. HALL**  
Republican

Served: 1921 – 1922  
Born: Feb. 10, 1880, Creston, Union County, Iowa  
Died: March 29, 1959, Arizona Pioneers' Home, Prescott, Yavapai County, Ariz.  
Buried: April 1, 1959, Mesa Cemetery, Mesa, Maricopa County, Ariz.

Hall was a U.S. Army, World War I veteran: "He expected to return to the Cuprite [mine] after the adjournment of the Legislature, but before the end of the session enlisted in the 27th engineers and went to France. Shortly after his return from the war he was elected secretary of state." ("Ernest Hall Going Back to Mining." *The Coconino Sun* (Flagstaff, Ariz.), Dec. 8, 1922, p. 8) Sen. Hall did not resign his seat in the Legislature. Starting on June 10, 1918, he was noted as "excused" in the Senate Journal.

1923 - 1928



**JAMES H. KERBY**  
Democrat

Served: 1923 – 1928; 1933 – 1938  
Born: April 30, 1881, Huntsville, Randolph County, Missouri  
Died: Sept. 11, 1957, Phoenix, Maricopa County, Ariz.  
Buried: Sept. 13, 1957, Greenwood Memorial Park, Phoenix, Maricopa County, Ariz.

Sec. Kerby was "... first elected secretary of state in 1922 and served two separate terms of six years each." ("James Kerby Funeral Set Tomorrow" *Tucson Daily Citizen*, Sept. 12, 1957, p. 16)

Kerby left the office twice - in 1928 and in 1938 - to run unsuccessfully for the Democratic nomination for governor.

1929



**JOHN C. CALLAGHAN**  
Democrat

Served: Jan. 7, 1929 – Jan. 27, 1929  
Born: July 9, 1869, Gallitzin, Cambria County, Pennsylvania  
Died: Jan. 27, 1929, St. Joseph's Hospital, Phoenix, Maricopa County, Arizona  
Buried: Pennsylvania

"Callaghan was elected at the last election [Nov. 6, 1928] and was to have taken office Jan. 7, but his inauguration was postponed because he was confined to a hospital at that time [he had been taken to the hospital on Jan. 5, 1929]. Callaghan died in office Jan. 27, 1929. ("Secretary of State of Arizona Passes on." *The Helena Independent* (Helena, Montana), Jan. 28, 1929, p. 8)

*Previous Annual Reports listed Callaghan as Republican. The General Canvass from 1928 confirms that he was a democrat.*



ABOUT  
ARIZONA

- ◆ U.S. mail is delivered by mule to the village of Supai on the Havasupai Indian reservation at the bottom of the Grand Canyon.
- ◆ Mount Lemmon, in the Santa Catalina Mountains outside Tucson, is the southernmost ski resort in the U.S.
- ◆ The first female U.S. Supreme Court Justice Sandra Day O'Connor grew up on a large family ranch outside Duncan, Arizona.
- ◆ The amount of copper used in the copper dome atop the Capitol building is equivalent to the amount used in 4.8 million pennies.
- ◆ Arizona's sunny skies and low humidity prevail 300 days out of the year.

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- ◆ The hottest temperature recorded in Arizona was 128 degrees Fahrenheit at Lake Havasu City on June 29, 1994.
- ◆ The westernmost battle of the Civil War was fought at Picacho Pass on April 15, 1862 near Picacho Peak in Pinal County.
- ◆ The longest remaining intact section of Route 66 runs from Seligman to Topcock, a total of 157 unbroken miles.
- ◆ The two largest manmade lakes in the U.S. are Lake Mead and Lake Powell.
- ◆ The saguaro cactus lives only in the Sonoran Desert. It can grow up to 65 feet high.

1929 -1930



**I.P. "IKE" FRAIZER**  
Republican

Served: Jan. 30, 1929 – 1930  
Born: Dec. 2, 1874, near Marshall, Clark County, Ill.  
Died: Sept. 16, 1932, Miami, Gila County, Ariz.  
Buried: Masonic Cemetery, Nogales, Santa Cruz County, Ariz.

Gov. John C. Phillips appointed I. P. "Ike" Fraizer to the Office of the Secretary of State on Jan. 30, 1929, who accepted the position.

When Secretary of State, J. C. Callaghan died, Gov. John C. Phillips first appointed George W. Nickle to the office on Jan. 29, 1929, who declined the appointment the next day.

*In previous Annual Reports, Mr. Fraizer's name was spelled incorrectly. At the request of his granddaughter the name has been corrected. (Request made Aug. 20, 2008, by Kathryn Fraizer Smith)*

1931 - 1932



**SCOTT WHITE**  
Democrat

Served: 1931 – 1932  
Born: Dec. 17, 1856, La Grange, Fayette County, Texas  
Died: March 4, 1935, Pioneers' Home, Prescott, Yavapai County, Ariz.  
Buried: Phoenix, Ariz.

He also served in the Arizona Fourteenth Legislative Assembly, House of Representatives in 1887; served on the Cochise County Board of Supervisors 1891 – 1892; and served as Cochise County Sheriff 1893 – 1894; 1897 – 1900 before becoming secretary of state.

1933 -1938



**JAMES H. KERBY**  
Democrat

Served: 1923 – 1928; 1933 – 1938  
Born: April 30, 1881, Huntsville, Randolph County, Missouri  
Died: Sept. 11, 1957, Phoenix, Maricopa County, Ariz.  
Buried: Sept. 13, 1957, Greenwood Memorial Park, Phoenix, Maricopa County, Ariz.

"Kerby, who died yesterday at his Phoenix home, was first elected secretary of state in 1922 and served two separate terms of six years each." ("James Kerby Funeral Set Tomorrow" Tucson Daily Citizen, Sept. 12, 1957, p. 16)

Kerby left the office twice - in 1928 and in 1938 - to run unsuccessfully for the Democratic nomination for governor.

### 1939-1942



**HARRY M. MOORE**  
Democrat

Served: 1939 – Nov. 20, 1942  
Born: November 16, 1895, Peoria, Maricopa County, Arizona Territory  
Died: Nov. 20, 1942, Good Samaritan Hospital, Phoenix, Maricopa County, Ariz.  
Buried: Nov. 25, 1942, Glendale, Maricopa County, Ariz.

Arizona State Treasurer, Harry M. Moore, was elected Arizona Secretary of State in the general election on Nov. 1, 1938 and was sworn in Jan. 2, 1939. He was elected to a second term as secretary of state in 1940. ("Harry M. Moore Ariz. Secretary of State, Dead." *Yuma Daily Sun*, Nov. 21, 1942, p. 1) Seventeen days after Moore was elected to a third term in the general election on Nov. 3, 1942, he died of coronary thrombosis following an emergency operation for

### 1942-1948



**DAN E. GARVEY**  
Democrat

Served: Nov. 27, 1942 – May 25, 1948  
Born: June 19, 1886, Vicksburg, Warren County, Mississippi  
Died: Feb. 5, 1974, St. Joseph's Hospital, Phoenix, Maricopa County, Ariz.  
Buried: Tucson, Pima County, Ariz.

After Arizona Secretary of State, Harry M. Moore, died on Nov. 20, 1942, Gov. Sidney P. Osborn named assistant Secretary of State, Dan E. Garvey, to the office on Nov. 27, 1942. Secretary of State Garvey was subsequently elected to the office in the November 1944 and 1946 general elections. Garvey was the first secretary of state to move to the governor's office on Nov. 22, 1948, upon death of Gov. Sidney P. Osborn.

### 1948-1949



**CURTIS M. WILLIAMS**  
Democrat

Served: Nov. 22, 1948 – Jan. 3, 1949  
Born: October 10, 1896, Hatchchubbee, Russell County, Alabama  
Died: June 8, 1969, Phoenix, Maricopa County, Ariz.  
Buried: June 11, 1969, Greenwood Memorial Gardens, Phoenix, Maricopa County, Ariz.

Williams was appointed secretary of state in November of 1948 to fill the unexpired term of Sec. Dan E. Garvey who became governor. The 18th Arizona State Legislature, 7th Special Session (Sept. 13, 1948 – Oct. 14, 1948) passed House Concurrent Resolution No. 1 "A Concurrent Resolution Proposing an Amendment to the Constitution of Arizona Relating to Gubernatorial Succession" which was referred to the voters on the Nov. 2, 1948, ballot. This passed on Nov. 22, 1948.



## ABOUT ARIZONA

- ◆ The coldest temperature recorded was 40 degrees below zero Fahrenheit at Hawley Lake on January 7, 1971.
- ◆ Thirteen species of rattlesnakes live in Arizona, more species than in any other state.
- ◆ Rainfall averages for Arizona range from less than three inches in the deserts to more than 30 inches per year in the mountains.
- ◆ The world's largest solar telescope is located at Kitt Peak National Observatory in Sells, Arizona.
- ◆ Nearly 5 million people visit the Grand Canyon every year.

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**ABOUT  
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- ◆ Arizona's climate can yield both the highest and lowest temperature across the U.S. in the same day.
- ◆ Oraibi, a Hopi village in Navajo County, dates back to before A.D. 1200, and may be the oldest continuously inhabited community in the U.S.
- ◆ The Arizona Cardinals are the oldest continuous franchise in the National Football League, dating back to 1898.
- ◆ Apache County, at 221 miles long, is the longest county in the U.S. It stretches all the way from the Utah border to just south of the town of Alpine.
- ◆ There are 22 American Indian tribes in Arizona, the largest being the Navajo Nation.

**1949 - 1977**



**WESLEY BOLIN**  
Democrat

Served: 1949 – Oct. 20, 1977  
Born: July 1, 1909, Butler, Missouri  
Died: March 4, 1978, Phoenix, Maricopa County, Ariz.

Bolin was elected to the office in the Nov. 2, 1948, General Election and continued to be re-elected for 13 consecutive terms, a total of 29 years. He was the first secretary of state to serve four-year term from 1971 to 1975.

Bolin succeeded from the office of Arizona Secretary of State to the governorship on Oct. 20, 1977, due to the resignation of Gov. Raul Hector Castro who had been appointed U. S. Ambassador to Argentina by President Carter.

**1977-1988**



**ROSE MOFFORD**  
Democrat

Served: Oct. 20, 1977 – April 5, 1988  
Born: June 10, 1922, Globe, Gila County, Ariz.

Mofford was appointed on Oct. 20, 1977, to the office of Arizona Secretary of State by Gov. Wesley Bolin who succeeded to the governorship upon the resignation of Gov. Raul Castro who had been appointed U.S. Ambassador to Argentina. Secretary Mofford was elected to the office in the Nov. 7, 1978, General Election and was re-elected in 1982 and 1986.

Mofford was the first woman elected as secretary of state. Rose Mofford succeeded to the governorship upon the impeachment and Arizona State Senate conviction of Gov. Evan Mecham on April 5, 1988.

**1988 - 1990**



**JAMES "JIM"  
HYRUM  
SHUMWAY**  
Democrat

Served: April 13, 1988 – 1990  
Born: July 8, 1939, Tempe, Maricopa County, Ariz.  
Died: May 11, 2003, Scottsdale, Maricopa County, Ariz.

Shumway was appointed to the office of Arizona Secretary of State on April 13, 1988, by Gov. Rose Mofford who had succeeded to the governorship.

Shumway ran for the office in 1990 Democrat primary election but lost to Richard Mahoney who was eventually elected Arizona Secretary of State in the General Election.

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1991 - 1994



**RICHARD "DICK"  
D. MAHONEY**  
Democrat

Served: 1991 – 1994  
Born: May 28, 1951, St. Joseph's Hospital, Phoenix, Maricopa County, Ariz.

Mahoney was elected as Secretary of State in 1990. He holds an A.B. in history (magna cum laude) from Princeton University, a Ph.D. in international relations from Johns Hopkins University School of International Studies and a J.D. from Arizona State University.

Mahoney was professor emeritus at the Thunderbird School of Global Management. He also authored two books.

1995 - 1997



**JANE DEE HULL**  
Republican

Served: Jan. 3, 1995 – Sept. 5, 1997  
Born: Aug. 8, 1935, Kansas City, Jackson County, Missouri

Hull was elected to the office of Arizona Secretary of State in the Nov. 8, 1994, General Election and took the oath of office on Jan. 3, 1995. She succeeded to the governorship on Sept. 5, 1997, at 5 p.m. due to the resignation of Gov. John Fife Symington, III.

Before becoming secretary, she was the first woman elected speaker of the Arizona House of Representatives. After succeeding to the governor's office, she successfully ran and won the post and was the first woman elected governor of Arizona (Gov. Rose Mofford did not run for the office).

1997 - 2002



**BETSEY BAYLESS**  
Republican

Served: Sept. 11, 1997 – 2002  
Born: Jan. 10, 1944, Phoenix, Maricopa County, Ariz.

Bayless was appointed as secretary by Gov. Jane Dee Hull who had succeeded to the governorship. She was later elected by voters to the office on Nov. 3, 1998, and took the oath of office Jan. 4, 1999.

Bayless speaks Spanish and earned her Bachelor's degree in Latin American Studies and Spanish from the University of Arizona.



ABOUT  
ARIZONA

- ◆ The first barrel of tequila produced in the U.S. was produced in Nogales on June 6, 1836.
- ◆ The Five "C"s or Arizona's economy:
  - ◇ Cattle,
  - ◇ Copper,
  - ◇ Citrus,
  - ◇ Cotton, and
  - ◇ Climate
- ◆ Camels were imported in the 1850s to survey the future Route 66 across northern Arizona.
- ◆ At the time of the O.K. Corral shootout, Virgil Earp was the town marshal of Tombstone; not his brother Wyatt.
- ◆ Arizona has the largest continuous stand of ponderosa pines in the world stretching from near Flagstaff along the Mogollon Rim to the White Mountains region.

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**ABOUT  
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- ◆ The University of Phoenix Stadium in Glendale has a retractable roof and rollout field combination that is the first of its kind in North America.
- ◆ There are more wilderness areas in Arizona than in the entire Midwest. Arizona has 90 wilderness areas, while the Midwest has 50.
- ◆ Meteor Crater, located near Winslow, is the best preserved meteor crater in the world.
- ◆ At 12,643 feet high, Mount Humphreys near Flagstaff is the state's tallest mountain.
- ◆ Yuma, Arizona is the country's highest producer of winter vegetables, especially lettuce.

**2003 - 2009**



**JANICE K. BREWER**  
Republican

Served: 2003 – January 20, 2009  
Born: Sept. 26, 1944, Hollywood, Los Angeles County, Calif.

Brewer was elected as secretary in the Nov. 5, 2002, General Election and took the oath of office on Jan. 6, 2003. She was re-elected in the Nov. 7, 2006, General Election.

On Jan. 20, 2009, Gov. Janet Napolitano was confirmed as Homeland Security director to President Obama and resigned as governor. Brewer succeeded to the governorship from the office of Arizona Secretary of State and was sworn in Jan. 21, 2009, upon the resignation of Gov. Janet Napolitano.

**2009 - 2014**



**KEN BENNETT**  
Republican

Served: Jan. 26, 2009 – 2014  
Born: Aug. 1, 1959, Tucson, Pima County, Ariz.

Ken Bennett was appointed by Gov. Jan Brewer to replace her as secretary of state, and took the oath of office on Jan. 26, 2009.

Bennett was subsequently elected by the voters to the office on Nov. 2, 2010.

Prior to becoming secretary, Bennett served as Arizona State Senate President.

# State Librarians

Since Statehood



1915 - 1932

Con P. Cronin



1932 - 1956

Mulford Winsor



1956 - 1961

Alice B. Good



1961 - 1979

Marguerite Cooley



1979 - 1993

Sharon Womack  
(Turgeon)



1993 - 1996

Arlene Bansal



1996 - 1997

Mary Johnson  
Acting State Librarian



1997 - 2011

GladysAnn Wells



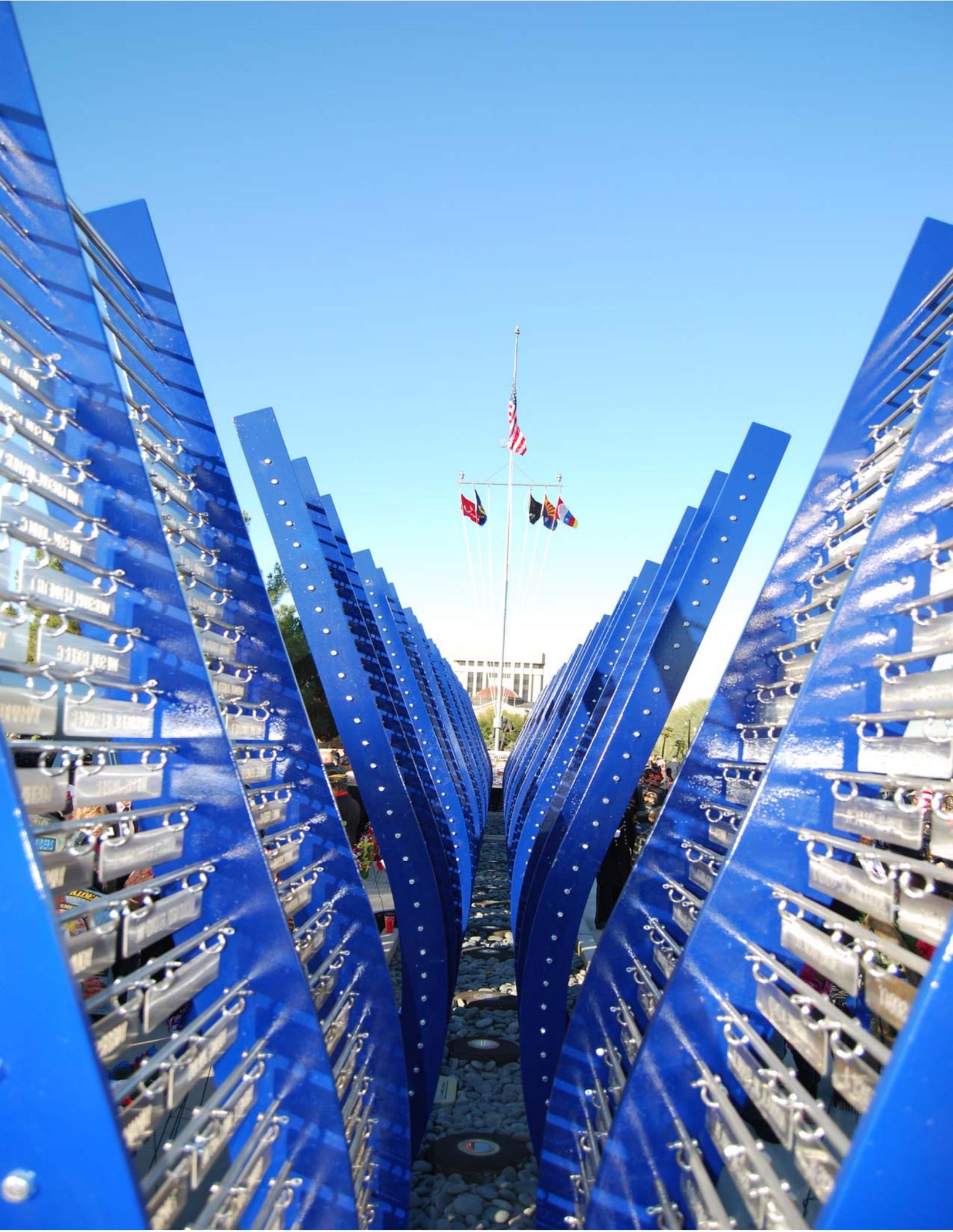
2011 - 2012

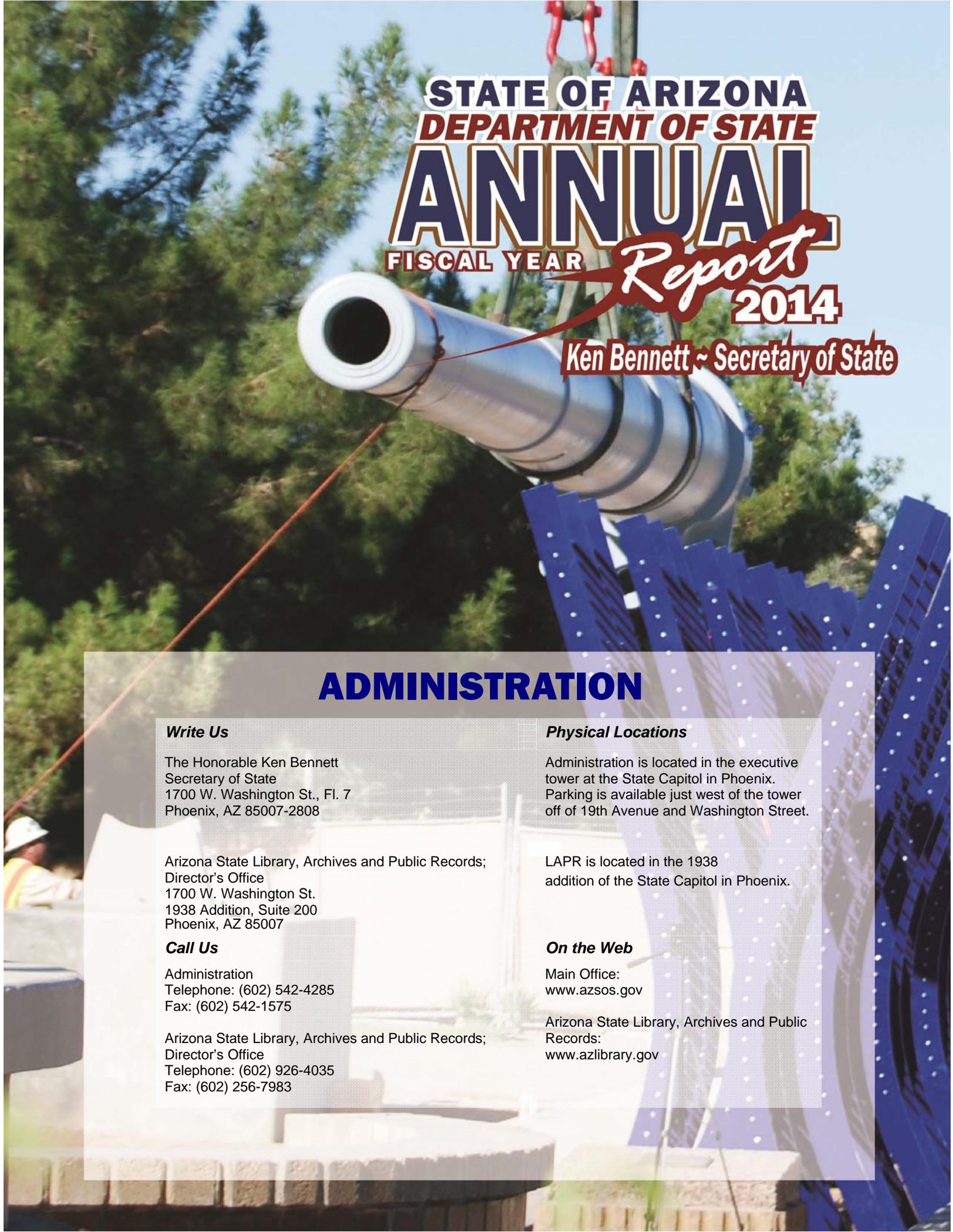
Janet Fisher  
Acting State Librarian



2012 - Present

Joan Clark





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**Ken Bennett ~ Secretary of State**

## **ADMINISTRATION**

### **Write Us**

The Honorable Ken Bennett  
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Arizona State Library, Archives and Public Records;  
Director's Office  
1700 W. Washington St.  
1938 Addition, Suite 200  
Phoenix, AZ 85007

### **Call Us**

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Fax: (602) 256-7983

### **Physical Locations**

Administration is located in the executive tower at the State Capitol in Phoenix. Parking is available just west of the tower off of 19th Avenue and Washington Street.

LAPR is located in the 1938 addition of the State Capitol in Phoenix.

### **On the Web**

Main Office:  
[www.azsos.gov](http://www.azsos.gov)

Arizona State Library, Archives and Public Records:  
[www.azlibrary.gov](http://www.azlibrary.gov)



**KEN BENNETT**  
*Arizona  
Secretary of  
State & Chief  
Election  
Officer*

Ken Bennett is no stranger to the government, having spent nearly 30 years in public service.

Bennett has been recognized by the community as an advocate of transparent and efficient government earning honors such as the

Freedom of Information Award and Legislator of the Year.

Bennett was elected to his current position of Secretary of State in 2010, after being appointed to the post by Governor Jan Brewer in 2009. Previous to his role as Secretary, Bennett served in the state Senate including serving as Senate president. He had been on the Arizona State Board of Education and the Arizona Charter Schools Board. Additionally, Bennett had served on the Prescott City Council.

Bennett was born in Tucson and raised in Prescott. Currently he lives in Phoenix with his wife, Jeanne Tenney Bennett. They have three grown children and two grandsons.

## Administration

### Who We Are

Administration provides leadership, guidance, and support to directors, managers and all other office divisions and includes computer information systems, budget and fiscal operations, and human resources.

The Arizona Secretary of State's main office is located on the seventh floor of the Executive Tower of the Capitol. Arizona State, Library, Archives and Public Records (LAPR) main office is located in the 1938 addition to the Capitol on the second floor.

### Our Customers

The office serves the filing needs of state agencies, businesses, and citizens as mandated under Arizona Revised Statutes (Title 41, Ch. 1, Article 2) and the state Constitution.

The Arizona State Library, Archives and Public Records serves the information needs of Arizona citizens and the archiving needs of state agencies (Title 41, Ch. 1, Article 2.1).

Office administration helps to steward relationships between the public, businesses, state agencies, elected officials and the courts by providing customer services as outlined in this report.

### What We Do - Services

#### Administration:

- Supports the timely filing of documents and retrieval of filings at the request of the public.
- Offers and maintains searchable database indexes online.
- Records and maintains all official acts of the governor under A.R.S. § 41-121(2). LAPR keeps the archive of these records and documents of Arizona's governors.
- Records the official acts of the secretary of state. This includes the attachment of the Great Seal of

the State of Arizona to documents that are filed under A.R.S. § 41-130(4).

- Files and maintains public officer loyalty oaths under A.R.S. § 38-233. The secretary transfers these records to LAPR after the public officer has been out of the office for five years.
- Grants or denies permission of the use of the Great Seal of the State of Arizona under A.R.S. § 41-121 (3).
- Maintains all secretary of state and LAPR director correspondence.
- Preserves and documents Arizona's history by filing and archiving documents as statutorily mandated under state law.
  - ◊ The main documents filed by the SOS main office include items from the governor's office, state agencies, businesses or other entities.
  - ◊ Arizona State, Library, Archives and Public Records documents and records archived by state and other governmental agencies. Included are manuscripts and maps from the earliest years of the state through contemporary times; access to federal documents; state documents; genealogy collections; and Arizona collections.
- Administers several state boards and commissions as required under state statute or at the governor's request. They include, but are not limited to:
  - ◊ Arizona Historical Advisory Commission,
  - ◊ The Arizona Historical Records Advisory Board,
  - ◊ The Arizona State Board on Geographic and Historic Names,
  - ◊ Arizona County Librarians, and
  - ◊ The Board of Library Examiners.
- Supports statewide collaborations of libraries, archives, public records programs, and museums.
- Offers workshops and attends events to explain the functions and duties of the office and how to use

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*Assistant  
Secretary of State*  
**JIM DRAKE, JR.**



*State Librarian  
& Director*  
**JOAN CLARK**

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**Chief Financial Officer  
SANDY REILLY**



**Chief Information Officer  
BILL MAASKE**

our services; how to file; and archive records. Other topics include discussion of the branches of government; the state budget; and genealogical research.

- Offers online and traveling exhibits, brochures and Kids' Pages on such subjects as Arizona State Symbols, Five Cs, the WWII memorial, and Arizona history.

## **Fiscal Year 2014 Statistics**

### State Seal Usage

Secretary Bennett grants and denies permission to use the Great Seal of the State of Arizona under A.R.S. § 41-130 which states:

"§ 41-130. Use of state seal restricted; violation; classification  
A person may use, display or otherwise employ any facsimile, copy, likeness, imitation or other resemblance of the great seal of this state only after obtaining the approval of the secretary of state. The secretary of state may grant a certificate of approval upon application by any person showing good cause for the use of the great seal of this state for a proper purpose. The great seal of this state shall in no way be employed by anyone other than a state agency for the purpose of advertising or promoting the sale of any article of merchandise whatever within this state or for promoting any other commercial purpose. The secretary of state may promulgate rules for the use of the great seal of this state or any facsimile, copy, likeness, imitation or other resemblance of the great seal. Any person who knowingly violates this section is guilty of a class 3 misdemeanor."

Any person who wishes to use the state seal must state his or her intended purpose in writing to the office as the secretary acts as custodian of the great seal. Contact the office at (602) 542-0681 for more information or mail your request to: The Honorable Ken Bennett, Secretary of State, 1700 W. Washington St., Fl. 7, Phoenix, AZ 85007.

<b>State Seal Permission</b>	<b>FY13</b>	<b>FY14</b>
Granted	20	25
Denied	4	2
<b>Cease Usage Request</b>		
Request to cease using seal under potential violation of A.R.S. § 41-130	0	0

### Certificates

The following certificates were issued by the Secretary of State's Office:

Type of Certificate	FY13	FY14
Boys/Girls State certificates	250	250
Eagle Scout certificates	27	44
Girl Scout Gold Award letters	25	25
Arizona state flag certificates	118	99
United States flag certificates	22	51

### Actions of the Governor

Actions of Gov. Janice K. Brewer are recorded in the secretary's office. The secretary of state's office has kept record and/or attested to the following actions of the Brewer administration:

Actions of the Governor	FY13	FY14
Acquisition	-	-
Agent's Appointments	120	55
Appointment Certificates	12	18
Approval of Applicable Elected Representative	4	-
Approval of Proposed Annexation	-	-
Certificates	12	4
Certificate of Achievement	-	-
Certificate of Appreciation	8	2
Certificate of Approval	2	-
Certificate of Recognition	35	2
Certificate of Special Recognition	14	10
Certificate of Appointment	25	5
Charter Amendments	2	-
Clemency		
Clemency Denied	10	12
Proclamation of Clemency	-	-
Commutation of Sentence – granted	4	2
Declaration of Emergency	7	3
Executive Agreement	9	8



*Director of Communications*  
**MATT ROBERTS**

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Actions of the Governor ~ Continued

Actions of the Governor	FY13	FY14
Executive Orders (These orders can be viewed online at <a href="http://www.azlibrary.gov">www.azlibrary.gov</a> )	8	9
Extraditions	108	52
Governor's Approval of Purchase	-	1
Land Patent	13	4
Loyalty Oath	913	433
Notice of Appointment NOTE: Some notices of appointments contain loyalty oaths as part of the appointment.	622	384
Official Correspondence	-	1
Pardon	-	-
Pardon Denied	-	-
Proclamation	237	199
Re-Extradition	-	-
Requisition	120	53
Settlement Amendment	-	-
Termination of State of Emergency	3	5
Tribal-State Gaming Compact	-	-
Warrant of Death	-	-

Actions of the Legislature

The office prepares cover letters and transmits memorials and resolutions passed each legislative session upon the request of the Legislature. Often the request to transmit or send the correspondence is written into the language at the end of the memorial or resolution. The transmittal letters are posted online at the secretary of state's website, [www.azsos.gov](http://www.azsos.gov).

House Concurrent Resolutions	
HCR2002	A Concurrent Resolution on the Death of Former Representative Ben Miranda.
HCR2006	Acknowledging the Leadership of the Hopi Tribe and the United States Public Health Service in Initiating the Smoke-Free Movement in Hospitals and Workplaces.
HCR2028	Proclaiming February 7, 2014 as National Wear Red Day in Arizona.
HCR2038	A Concurrent Resolution on the Death of the Honorable Arthur J. Hubbard, Sr.
HCR2005	Enacting and Ordering the Submission to the People of a Measure Relating to the Use of Investigational Drugs, Biological Products and Devices. (To be submitted to the voters in the next General Election.)
HCR2040	A Concurrent Resolution on the Death of Joseph James Lane III.

House Concurrent Memorial	
HCM2001	Urging the United States Congress to Establish a Select Committee on POW and MIA Affairs.

House Joint Memorial	
HJR2002	Supporting the January 8 Memorial Foundation's Efforts to Create a Memorial in Honor of those Lost or Injured During the Tragedy of January 8, 2011 at a "Congress on your Corner" Event in
HJR2001	Recognizing April 2014 as Child Abuse Prevention Month in Arizona.

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**House Memorials**

HM2001	Urging the United States Congress to Restore the Presumption of a Service Connection Between Agent Orange Exposure and Subsequent Illnesses to United States Vietnam War Veterans.
HM2002	Urging the United States Congress to Recognize Significant Health Risks Connected to Open-Air Burn Pit Exposure.

**House Resolution**

HR2006	Supporting the Strategic Partnership Between the United States and the Republic of Azerbaijan and the Reinvigoration of United States Efforts Aimed at a Swift and Just Political Settlement of the Armenia-Azerbaijan Nagorno-Karabakh Conflict.
HR2001	Supporting the Designation of Ash Fork, Arizona as the "Flagstone Capital."
HR2008	Proclaiming the First Friday of September of Each Year as Ovarian Cancer Awareness Day in the State of Arizona.
HR2007	Supporting the Consular Corps of Arizona.
HR2009	Commending the Nation of Israel for its Cordial and Mutually Beneficial Relationship with the United States and with the State of Arizona.

**Senate Concurrent Memorial**

SCM1006	Urging the United States Congress to Provide Full, Sustainable Funding for the Payment in Lieu of Taxes Program for Fiscal Year 2015 and Into the Future.
SCM1009	Urging the United States Congress to Repeal the Medicare Enrollment Requirement for Physicians Who Have a National Provider Identifier.
SCM1001	Urging the Secretary of the United States Department of the Interior to Immediately Take all Necessary Measures to Operate the Yuma Desalting Plant.

**Senate Concurrent Resolution**

SCR1023	Recognizing Phoenix Rotary 100 on its Centennial and Proclaiming March 1, 2014 as Arizona Rotary Day.
SCR1024	Supporting the Negotiation of a United States-Taiwan Trade Agreement and Taiwan's Participation in the Trans-Pacific Partnership and International Organizations.
SCR1022	Opposing the Implementation of Rules for New Electric Generating Units that Require Technology that is not Commercially Available or Technologically Feasible and that do not Recognize the State's Primary Role in Establishing and Implementing Plans to Achieve Emissions Reductions for Existing Units.
SCR1006	Supporting the Protection of Arizona and New Mexico Landowners and the Diversion of Future Mexican Wolf Introduction Efforts to Remote Areas.
SCR1007	Supporting Forest Management and the Use of Appropriately Scaled Industry to Preserve the Safety of Arizona Communities, the Health of Arizona Forests and the Strength of the Arizona Economy.

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**Senate Concurrent Resolutions ~ Continued**

SCR1008	Recognizing the Assets the State of Arizona Provides to National Defense and the Beneficial Economic Impact to the State Due to the Federal Military Installation and Missions Located in Arizona and Supporting the United States Congress and Department of Defense in Supporting the Missions of the Military Within the State of Arizona and the Nation.
---------	--

**Senate Resolution**

SR1008	Supporting the Strategic Partnership Between the United States and the Republic of Azerbaijan and the Reinvigoration of United States Efforts Aimed at a Swift and Just Political Settlement of the Armenia-Azerbaijan Nagorno-Karabakh Conflict.
SR1001	A Resolution on the Death of
SR1003	Supporting the Nullification in the State of Arizona of all Rules Imposed by the United States Environmental Protection Agency and Supporting Consultation Between the United States Environmental Protection Agency and Tribal Governments Prior to the Implementation of Rules that Impact Tribal Govern-

**Senate Resolutions ~ Continued**

SR1007	Proclaiming October 9 of Each Year as PANS, PANDAS and PITAND Awareness Day in the State of Arizona.
SR1010	Proclaiming the Week of February 23, 2014 as National Eating Disorders Awareness Week.
SR1004	A Resolution on the Death of Cecil H. Miller, Jr.
SR1009	A Resolution on the Death of John Decker.
SR1002	A Resolution on the Death of John Alan Greene.
SR1012	A Resolution on the Death of Lorena Morgan Williams.
SR1013	Recognizing Fire Chief Randy Redmond.

**Vetoes**

HB2385	Establishing the State Agency Cost Accounting Legislative Study Committee.
SB1366	Relating to Firearms.
HB2262	Relating to Transportation Networks.
HB2313	Relating to Capital Sentencing.
HB2316	Relating to Local Education Control and Student Privacy.
SB1386	Making a Supplemental Appropriation to the Department of Administration to Contract for a Review of Child Protective Services.
SB1483	Relating to County Board of Supervisors.
HB2564	Relating to the Arizona Peace Officer Standards and Training Board.
HB2661	Relating to Liquor Licenses; Providing for Conditional Enactment.
HB2664	Relating to Income Tax.
HB2327	Relating to the Definition of Motor Vehicle.
SB1062	Relating to the Free Exercise of Religion.

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**Ken Bennett ~ Secretary of State**

## **ADDRESS CONFIDENTIALITY PROGRAM**

***Write Us***

Arizona ACP  
1901 W. Madison St.  
Phoenix, AZ 85009

***On the Web***

[www.azsos.gov/info/acp](http://www.azsos.gov/info/acp)  
e-mail: [acpinfo@azsos.gov](mailto:acpinfo@azsos.gov)

***Call Us***

Telephone: (602) 542-1653

Fax: (602) 542-3251



*Director*  
**BETTY McENTIRE**

## Address Confidentiality Program

### Who We Are

The Address Confidentiality Program (ACP) in the main office of the Arizona Secretary of State provides victims of domestic violence, sexual offenses, or stalking with a legal substitute address for use with public records and mail forwarding services to certified participants.

The ACP is funded through a \$50 fine collected from persons convicted of either a misdemeanor or felony domestic violence offense as pursuant to A.R.S. § 13-3601; sexual offenses included in A.R.S. Title 13, Chapter 14 or Chapter 35.1; or a stalking offense pursuant to A.R.S. § 13-2923.

### Our Customers

The Address Confidentiality Program customers are victims of domestic violence, sexual offenses, or stalking who have relocated to an unknown address and are in fear for their safety as a result of the victimization.

### What We Do - Services

The ACP:

- Designates substitute address for certified participants that is to be used by state and local government entities under A.R.S. § 41-162(B)(1)
- Receives and forwards all first-class, certified and registered mail on behalf of program participants under A.R.S. § 41-162(B)(2) and (3)
- Acts as the certified participant's legal agent for purposes of mail receipt and legal documents under A.R.S. § 41-162(C)
- Provides training to application assistants under A.R.S. § 41-162(D)
- Designates and registers application assistants under A.R.S. § 41-162(D)

- Provides technical assistance to government entities on compliance with the ACP laws
- Provides presentations to state and local government entities on the ACP program and the acceptance of the legal substitute address

## Fiscal Year 2014 Statistics

### Program Participants

Participants enrolled in the ACP vary. Both adults and children are certified into the program.

The majority of the participants enrolled are adults, both men and women who have been victimized and are actively being stalked and harassed by a perpetrator.

Half of the participants include spouses, family members, and children who reside with the primary participant.

	FY13	FY14
Participants certified	174	269

### Application Assistants

“Application assistants” are persons who provide counseling or services to victims of domestic violence, sexual offense, or stalking.

The application assistant recommends and assists to enroll applicants into the program.

Application assistants are currently located throughout the state of Arizona and have been trained and registered by the director of the ACP.

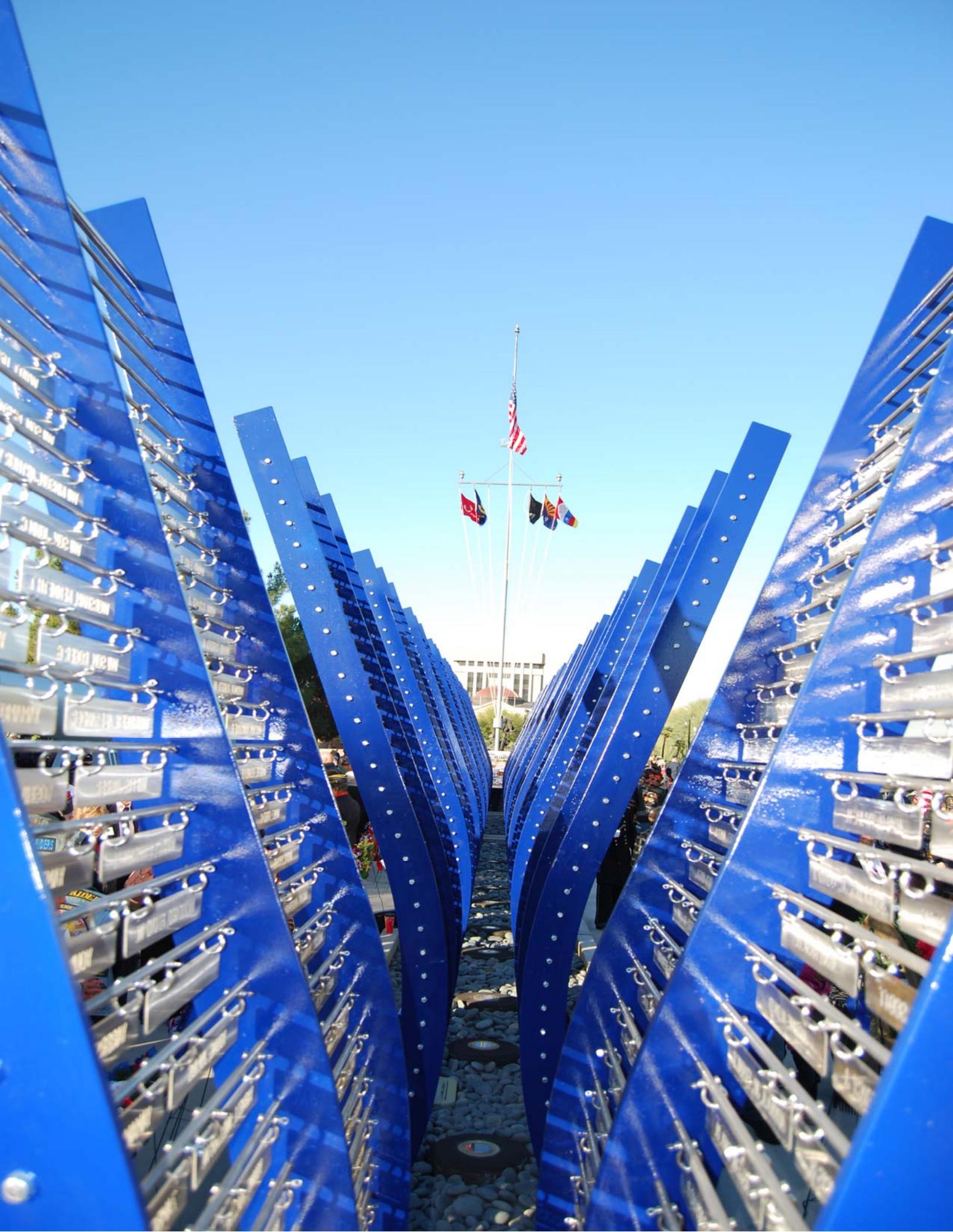
	FY13	FY14
New Application Assistant Registration Trainings	8	11
Number of individuals trained	84	110
Number of individuals registered	128	80

In FY2014, the Address Confidentiality Program started conducting refresher trainings for registered application assistants. The goal of the refresher trainings are to provide application assistants with updates on the program, provide solutions to common challenges when discussing the program with potential applicants, and provide an overall “brush-up” of the program.

	FY14
Application Assistant Refresher	3
Number of Registered Application Assistants Trained	29
Number of Application Assistants	80



The Address Confidentiality Program had 269 participants at the end of Fiscal Year 2014.



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**Ken Bennett ~ Secretary of State**

## **BUSINESS SERVICES**

### ***Write Us***

Secretary of State Ken Bennett  
1700 W. Washington St., Fl. 7  
Phoenix, AZ 85007-2808  
Attention: Business Services

### ***Call Us***

General telephone: (602) 542-6187  
Fax: (602) 542-7386  
Notary Public: (602) 542-4758

### ***Physical Location***

Business filings are conducted at two locations.

1700 W. Washington St., Ste. 103  
Phoenix, AZ 85007

This location is in the Capitol executive tower in downtown Phoenix.

Secretary of State Satellite Office  
400 W. Congress, 1st Floor, Room 141  
Tucson, AZ 85701

This office is located in the governor's southern Arizona office complex in Tucson.

### ***On the Web***

[www.azsos.gov/business\\_services](http://www.azsos.gov/business_services)

e-mail: [charities@azsos.gov](mailto:charities@azsos.gov)  
e-mail: [partnerships@azsos.gov](mailto:partnerships@azsos.gov)  
e-mail: [notary@azsos.gov](mailto:notary@azsos.gov)  
e-mail: [trades@azsos.gov](mailto:trades@azsos.gov)  
e-mail: [ucc@azsos.gov](mailto:ucc@azsos.gov)  
e-mail: [ad@azsos.gov](mailto:ad@azsos.gov)

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Director  
**JOANN ARELLANO**



Customer Service Center  
Supervisor  
**MARIA DE LA HOYA**

## Business Services

### Who We Are

The Business Services Division in the main office of the Arizona Secretary of State processes registrations for businesses and commissions Arizona notaries.

### Our Customers

Business Services helps customers to file and/or register:

- Advance Directives
- Athlete Agents
- Limited Partnerships
- Limited Liability Partnerships
- Limited Liability Limited Partnerships
- Notary Commissions
- Notary Complaints
- Telephone Solicitors
- Trademarks
- Trade Names
- Uniform Commercial Code Financing Statements
- Veterans Charitable Organizations

### What We Do - Services

#### *Services Provided to the Public*

- Files and maintains a database of active advance directives under A.R.S. § 36-3291
- Prepares and issues apostilles and certificates for documents going to a foreign country under A.R.S. §§ 41-325 and 41-326
- Maintains athlete agent registrations under A.R.S. §§ 15-1761 through 15-1776
- Maintains charitable organization (charities) registrations under A.R.S. §§ 44-6551 through 44-6561
- Files city charters under A.R.S. § 9-283
- Maintains veterans charitable organizations (charities) registrations under A.R.S. § 13-3722(A)

- Maintains dance studios contracts under A.R.S. §§ 44-1741 through 44-1750
- Commissions notaries public under A.R.S. §§ 41-311 through 41-332
- Accepts complaints against Arizona notaries public under A.R.S. § 41-331
- Files out-of-state landlord agents for service or “Jurisdiction and service of process” under A.R.S. § 33-1309
- Files partnerships registrations under A.R.S. Title 29, Ch. 1 through 5
- Maintains professional employer organizations filings under A.R.S. §§ 23-561 through 23-576 (PEO registration is delayed until June 30, 2023)
- Maintains revocations of certificate, suspension, re-issuance (reinstatement) of a suspended or revoked certificate for the Board of Technical Registration under A.R.S. §§ 32-128(I). A.R.S. §§ 32-101 through 32-150
- Maintains telemarketers or telephone solicitors registration A.R.S. §§ 44-1271 through 44-1281
- Issues trade name registrations (business names) under A.R.S. §§ 44-1460 through 44-1460.05
- Registers trademarks (logos) under A.R.S. §§ 44-1441 through 44-1456
- Maintains Uniform Commercial Code (UCC) registration i.e. financing statements under A.R.S. Title 47, Ch. 9

## Fiscal Year 2014 Statistics

### Partnerships

Pursuant to Laws 2010, Ch. 313, effective July 29, 2010, though limited liability partnerships are required to publish their statement of qualification in a newspaper of general circulation for three consecutive publications, LLPs are no longer required to file an affida-



Supervisor  
**ROSE VALENCIA**

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vit evidencing publication of their statement of qualification with the Secretary of State. Additionally, beginning July 29, 2010, LLPs that are delinquent in filing an annual report will be assessed a \$25 late filing penalty due upon filing the late report.

<b>Administered</b>	<b>FY13</b>	<b>FY14</b>
General Partnerships	457	486
Limited Partnerships	21,757	21,921
Limited Liability Partnerships	3,292	3,344
Limited Liability Limited Partnerships	2,882	3,344
Foreign Limited Partnerships	5,790	5,848
Foreign Limited Liability Partnerships	245	265
Foreign Limited Liability Limited Partnerships	56	57
<b>Applications</b>		
General Partnerships	12	31
Limited Partnerships	512	359
Limited Liability Partnerships	150	97
Limited Liability Limited Partnerships	354	201
Foreign Limited Partnerships	125	148
Foreign Limited Liability Partnerships	20	22
Foreign Limited Liability Limited Partnerships	14	3

<b>Applications, subsequent filings and Annual Reports</b>	<b>FY13</b>	<b>FY14</b>
General Partnerships	26	57
Limited Partnerships	1,731	1,371
Limited Liability Partnerships	1,759	1,692
Limited Liability Limited Partnerships	2,501	2,355
Foreign Limited Partnerships	731	771
Foreign Limited Liability Partnerships	137	138
Foreign Limited Liability Limited Partnerships	54	25

### Athlete Agent Registrations

An individual who has submitted an application for and holds a certificate of registration or licensure as an athlete agent in another state may submit a copy of the application and certificate in lieu of submitting Arizona's application. The Secretary of State will accept the application and the certificate from the other state as an application for registration in this state if the application to the other state meets all of the following requirements:

- It was submitted in the other state within the six months immediately preceding the submission of the application in this state and the applicant certifies that the information contained in the application is current and correct;
- It contains information that is substantially similar to or more comprehensive than that required in an application submitted in this state;
- It was signed by the applicant under penalty of perjury.

<b>Athlete Agent Registrations</b>	<b>FY13</b>	<b>FY14</b>
Administered	46	94
New	16	37

### Out of State Landlord Agents for Service

Agents should refer to A.R.S. Title 33, Chapters 10 and 17 for other property owner filings and/or requirements under the Arizona Residential Landlord and Tenant Act.

Out of State Landlord Agents for Service	FY13	FY14
Number of filings	105	148

### Advance Directives

The Arizona Advance Directive Registry is a free database for the storage of advance directives. The program has been in place since March 1, 2005.

Advance Directives	FY13	FY14
New registrations	5,257	6,400
Administered	27,351	32,266

### Telephone Solicitors

In FY2010 the telephone solicitor bond form was updated to make sure a seller properly submits a bond to comply with the provisions of A.R.S. § 44-1274.

Telephone Solicitors	FY13	FY14
New telephone solicitors	67	36
Administered	392	394

### Uniform Commercial Code (UCC)

The Secretary of State no longer mails an acknowledgment of any recorded UCC documents to the filer unless the filer provides an appropriate sized, addressed and stamped envelope. [A.R.S. § 47-9523(G)] The new UCC FACTS system has been implemented and allow bulk filers to upload and submit filings electronically.

UCC	FY13	FY14
Uniform Commercial Code (administrators)	299,609	301,572
Uniform Commercial Code transactions	66,616	64,755

### Trade Names

TRADE NAME	FY13	FY14
Administered	204,190	197,542
Applications	25,391	25,227
Renewals	5,047	5,093
Amendments	767	755
Assignments	1,326	1,444
Cancellations	625	562
Corrections	1,318	1,281
Reminders mailed	38,105	35,665
Certificates mailed	33,627	33,503

### Trademarks

TRADEMARKS	FY13	FY14
Administered	13,828	13,533
Applications	797	999
Renewals	149	138
Amendments	31	21
Assignments	45	92
Cancellations	8	8
Corrections	126	94
Reminders mailed	1,469	1,452
Certificates mailed	1,132	1,369

### Charities

As of September 13, 2013, Laws 2013, Ch. 234 (HB2457) abolished this filing requirement.

Notary Workshops

Statewide workshops were reinstated in FY2014.

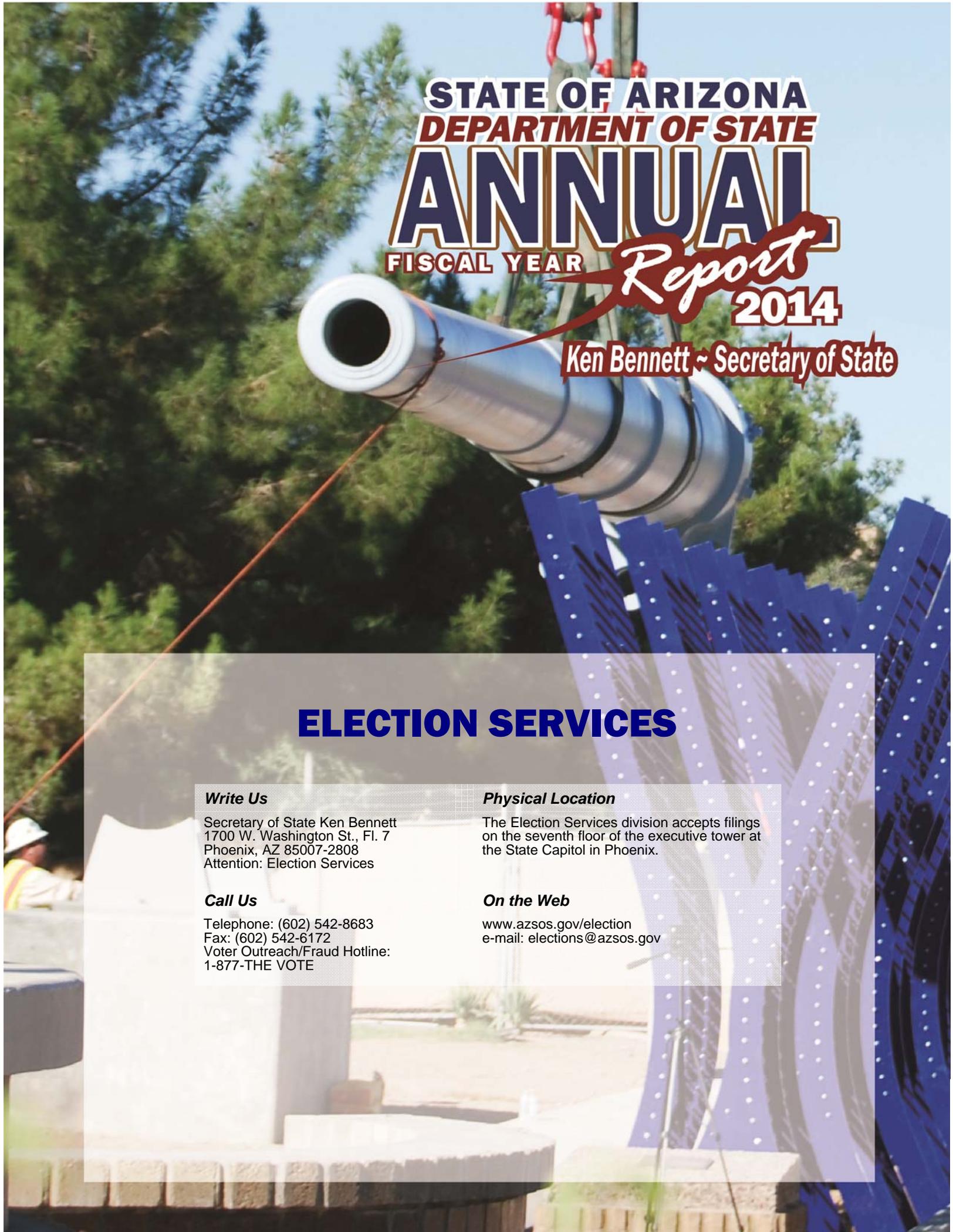
Notary Training	FY13	FY14
Notary workshops	36	43
Attendance	1,091	1,517

Notaries

The *Arizona Notary Public Reference Manual* was updated in FY 2013 with a release scheduled for November 2012. The Notary FACTS System to be released in FY2015 will permit electronic application submission.

Notary Filings	FY13	FY14
Notary Commissions (administrators)	89,895	88,989
<b>Actions related to notaries &amp; notarizations (Issued and affixed the Great Seal of Arizona)</b>		
Certificates of apostilles authentication for notaries public	25,537	23,151
Certificates of notary public appointments	18,100	17,391
Certificates of authentication	5,884	5,254
<b>Notary Complaints</b>		
Complaints filed	204	153
Complaints resolved	228	208
Number of administrative hearings SOS was a party to	2	2





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**Ken Bennett ~ Secretary of State**

## **ELECTION SERVICES**

### **Write Us**

Secretary of State Ken Bennett  
1700 W. Washington St., Fl. 7  
Phoenix, AZ 85007-2808  
Attention: Election Services

### **Call Us**

Telephone: (602) 542-8683  
Fax: (602) 542-6172  
Voter Outreach/Fraud Hotline:  
1-877-THE VOTE

### **Physical Location**

The Election Services division accepts filings on the seventh floor of the executive tower at the State Capitol in Phoenix.

### **On the Web**

[www.azsos.gov/election](http://www.azsos.gov/election)  
e-mail: [elections@azsos.gov](mailto:elections@azsos.gov)



**Director**  
**CHRISTINA**  
**ESTES-WERTHER**



**Asst. Director**  
**KRIS KINGSMORE**

## Election Services

### Who We Are

The most visible of all office divisions, Election Services transmits and certifies the results of statewide elections. Other duties include the registration of lobbyists, filing of campaign finance reports, testing voting equipment in the state, and producing and publishing election publicity pamphlets known as the *Arizona's General Election Guide (Ballot Proposition & Judicial Performance Review Guide)*.

### Our Customers

Election Services staff supports numerous election related tasks and:

- Provides information to citizens on how to register to vote
- Helps Arizonans find a polling location
- Provides contact information and addresses for county recorders or county election directors
- Provides information on how to run for public office
- Provides information on how to get an initiative or referendum on the ballot, including signature requirements
- Accepts an initiative or referendum filing
- Accepts arguments submitted for or against propositions
- Certifies election officers

### What We Do - Services

#### ***Services provided to candidates and public officers***

The Division administers campaign finance laws and accepts and maintains candidate filings.

- Accepts candidates' nomination petition papers to run for office under A.R.S. §§ 16-311 and 16-312
- Accepts judge or justice filings for retention under Ariz. Const. Art. VI, § 38 and judge or justice certificates of retention

- Accepts statements of political committee organization under A.R.S. § 16-902.01
- Accepts campaign finance reports under A.R.S. § 16-913
- Accepts candidates' financial disclosure statements under A.R.S. §§ 16-311 and 38-543
- Issues Primary Election letters of nomination under A.R.S. § 16-645
- Issues General Election candidate certificates of election under A.R.S. § 16-650
- Accepts public officers and judges' annual financial disclosure statements under A.R.S. § 38-542

### ***Clean Elections Candidates***

The Citizens Clean Elections Act was passed by the people of Arizona in 1998 to restore citizen participation and confidence in our political system. The Act allows candidates running for the Legislature or statewide offices the opportunity to forgo special interest money by collecting a qualifying number of \$5 contributions. In return, the candidate receives full, public funding for the candidate's campaign.

- Accepts filings from candidates who wish to participate as a clean elections candidate under A.R.S. § 16-947(A)
- Accepts a list by county of qualifying contribution slips from candidates who wish to participate under A.R.S. § 16-950

### ***Services provided to the people of Arizona***

Election services are many, including accepting filings, conducting voter education and maintaining official election results.

- Accepts initiative petitions for filing under Ariz. Const. Art. IV, Part 1, § 1
- Reviews and processes initiative petitions signatures under A.R.S. § 19-121.01
- Maintains and administers ballot filings and drafts ballot language under A.R.S. § 19-125
- Prepares the statewide publicity pamphlet, a guide to ballot propositions and distributes it to households with registered voters under A.R.S. § 19-123(A) and (B)

- Maintains and publishes, in the statewide publicity pamphlet, arguments submitted for or against propositions under A.R.S. § 19-124
- Conducts voter education of ballot propositions through Town Halls under A.R.S. § 19-123(D)
- Receives and certifies statewide elections results under A.R.S. § 16-648

### ***Services provided to Arizona counties***

- Provides a random sample of non-duplicative names from clean election candidates qualifying contribution slips under A.R.S. § 16-950(c)
- Trains and certifies county recorders and election officials under A.R.S. § 16-407
- Reviews and certifies county election equipment by performing logic and accuracy tests on county election equipment for primary, general and statewide special elections under A.R.S. § 16-449

### ***Services provided to Principals/Public Bodies/Lobbyists***

#### **Principals**

- Accepts registrations under A.R.S. § 41-1232
- Maintains accurate records of registrations, including amendments to registrations under A.R.S. § 41-1232
- Accepts and maintains records of terminations to principal registrations

filed under A.R.S. § 41-1232

- Accepts and maintains annual reports under A.R.S. § 41-1232.02
- Notifies the Attorney General’s office of delinquent annual reports under A.R.S. § 41-1237.01

**Public Bodies**

- Accepts registrations under A.R.S. § 41-1232.01
- Maintains accurate records of registrations, including amendments to registrations under A.R.S. § 41-1232.01
- Accepts and maintains records of terminations to public body registrations filed under A.R.S. § 41-1232.01
- Accepts and maintains annual reports under A.R.S. § 41-1232.03
- Notifies the Attorney General’s office of delinquent annual reports under A.R.S. § 41-1237.01.

**Lobbyist**

- Accepts registrations under A.R.S. § 41-1232.05
- Accepts and maintains quarterly expenditure reports for principal lobbyists under A.R.S. § 41-1232.02(B) and public body lobbyists under A.R.S. § 41-1232.03(B)
- Notifies Attorney General’s office of delinquent quarterly reports under A.R.S. § 41-1237.01

**Fiscal Year 2014**  
**Statistics**

**Voter Registration**

The Election Services Division takes great pride in helping Arizona citizens register to vote and educating them about elections. Maintaining the integrity of the voter registration rolls via electronic databases, providing online access to check polling place location and early ballot status, and allowing overseas and military voters to vote through a secure online system are just a few ways Election Services has automated many of its services.

**Registration Forms**

Voter registration forms were dispersed as follows:

Registration forms	FY13	FY14
Total forms provided	14,430	5,063

**EZ Voter (through Service Arizona)**

EZ Voter enables persons with a valid Arizona driver license or nonoperating identification card to register to vote online.

Statewide	FY13	FY14
Total	616,538	503,107

**Voter Registration Drives**

The Voter Outreach Director conducts voter registration drives and voter education.

Statewide	FY13	FY14
Total	24	19

**Statewide Voter Registration Totals**

The latest voter registration figures compiled by county, congressional district and legislative district are available on the Secretary of State’s website, [www.azsos.gov](http://www.azsos.gov).

Statewide	FY13	FY14
Total	3,227,819	3,252,041

### Voter Outreach

The Arizona Secretary of State's Voter Registration and Outreach program is dedicated to educating the public on elections and promoting the importance of voting. The Secretary of State's office continues to encourage voter participation and provide our overseas and military citizens with election information. Additionally, our office is committed to finding new and innovative ways to reach out to the public.

In FY 2014, the Secretary of State's office reported 3.25 million registered voters. This fiscal year, over 503,000 voters statewide used the EZ voter website, either online or through their local Motor Vehicle Department office, to register to vote or to update their voter registration record.

The Division continues its Voter Registration and Outreach program by attending public events across the state. Outreach staff registered approximately 417 citizens by taking part in various community events as well as conducting voter registration drives at high schools and universities.

### Election Officer Certification Training

Election Officer Certification Training	FY14
Diplomas to Arizona election officials	371
County Recorders who completed the program	15
Chief Deputy County Recorders who completed the program	13
County Election Directors who completed the program	15
Clerks of the Boards of Supervisors who completed the program	6
County Attorneys who completed the program	10
City/Town Clerks who completed the program	25
Certificates of Attendance	9

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### HAPPY BIRTHDAY!

In an effort to reach out to youth voters, the Secretary of State's office issues "Happy 18th Birthday" postcards to encourage those just turning voting age to register and participate in the electoral process.

Birthday Cards Sent		
2013	July	5,991
2013	August	6,334
2013	September	6,666
2013	October	6,207
2013	November	5,815
2013	December	5,930
2014	January	5,898
2014	February	5,450
2014	March	6,060
2014	April	5,594
2014	May	5,781
2014	June	5,766
<b>Birthday Card Totals</b>		<b>71,492</b>

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<b>Candidate &amp; Public Officer Filings</b>	<b>FY13</b>	<b>FY14</b>
Candidates' nomination papers to run for office	40	263
Presidential Elector Write-In Candidates*	78	N/A
Judge/justice filings for retention	10	N/A
Financial disclosure statements filed by candidates for office	N/A	289
Primary Election letters of nomination	181	N/A
General Election candidate certificates of election	114	N/A
General Election certificates of retention	10	N/A
Annual financial disclosure statements filed by public officers and judges	463	430

**2014 Primary & General Elections**  
**Initiatives**

Arizona's registered voters may propose new laws, amend existing laws or propose constitutional amendments through the initiative petition process.

<b>Initiative Petition Filings</b>	<b>FY13</b>	<b>FY14</b>
Initiatives Filed By The People	3	0
Signatures Filed For Verification For Initiative Petitions Filed	941,973	0

<b>Referendum Petition Filings</b>	<b>FY13</b>	<b>FY14</b>
Referenda Filed By The People	0	1
Signatures Filed For Verification For Referendum Petitions Filed	0	144,150

<b>Arguments and Pamphlets</b>	<b>FY13</b>	<b>FY14</b>
Arguments Filed For or Against Propositions	286	N/A
Pamphlets Mailed to Households with Registered Voters	1,802,435	N/A

Please note: Referendum R-03-2014 was filed in September 2013 to refer House Bill 2305 to the November 2014 ballot. In February 2014, the Legislature passed H.B. 2196, which repealed H.B. 2305 in its entirety and the referendum was rendered moot.

**Principal/Public Bodies/Lobbyists**

Arizona lobbyist regulation involves disclosure, and begins with the registration of either a principal or public body with the Office of the Secretary of State.

<b>Principal filings</b>	<b>FY13</b>	<b>FY14</b>
Initial Registrations filed	140	144
Registration reminder notices mailed	1,113	0*
Amendments to registration filed	206	290
Terminations to principal registration filed	174	124
Annual reports filed	1151	1,226
Delinquent annual reports turned over to the Attorney General's office	0	49

\* Registration reminder notices are not applicable since Principle/Public Body renewal occurs in FY15. The Office sent the following total of Annual Report Reminder notices/failure to file letters to Principals/Public Bodies: 1,556 in FY13 and 1,396 in FY14.

<b>Public Body filings</b>	<b>FY13</b>	<b>FY14</b>
Initial Registrations filed	7	2
Registration reminder notices mailed	258	0*
Amendments to registration filed	70	95
Terminations to principal registration filed	7	2
Annual reports filed	256	273
Delinquent annual reports turned over to the	0	8

Public Body filings ~ Continued	FY13	FY14
*Registration reminder notices are not applicable since Principal/Public		

Lobbyist filings	FY13	FY14
Lobbyist registrations filed	508	307
Registration reminder notices mailed	N/A	810
Registration failure to file letters mailed	N/A	79
Quarterly expenditure reports filed	3165	3,484
Quarterly expenditure report reminder notice-	0	2,963
Quarterly expenditure report failure to file	735	518

### Campaign Finance

Candidates and Political Committees seeking to influence elections must register and file campaign finance reports via the Secretary of State's web-based Campaign Finance Reporting system.

Statements of Organization	FY13	FY14
Candidate committees	102	188
Non-candidate committees	119	68
Amendments	241	401

Campaign Finance Reports	FY13	FY14
Total campaign finance reports filed	7,555	4,476
Candidate campaign finance reports	1,772	1,015
Non-candidate political committee finance	3,530	2,158
Amendments	1,378	771

Filings for Clean Elections	FY13	FY14
Applications for certification as a participant	32	114
Qualifying contribution slips	17,284	29,426
Candidates qualified as clean election	40	108

### New Bills Impact Campaign Finance

In 2013, the Arizona Legislature passed H.B. 2593 (Laws 2013, Ch. 98), which increased candidate campaign contribution limits and separated the primary and general election thereby requiring separate political committees for each election. The bill's effective date was September 13, 2013. The law was challenged and while the superior court denied an injunction, the Arizona Court of Appeals reversed and issued a preliminary injunction on the bill in October. On December 17, 2013, the Arizona Supreme Court vacated the opinion of the Court of Appeals and lifted the injunction. In 2014, the Arizona Legislature passed H.B. 2665, which amends the two-committee requirement. The law requires one committee for the primary and general election but separate accounting methods to distinguish the transactions. H.B. 2665 contained an emergency clause and was effective April 25, 2014. The Secretary of State modified the electronic campaign finance reporting system to incorporate the statutory modifications included in this legislation and to combine separate committees created for the 2014 election cycle by April 30, 2014.

A few key provisions of H.B. 2665 are as follows:

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- The definition of *election* was amended to specify that the general election does not include the primary election unless otherwise provided by law.
- A candidate's campaign committee may transfer or contribute monies in the aggregate from one committee to another, if both committees have been designated for an election in the same year, including to a committee for another office or in another jurisdiction.
- Contributions must be applied to the primary election unless 1) the contributor has designated otherwise, 2) the contribution limits have been exceeded for the primary election, or 3) the contribution was received after the primary election and is not used to retire primary election debt. If the contribution limit has been exceeded for the primary election, the committee may apply the excess to the general election (subject to contribution limits) or refund the excess amount. After the primary election, if you prevail, there is no transfer limit.
- General election contributions must be applied to the general election, subject to prescribed contribution limits for

that election and that contributor, in the event that a contribution was received after the primary election and was not used to retire primary election debt. Contributions made to a candidate for the general election are solely for influencing the general election.

- All contributions may be combined for use in a subsequent election after the general election.

#### Secretary of State's Office Provides Counties With Tool to Enhance Poll Worker Training; Sensitivity Key when Dealing With Voters With Disabilities

The Secretary of State's Office put together a video illustrating points on procedural and interactional suggestions and recommendations for poll workers who assist voters with disabilities. The video is intended to be a powerful add-on to the many different training components each of the county offices have in place, specifically for poll worker training. Our office hopes that it is beneficial to these offices and those customers they serve.



Our office has worked hard to ensure this video is an accurate and well-rounded summarization of what members of the elections community would want to see in this type of video. Thanks to Maricopa County and Yavapai County for their contributions and input to this project.

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**Ken Bennett ~ Secretary of State**

## **PUBLIC SERVICES**

### **Write Us**

Secretary of State Ken Bennett  
1700 W. Washington St., Fl. 7  
Phoenix, AZ 85007-2808  
Attention: Public Services

### **Call Us**

*Administrative Rules:* (602) 364-3223  
*Fax number:* (602) 542-4366  
*Publications:* (602) 542-4086  
*Fax number:* (602) 542-7386

### **Physical Location**

The Public Services division accepts filings on the seventh floor of the executive tower at the State Capitol in Phoenix.

### **On the Web**

[www.azsos.gov/public\\_services](http://www.azsos.gov/public_services)  
e-mail: [pubs@azsos.gov](mailto:pubs@azsos.gov)

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**Director**  
**SCOTT CANCELOSI**

## Public Services

### Who We Are

The Public Services division:

- Publishes the rules of state's agencies, boards and commissions
- Chapters and prints legislative bills
- Publishes documents and statutorily mandated publications
- Processes the mail for all secretary of state divisions
- Helps to prepare and publishes documents for all secretary of state office divisions
- Supports all divisions with special projects, forms and publications
- Supports the chief information officer with the maintenance of the website, including the posting of publications, chaptered bills, press releases, graphics and photos

### Our Customers

The Public Services staff supports state agencies and offices in the executive and legislative branches by maintaining their filings and publishing records.

### What We Do - Services

#### Services provided to the public:

- *Annual Report*, posts online and prints [A.R.S. § 41-4153].
- *Arizona Administrative Register*, publishes on paper/electronically to website [A.R.S. §§ 41-1011 and 41-1013].
- *Arizona Administrative Code*, publishes on paper/electronically to website [A.R.S. §§ 41-1011 and 41-1012].

- *Arizona Rulemaking Manual* publishes on paper/electronically to the website.
- *Arizona Blue Book*, publishes [A.R.S. § 41-131].
- *Residential Landlord and Tenant Act*, publishes/posts online [A.R.S. § 33-1322].
- *Mobile Home Parks Landlord and Tenant Act* “Make available to the public, without charge, Title 33, Chapter 11 on the secretary of state’s website” [A.R.S. § 41-121(12)].

The division maintains paper and electronic copies of state agency, board, and commission filings to include:

- Docket openings [A.R.S. § 41-1013(B)(7)]
- Emergency rules [A.R.S. § 41-1013(B)(10)]
- Exempt rules [A.R.S. § 41-1013(B)(13)]. The Administrative Procedure Act requires the *Register* publication of the rules adopted by the state’s agencies under an exemption from all or part of the Administrative Procedure Act. Some of these rules are exempted by A.R.S. §§ 41-1005 or 41-1057; rules may exempt by other statutes or court decisions
- Expired rules, Notice of [A.R.S. § 41-1056(E)]
- Final rules [A.R.S. § 41-1013(B)(9)]. The Administrative Procedure Act requires the publication of the final rules of the state’s agencies. Final rules are those that have appeared in the *Register* first as proposed rules and have been through the formal rulemaking process including approval by the Governor’s Regulatory Review Council (G.R.R.C.) or the attorney general
- Notices of final summary rulemaking [A.R.S. § 41-1027]
- Formal rulemaking advisory committee [A.R.S. § 41-1021(C) and (D)]
- Governor’s Regulatory Review Council summaries of action taken [A.R.S. § 41-1013(B)(12)]
- G.R.R.C. agendas

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- Proposed rules [A.R.S. § 41-1013(B)(8)]
- Proposed summary rules [A.R.S. § 41-1027]
- Public information notices that contain agency corrections to notices of rule-making; miscellaneous rulemaking information that does not fit into any other category of notice; and other types of information required by statute to be published in the *Register*
- Recodification of rules. When the Secretary of State’s office finds it necessary to recodify a chapter in order to maintain the integrity of the codification system or whenever an agency requests, in writing, that the office recodify an entire chapter or portion of a chapter, the office will publish a Notice of Recodification in the *Register* and make the change in the *Arizona Administrative Code*
- Supplemental proposed rules [A.R.S. § 41-1013(B)(11)]
- Terminated rules
- Incorporated by reference material - maintains an incorporated by reference library of items filed with rules through 2003

## Fiscal Year 2014

### County Notices

In FY2014, the division filed and printed county notices as required under state statute. When authorized by law, a county may adopt a rule, ordinance or other regulation that is more stringent than or in addition to a provision of this A.R.S. Title 49, The Environment or rule adopted by the director or any board or commission authorized to adopt rules pursuant to this title.

County	FY13	FY14
Maricopa	12	13

### Executive Orders

The division is required to publish executive orders in the *Arizona Administrative Register*. Publication ensures that the public is made aware of the order and that the order is archived for future reference. Executive orders can be found online at the governor's website or at the Law and Research Library, [www.azlibrary.gov/is/state/eo/](http://www.azlibrary.gov/is/state/eo/).

Governor	FY13	FY14
Gov. Janice K. Brewer	9	9

- EO 2013-06: Continuity of Operations and Continuity of Government Planning (Amends and Supersedes EO 2003-05)
- EO 2013-07: Adoption of Revised 2013 Arizona Emergency Response and Recovery Plan (Rescinding EO 2009-02)
- EO 2013-08: Reaffirming Arizona's Right to Set Education Policy
- EO 2013-09: Establishing the Arizona Office of Grants and Federal Resources
- EO 2014-01: Establishing a Cabinet-Level Child Safety and Family Services Division
- EO 2014-02: Sustainment of Arizona's Military Installations
- EO 2014-03: Authority to Conduct Credit Checks and Receive Criminal History Record Information
- EO 2014-04: Adopting Arizona's Master Energy Plan and Establishing State Energy Advisory Board
- EO 2014-05: Establishing the Arizona Human Trafficking Council

### Governor's Regulatory Review Council

In FY2014, the Governor's Regulatory Review Council (G.R.R.C.) worked with the division to ensure that compliance to the governor's moratorium on regulatory rule-making was met before an agency began the rulemaking process. The division received written communications from the Governor's Office before an agency could move forward on a rulemaking.

Type of filing	FY13	FY14
G.R.R.C. deadlines	1	1
G.R.R.C. agenda and summary on council action	12	11

### Agency Guidance Documents

Guidance documents are written expressions that inform the general public of an agency's current approach to rule or regulation practice.

Agency	FY13	FY14
Department of Health Services	6	4
Department of Revenue	2	0
Office of Pest Management	0	2
Total	8	6

### Agency Ombudsmen

"Each state agency shall publish annually in the register ... the name or names of those employees who are designated by the agency to assist members of the public or regulated community in seeking information or assistance from the agency." A.R.S. § 41-1006. Agencies were required to file one name per notice (if they had more than one agency ombudsmen) and file two receipts.

Agency Ombudsmen	FY13	FY14
Total Filed	29	23

### Proposed Delegation Agreements

A delegation agreement is an agreement between an agency and a political subdivision that authorizes the political subdivision to exercise functions, powers, or duties conferred on the delegating agency by a provision of law. The Administrative Procedure Act requires the publication of notices of proposed delegation agreements in the *Register*. Delegation agreements are not intergovernmental agreements pursuant to A.R.S. Title 11, Chapter 7, Article 3. For at least 30 days after publication of the Notice of Proposed Delegation Agreement in the *Register*, the agency shall provide persons the opportunity to submit in writing statements, arguments, data, and views on the proposed delegation agreement and shall provide an opportunity for a public hearing if there is sufficient interest. The delegating agency shall follow the procedures for delegation agreements specified in A.R.S. Title 41, Chapter 6, Article 8.

Proposed Delegation Agreements	FY13	FY14
Total	17	3

### Notices of Public Information

Notices of Public Information contain corrections that agencies wish to make to their notices of rulemaking; miscellaneous rule-making information that does not fit into any other category of notice; and other types of information required by statute to be published in the *Register*.

Notices of Public Information	FY13	FY4
Total	26	22

### Notices of Substantive Policy Statements

Substantive policy statements are written expressions that inform the public of an agency's current approach to rule or regulation practice. Substantive policy statements are advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act.

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Notices of Substantive Policy Statements	FY13	FY14
Total	28	30

**Corrections**

The Office receives notification from agencies to make corrections to rules filed.

Correction Request Notifications	FY13	FY14
Total	12	9

**Meetings**

Notices of Public Meetings and Notices of Oral Proceedings are published in the *Register*. Many times an agency will provide the information about a hearing in the Notice of Rulemaking Docket Opening or in the Preamble of the Notice of Proposed Rulemaking. The total does not reflect the total number of public meetings held during the fiscal year about rulemakings, just the notices filed.

Type of Notice	FY13	FY14
Notice of Public Meeting on Open Rulemaking Docket	1	0
Notice of Public Hearing (or Oral Proceeding) on Proposed Rulemaking	0	2
Total	1	2

**Rulemaking Advisory Committees**

The Office receives and published Notices of Formal Rulemaking Advisory Committees. An agency may create a rulemaking advisory committee to help prepare rules for the rulemaking process. If an agency creates a committee, the APA requires the agency to publish notice of the committee in the *Register* (A.R.S. § 41-1021(D)).

Notices of Formal Rulemaking Advisory Committees	FY13	FY14
Total	0	

**Rule Filings**

The moratorium on rulemaking activity continued in FY2014. Permission to proceed with rulemakings was granted by the Governor's Office.

Rules and related filings filed by title categories:

- Title 1. Rules and the Rulemaking Process – 2
- Title 2. Administration – 19
- Title 3. Agriculture – 18
- Title 4. Professions and Occupations – 46
- Title 5. Corrections – 0
- Title 6. Economic Security – 5
- Title 7. Education – 4
- Title 8. Emergency and Military Affairs – 3
- Title 9. Health Services – 53
- Title 10. Law – 0
- Title 11. Mines – 0
- Title 12. Natural Resources – 19
- Title 13. Public Safety – 3
- Title 14. Public Service Corporations; Corporations and Associations; Securities Regulation – 3
- Title 15. Revenue – 0
- Title 16. Tax Appeals – 0
- Title 17. Transportation – 11
- Title 18. Environmental Quality – 11
- Title 19. Alcohol, Dog and Horse Racing, Lottery and Gaming – 7
- Title 20. Commerce, Financial Institutions, and Insurance – 3

### Review of filings

Titles 5, 10, 11, 15 and 16 did not have any rulemaking filings during this fiscal year. Title 9, Health Services had the most filings at 53 rule-related packages.

### Page Count for *Administrative Register*

The total page count for the 2013 Volume 19, edition of the *Arizona Administrative Register* was 4264. This volume had 848 more pages than Volume 18.

The page count for the 2014 Volume 20, of the *Arizona Administrative Register* through June 30, 2014 was 1710. For the same timeframe (January through June 2013) in FY 2013 the page count was 1721. There was a decrease of only 11 pages for the first half of 2014.

Notices Filed by Type	FY13	FY14
Docket Opening	63	53
Emergency	2	2
Exempt	22	1
Expiration	1	11
Final	66	47
Final Exempt	16	37
Final Expedited	0	0
Proposed	65	41
Proposed Exempt	1	6
Proposed Expedited	0	1
Recodification	0	0
Supplemental Proposed	8	5
Termination	1	1

### *Administrative Code Filing Review*

- Arizona Corporation Commission - Fixed Utilities 2
- Arizona Emergency Response Commission 2
- Arizona Health Care Cost Containment System - Administration 20
- Arizona Health Care Cost Containment System - Arizona Long-term Care System 9
- Arizona Health Care Cost Containment System - Children's Health Insurance Program 4
- Arizona Health Care Cost Containment System - Health Care Group

### Coverage 3

- Arizona Health Care Cost Containment System - Medicare Cost Sharing Program 1
- Arizona Medical Board 1
- Arizona Racing Commission 2
- Arizona Radiation Regulatory Agency 3
- Arizona State Lottery Commission 3
- Arizona State Parks Board 3
- Board of Accountancy 3
- Board of Appraisal 3
- Board of Behavioral Health Examiners 1
- Board of Chiropractic Examiners 2
- Board of Dental Examiners 1
- Board of Funeral Directors and Embalmers 2
- Board of Massage Therapy 2
- Board of Nursing 2
- Board of Occupational Therapy Examiners 1
- Board of Osteopathic Examiners in Medicine and Surgery 2
- Board of Pharmacy 10
- Board of Podiatry Examiners 1
- Board of Technical Registration 1
- Citizens Clean Elections Commission 11
- Corporation Commission - Transportation 1
- Department of Administration - State Procurement Office 2
- Department of Agriculture - Agricultural Councils and Commissions 4
- Department of Agriculture - Animal Services Division 4
- Department of Agriculture - Environmental Services Division 5

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Department of Agriculture - Office of Commodity Development and Promotion 1

Department of Agriculture - Plant Services Division 3

Department of Economic Security - General Assistance Program 1

Department of Economic Security - Job Training Partnership Act 1

Department of Economic Security - Rehabilitation Services 1

Department of Economic Security - Unemployment Insurance 1

Department of Emergency and Military Affairs - Division of Emergency Management 1

Department of Environmental Quality - Air Pollution Control 1

Department of Environmental Quality - Hazardous Waste Management 1

Department of Environmental Quality - Permit and Compliance Fees 1

Department of Environmental Quality - Solid Waste Management 2

Department of Environmental Quality - Water Pollution Control 1

Department of Environmental Quality - Water Quality Standards 1

Department of Fire, Building and Life Safety 2

Department of Health Services - Child Care Facilities 1

Department of Health Services - Child Care Group Homes 1

Department of Health Services - Children's Rehabilitative Services 1

Department of Health Services - Communicable Diseases and Infestations 2

Department of Health Services - Emergency Medical Services 1

Department of Health Services - Health Care Institution Facility Data 1

Department of Health Services - Health Care Institutions: Licensing 3

Department of Health Services - Health Program Services 2

Department of Health Services - Medical Marijuana Program 1

Department of Health Services - Occupational Licensing 1

Department of Health Services: Health Care Institutions: Licensing 1

Department of Liquor Licenses and Control 2

Department of Public Safety - Precursor and Regulated Chemical Reporting 1

Department of Public Safety - Reporting by Scrap Metal and Used Automotive Components Dealers 1

Department of Transportation - Administration 1

Department of Transportation - Commercial Programs 4

Department of Transportation - Overdimensional Permits 1

Department of Transportation - Third-Party Programs 1

Department of Transportation - Title, Registration, and Driver Licenses 4

Department of Water Resources 5

Department of Weights and Measures 1

Dept. of Environmental Quality - Air Pollution Control 3

Dept. of Environmental Quality - Permit and Compliance Fees 1

Economic Security - Social Services 1

Game and Fish Commission 6

Governor's Regulatory Review Council 1

Health Services - Occupational Licensing 1

Industrial Commission of Arizona 2

Law Enforcement Merit System Council 1

Naturopathic Physicians Medical Board 1

Office of Administrative Hearings 2

Office of Pest Management 3

Radiation Regulatory Agency 3

Registrar of Contractors 4

Secretary of State - Rules and Rulemaking 1

State Board for Charter Schools 4

State Board of Dental Examiners 2

State Board of Nursing 1

State Boxing and Mixed Martial Arts Commission 1

State Personnel Board 2

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State Retirement System Board 2

Veterinary Medical Examining Board 1

Publications Printed

ACP App Asst. Handbook – 92

ACP Brochure – 10

ACP Brochure, Spanish – 170

ACP Handbook –5

ACP Handbook, Spanish – 8

ACP Newsletter – 325

ACP Participant Handbook – 102

ACP Protected Voter Registration – 80

AZ & U.S. Constitution – 237

AZ & U.S. Constitution, Large Print – 10

Election Candidate Training Notebook – 20

Election Officer Certification & Training Program Notebook – 143

Helpful Phone Number Flyer – 3,000

Kids Activity Book – 300

Notary Journal – 1

Notary Reference Manual – 2,989

Renewal of Trade Name Applications – 1,300

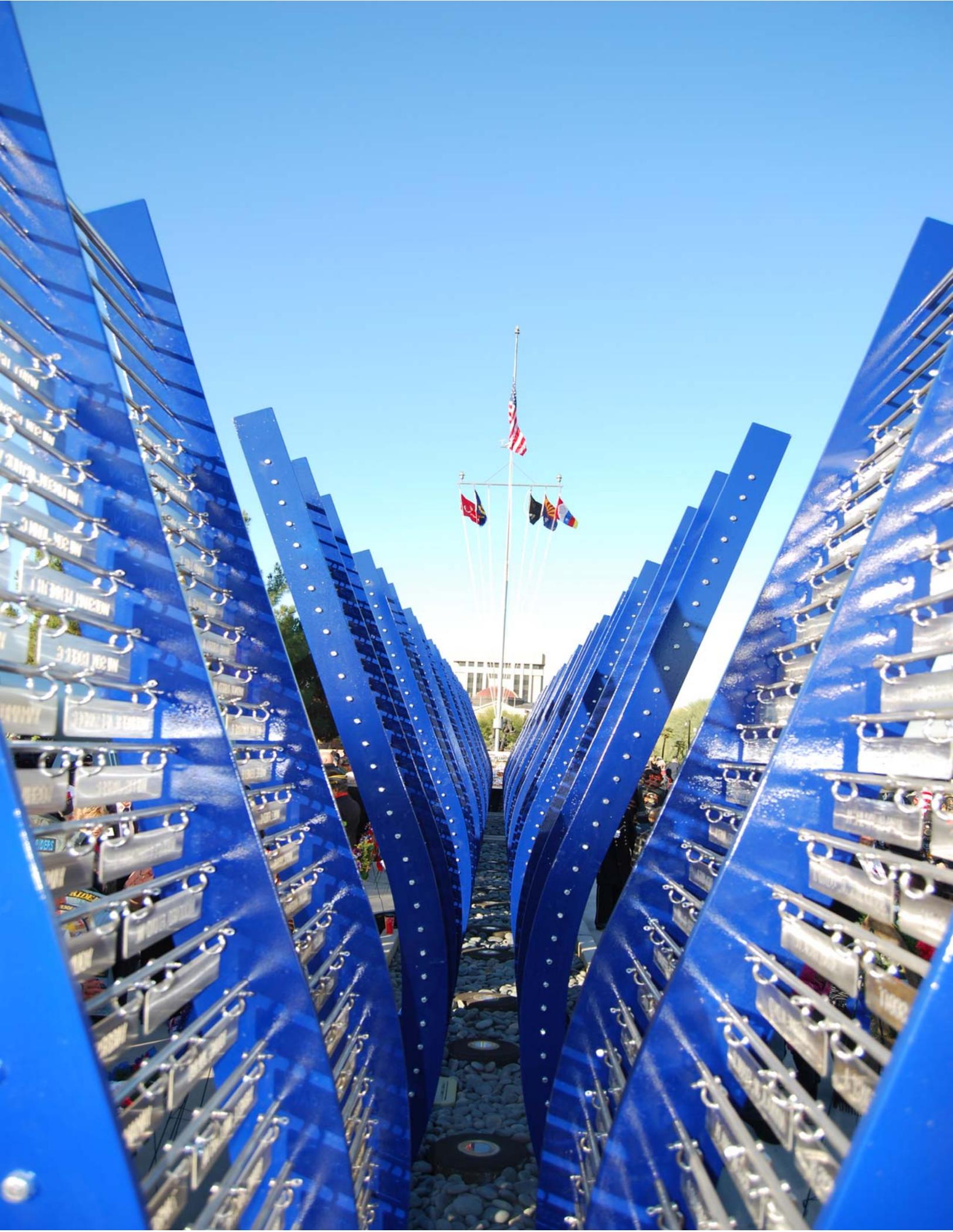
Trade Name Application – 10,500

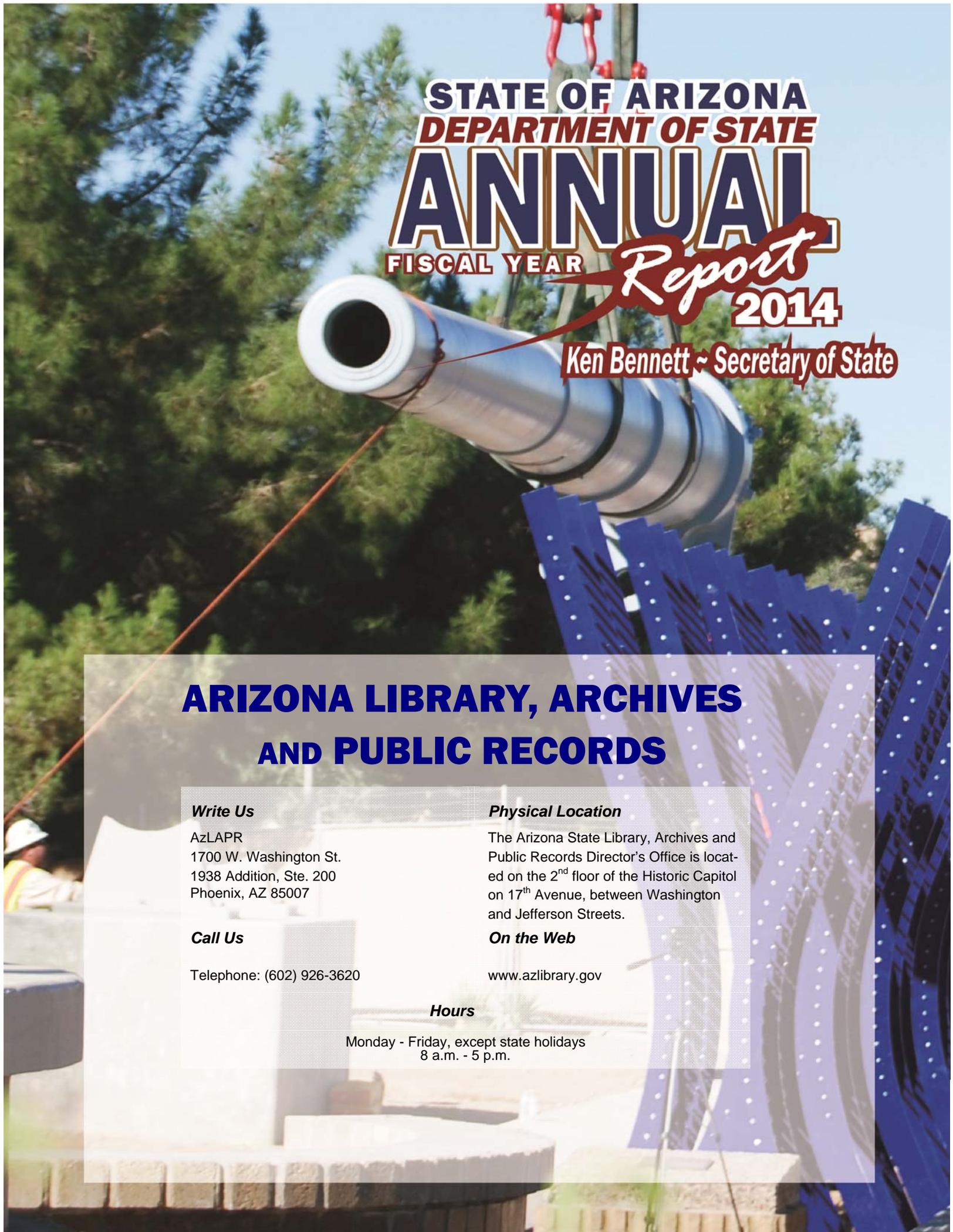
Trade Name Application Assignment – 700

Trade Name/Trademark Cancellation – 300

Trade Name/Trademark books – 300

Trademark Application – 800





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**Ken Bennett ~ Secretary of State**

## **ARIZONA LIBRARY, ARCHIVES AND PUBLIC RECORDS**

### ***Write Us***

AzLAPR  
1700 W. Washington St.  
1938 Addition, Ste. 200  
Phoenix, AZ 85007

### ***Call Us***

Telephone: (602) 926-3620

### ***Physical Location***

The Arizona State Library, Archives and Public Records Director's Office is located on the 2<sup>nd</sup> floor of the Historic Capitol on 17<sup>th</sup> Avenue, between Washington and Jefferson Streets.

### ***On the Web***

[www.azlibrary.gov](http://www.azlibrary.gov)

### ***Hours***

Monday - Friday, except state holidays  
8 a.m. - 5 p.m.

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*State Librarian  
& Director*  
**JOAN CLARK**



*Deputy Director*  
**TED HALE**

## Arizona State Library, Archives and Public Records

### Mission

To serve Arizona's citizens and government agencies by providing access to public information, fostering historical/cultural collaborative research and information projects, and ensuring that Arizona's history is documented and preserved.

### Description

This year we commemorated the 150<sup>th</sup> anniversary of the establishment of the territorial library. We're not just looking back. We're firmly focused on 21<sup>st</sup> century technology and leading the way in developing digital content for Arizonans. From historic photos and documents to born digital resources, our services help Arizonans succeed at work, at home and at leisure.

We invite you to discover the incredible resources offered by the Arizona State Library, Archives and Public Records. We welcome you to visit us in person or online. Our cadre of professionals is here to help empower people, organizations and government. You can explore the:

State Library of Arizona in Phoenix to use our outstanding genealogy collection, our extensive collection of government documents and our rich portfolio of online resources.

Arizona Capitol Museum to learn more about your government in action from past to present.

Special events we host throughout the year, from Statehood Day in February to the Archives Month in October, there's always something of interest at one of our locations.

And there's more...

- Do you have a friend or relative whose eyesight is failing? Contact the Talking Book Library and sign them up for this free service.

- Are you working for a government body in Arizona? If so we can assist you in managing public records with training or consulting on the statutory records retention requirements.

Finally, please visit and support one of Arizona's 200+ local public libraries. We partner with libraries statewide to meet local needs for information on careers, healthcare, hobbies, school studies and much more. You're sure to find something to surprise and delight you.

We want to hear from you. Let us know how we're doing and what more you expect from your state library.

See more at:

<http://www.azlibrary.gov/about#sthash.AWALoCHe.dpuf>

**Arizona Revised Statutes §§ 41-151 – 41.151.24 – selected summary of responsibilities:**

- 41-151.01 Arizona state library, archives, and public records
- 41-151.02 Advisory board of the Arizona state library, archives and public records
- 41-151.05 Powers and duties of director
- 41-151.07 Library development services
- 41-151.08 Archives and history services; recovery of costs
- 41-151.09 Depository of official archives
- 41-151.10 Historical records
- 41-151.11 Access to public records
- 41-151.12 Records; records management; powers and duties of director; fees; records services fund
- 41-151.14 State and local public records management; violation; classification; definition
- 41-151.15 Preservation of public records
- 41-151.16 Production and reproduction of records by agencies and other state and political subdivisions; admissibility; violation; classification
- 41-151.17 Duties relating to historical value
- 41-151.20 Historical advisory commission; membership; terms; expenses; duties; historic sites review committee



*Digital Content Director*  
**LAURA STONE**

- 41-151.21 Review and transfer of certain historic property; exemption; definition
- 41-151.23 Arizona historical records advisory board
- 41-151.24 Museum gift shop revolving fund; exemption

**Digital Content @ the  
 Arizona State  
 Library, Archives and  
 Public Records**

<http://www.azlibrary.gov/dazl>

The Arizona State Library, Archives and Public Records is committed to providing all Arizonans with online access to unique materials that help us better understand Arizona through its stories, photographs and

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records; as well as to quality, current materials that meet the general information needs of Arizonans. The goal is to provide users with easy access to a wealth of authoritative content.

The State Library began offering statewide databases in the late 1990s. In 2006, the Arizona Memory Project was launched, and in 2008, the state joined with Maricopa, Pima and other county libraries to offer a robust suite of commercial library databases.

In 2013-14, the State Library undertook a website redesign, and as a part of that process, created a portal for digital content: Digital Arizona Library (DAZL). DAZL is now host to the Arizona Memory Project, Arizona Digital Newspaper Program, statewide databases and Reading Arizona, as well as Arizona Almanac, Arizona Legislators: Then & Now; and the Arizona Constitution Timeline.

Arizona Digital Newspaper Program

<http://adnp.azlibrary.gov/>

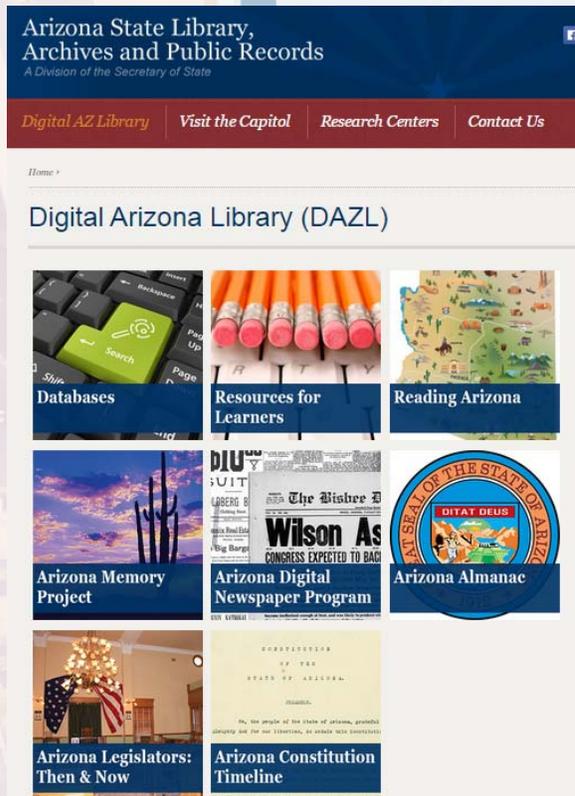
Arizona's digital newspaper program (ADNP) provides online access to a searchable database of historic Arizona newspapers published between 1859-1922. This span of years represents a time when Arizona "grew up" and a broad documentation of this valuable history can be found in the newspapers of the day.

The program, which began in 2008, now has more than 250,000 newspaper images and 30 titles. Newspaper content may be searched by name, topic, title, county, city and date. Over 57,000 images have been uploaded to the ADNP site during 2014. By the end of 2014, the site will house more than 300,000 newspaper images and at least one newspaper from each county.

In 2014, ADNP staff worked with the Arizona Capitol Museum to create *History at Your Fingertips: An ADNP Interactive Experience*, an exhibit about the territorial governors of Arizona. The digital display includes a tour of the ADNP website virtually guided by Arizona's first governor, George W. P. Hunt; a touch screen enabled interactive trivia game; and a time line of governors leading up to statehood.

ADNP was invited to present a paper, "Bringing Digital Papers into the Traditional Museum: Examining the territorial Governors through the Arizona Digital Newspaper Program" at the International Federation of Library Association's Newspaper Conference in Salt Lake City, Utah in 2014.

As part of Arizona's participation in the National Digital Newspaper Program (NDNP) and the *Chroni-*



Screen shot of the landing page for the Digital Arizona Library, or DAZL.

cling America site, ADNP has written 10 essays about the territorial newspapers that were digitized during the 2012-2014 grant cycle. In 2014, those essays were completed, approved by the National Endowment for the Humanities, and submitted to the Library of Congress for posting on its *Chronicling America* site. The newspaper title essays submitted were for the *Arizona Weekly Enterprise*, *The Argus*, *The Border Vidette*, *The Clifton Clarion*, *The Copper Era*, *The Florence Tribune*, *The Holbrook News*, *The Oasis*, *The Salt River Herald* and *The Williams News*.

Arizona Memory Project

<http://azmemory.azlibrary.gov/>

The Arizona Memory Project (AMP) provides a shared space for Arizona cultural institutions to exhibit digital collections online, as well as a home for digitized photographs from the Arizona State Archives, and government documents from the State Library of Arizona. The project serves as a central online repository providing access to digital content representing the history and culture of Arizona. Launching in 2006, the Arizona Memory Project now includes almost 200 exhibits with over 100,000 full-text searchable digital objects. Collections include photographs, maps, state and federal documents, oral histories and video representing 85 Arizona museums, libraries, historical societies, government agencies and schools.

The project continues to grow, adding on average, 1.5 collections per month. In addition, this past year, the State Library added 3,000 state documents and 300 photographs.

The Arizona Memory Project continues to partner with the Mountain West Digital Library where the records become part of a larger digital consortium of close to one million items representing 165 libraries, museums, historical societies and government agencies from Utah, Nevada, Idaho, Montana and Hawaii. From the [Mountain West Digital Library](#), AMP's records are further harvested by the [Digital Public Library of America](#).

In the past year, the Arizona Memory Project added a number of special collections. Tucson's January 8<sup>th</sup> Me-



morial Foundation published, *Remembering the Tucson Tragedy*, a collection of 600 photos and video documenting the outpouring of sympathy: cards, letters, flowers, statues, toys, candles; following the shooting of 16 people at U.S. Congresswoman



Arizona's digital newspaper program has more than 250,000 newspaper images and 30 titles.

Gabrielle Giffords' "Congress on your Corner" on Saturday, January 8, 2011. The Lowell Observatory in Flagstaff published *Selections from the Lowell Observatory*, a collection of historic photos and drawings that document the beginnings and growth of this world-famous Astronomical research center. The Prescott Public Library and City of Prescott published a collection of over 600 images and video documenting the thousands of items contributed to "The Tribute Fence," established immediately after the deadly "Yarnell fire" which claimed the lives of 19 firefighters. The National Park Service published, *Petrified Forest Historic Photographs*, a collection

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of photos documenting Arizona's national treasure.

#### Statewide Library Databases

[www.azlibrary.gov/dazl/databases](http://www.azlibrary.gov/dazl/databases)

Statewide databases and electronic resources provide access to information for all Arizonans. The databases cover a wide array of topics including business resources, auto repair, genealogy, encyclopedias, learning resources, and much more. The databases may be accessed from the

#### It Takes a Village...

The responsibility for Digital Content is shared across the Arizona State Library, Archives and Public Records.

- Vincent Alascia, State Documents Librarian, State Library of Arizona.
- Michelle Bickert, Reading Arizona Coordinator, Director's Office
- Peter Grant, Digital Content Librarian, State Library of Arizona.
- Richard Prouty, Arizona Memory Project Manager, Director's Office
- Eden Robins, News Content Program Manager, Archives and Records Management
- Laura Stone, Digital Content Director, Director's Office
- Sara Muth, Web Services Librarian, Secretary of State Information Technology Team.
- Mary Villegas, Library Consultant and statewide database manager, Library Development

Arizona State Library website, or public and tribal libraries may provide direct links from their own websites.

A group of librarians from public libraries, along with State Library staff, met during 2013-14, to procure a new suite of databases. The group worked with the state Procurement Office to solicit bids, and then reviewed more than 30 proposals for content. Selections were based on user needs and pricing. Once the content was determined, the State Library began working with the libraries to provide access to the content, along with training on how to use the content.

#### Website

[www.azlibrary.gov](http://www.azlibrary.gov)

With the beginning of the new fiscal year, the State Library began the process of redesigning its website using Drupal, a content management system. The redesign included overhauling the look and feel of the site, along with reviewing and revising almost all the content. Usability and access to quality resources were key considerations. The new website was released to public at the end of March.

The State Library first launched a website in the mid 1990s; by the end of the decade, an online library catalog was added. Access to library database was provided in the early 2000s. Much of the early content on the website focused on describing the services of the divisions/branches of the State Library.

The 2013-14 year also saw the formation of a division-wide Website Super Group to guide the further development of the website. Each branch has appointed a representative who participates in monthly workshops to consider website issues and is charged with making updates in Drupal. The group conducted five usability testing sessions, bringing in representatives of different audiences to test the navigation and content placement of material on the website.

# The Arizona Historical Advisory Commission

## Administrative Actions

The Commission began the year with the election of officers:

Chair: Teresita Majewski  
Vice Chair: Catherine May  
Secretary: James Garrison  
Treasurer: John Langellier

AHAC also updated its bylaws primarily by removing sections dealing with AHAC's Centennial Responsibilities.

### Centennial Follow-up

AHAC continued to monitor active official Centennial Legacy Projects. AHAC also moved to liquidate the remaining Centennial Medallions.

### Barry Goldwater Statue

AHAC's primary project in FY 2014 was raising funds for the Barry Goldwater statue, which will replace the John Greenway statue in National Statuary Hall in Washington, D.C. AHAC approved the full-scale mockup of the statue in May 2013, and in 2014 coordinated fundraising events on March 29<sup>th</sup> in Wickenburg and on March 31<sup>st</sup> at the State Capitol to celebrate the unveiling of the completed statue.

### Memorial Review

AHAC reviewed two Wesley Bolin Plaza memorials for historical accuracy in FY 2014. The first was the "Guns to Salute the Fallen" World War II Memorial, which was dedicated on December 7, 2014. AHAC also reviewed and provided recommendations for the text of the proposed Governor McFarland Memorial.



Statue of Sen. Barry Goldwater awaiting transport to National Statuary Hall in Washington, D.C.

### State and National Registers of Historic Places

Properties that passed the Historic Sites Review Committee and were listed on the State and National Registers of Historic Places during the fiscal year were:

#### Cochise County

- U.S. Inspection Station – Douglas, AZ – 5/22/14

#### Coconino County

- 1956 Grand Canyon TWA-United Airlines Aviation Accident Site – NATIONAL HISTORIC LANDMARK DESIGNATED - 4/22/14
- Albright, Horace M. Training Center – GRAND CANYON – 9/30/13

#### Maricopa County

- North Encanto Historic District – amendment – 4/14/14
- Villa Verde Plat A and Villa Verde Plat B Historic District – amendment – 4/14/14
- Tempe Double Butte Cemetery, Pioneer Section – TEMPE – 7/23/13

#### Pima County

- Armory Park Historic Residential District – amendment – 4/14/14

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- Rincon Heights Historic District – amendment – 4/14/14
- U.S. Inspection Station – Sasabe, AZ – 5/22/14
- Casa Juan Paisano – TUCSON – 7/31/13

### Planning

With responsibility for the State's Centennial over, AHAC members began a discussion of the role of AHAC in the future. Currently, according to AHAC's authorizing legislation, A.R.S. § 41-151.20 the Commission shall:

1. Advise the legislature and state agencies on matters relating to this state's history and historic preservation.
2. Recommend measures to the legislature and state agencies to coordinate or improve the effectiveness of activities of state agencies and agencies of the political subdivisions of this state and other persons relating to the interpretation, research, writing and teaching of this state's history, heritage and historic preservation, including the Indian nations' history, heritage and preservation.
3. Advise the legislature and state agencies on the dissemination of information pertaining to activities relating to historic preservation.
4. Encourage, in cooperation with appropriate public and private agencies, the Indi-

an nations and other persons, training and education in the field of the interpretation, research, writing and teaching of this state's history, heritage and historic preservation.

5. Assist in the establishment of the Arizona register of heritage agriculture.
6. Submit annually on September 30 a report of the commission's activities to the director for inclusion in the annual report of the state library.

## Arizona Historical Records Advisory Board

Statutory Authority for the Arizona Historical Records Advisory board (AHRAB), A.R.S. § 41-1355, defines the responsibilities of the Arizona Historical Records Advisory Board and directs the Board to:

- Serve as the central advisory body for historical records planning and for National Historical Publications and Records Commission funded projects developed and carried out in this state;
- Serve as a coordinating body to facilitate cooperation among historical records repositories and other information agencies in this state and as a state-level review body for grant proposals as defined in the National Historical Publications and Records Commission guidelines

### Administrative Activities

The Board met in December 2013 to review and comment on an NHPRC grant submitted by the Arizona State Library. Neither the State Coordinator nor the Deputy State Coordinator participated in the review process since their agency submitted the grant.

The Board met April 11, 2014 to review AHRAB statutory authority, discuss nominees for a new Board Chair, terms of current members and suggestions for potential board members. The Board met May 30, 2014 to elect a new Board Chair, potential board members and to review

the 2013-2017 Archives Plan and discuss ways the Board could become involved in outreach and the 2014 Arizona Archives Month. The Board met its grant requirement for a minimum of three Board meetings between July 1, 2013 and June 30, 2014.

In March the Board sent out notices to all archival repositories in the state, including local governments, announcing AHRAB re-grant opportunities. To help those repositories that wanted information about the grant opportunities and process, the Board held 10, hour-long conference calls during April. In June 2014 the Board received 19 grant applications. The Board will review them near the end of July. Final reports from last year's grant recipients also were received in June.

In May we sent out requests for submissions to the 2014 Arizona Archives Month poster.

#### Re-grants

In July and August 2013, the Arizona State Archives, on behalf of AHRAB sent out checks totaling \$20,000 to re-grant awardees that included the following institutions:

- The 390<sup>th</sup> Memorial Museum in Tucson (Pima County). \$1,500 for the purchase of heavy gauge racks to hold oral histories, documents and photographs.
- The Arizona Historical Society, Central Division in Tempe (Maricopa County). \$3,800 for envelopes and enclosures to house photographs from the Yuma area that document pioneer families, canal construction, Quechan dress customs and more.
- The Arizona Archives Alliance, a state-wide organization. \$2,983 to organize an educational symposium, "The Activist Archivist: Social Justice and Archives" including presenters such as Dr. Randall Jimerson.
- The Arizona Sonora Desert Museum in Tucson (Pima County). \$1,000 to digitize historical film.
- The Casa Grande Historical Society, Casa Grande (Pinal County). \$700 to house photographs and negatives in the Jim Gorraiz collection that includes regional themes, lo-

cal business development, and Mexican and Mexican-American images.

- The City of Maricopa (Maricopa County). \$2,000 to microfilm all of the permanent documents in the Building and Safety Division of Development Services.
- The Clarkdale Historical Society and Museum, Clarkdale (Yavapai County). \$1,000 for supplies to rehouse records created when Clarkdale was a company town under the jurisdiction of the United Verde Copper Company.
- The Mesa Historical Society, Mesa (Maricopa County). \$566 to rehouse the remainder of their photo collection and begin cataloging them.



The historic Carnegie Center, built in 1908, houses the Library Development branch of the Arizona State Library, Archives and Public Records.

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This photograph of the First Territorial Officials from 1863 is on display at the Arizona Capitol Museum as part of the *Arizona Takes Shape* exhibit.

- The Museum of Northern Arizona, Flagstaff (Coconino County). \$2,314 to purchase supplies to rehouse and preserve two drawers of acetate negatives.
- City of Tombstone (Cochise County). \$1,327 to microfilm and digitize Tombstone City Ordinances and Resolutions and the records of the Huachuca Water Company
- City of Miami (Gila County). \$1,500 to purchase shelving and materials to store permanent city records.
- Yavapai County Clerk of the Superior Court, Prescott (Yavapai County). \$1,000 to purchase archival boxes, envelopes and binders for the preservation and long-term storage of historical court records dating back to 1866.

### Special Projects

Several AHRAB members and colleagues from Northern Arizona University, Arizona State University, the Arizona Historical Society and the University of Arizona met with the State Archives monthly to plan the 2014 Arizona Archives Summit. Several AHRAB members participated in the Arizona Archives Summit which was held January 30 and 31, 2014 at the Arizona Historical Society in Tempe, Arizona. There were 65 attendees from archives throughout the state, including representatives from the Hopi Cultural Preservation office, the Hualapai Tribe's Department of Cultural resources, the Office of the Navajo Nation and the Colorado River Indian Tribes Library and Archives. This year representatives from four, small repositories in under-served communities were invited to talk about the challenges they face and the solutions they have developed to help them cope with under-funding, poor storage for archival collections, volunteer-based staff and more. When the session ended, an open discussion with the attendees occurred regarding ways that larger repositories can help under-served communities. The participants from these four repositories expressed appreciation for the networking they were able to do and especially for the support they received from their colleagues. One of our sessions dealt with the loss of Arizona architectural records and ways record managers can work together to make certain records are saved. At the end of the Summit, an archivist from the State Museum said coming to Summit the last two years energized her staff. As a result, the staff had implemented MPLP and collections that were previously inaccessible to researchers were now available.

AHRAB sponsored the 2013 Arizona Archives Month poster, *Onward and Upward: Arizona on the Edge of Technology*. On behalf of AHRAB the State Archives sent out over 900 posters to state and local government offices, schools, and archival repositories throughout the state.

On behalf of AHRAB, state archives staff held three day-long Archives 101 workshops in Phoenix, Globe (Gila County) and Safford (Graham County) and three day-long Emergency and Disaster Preparedness Workshops in Tuc-

son, Phoenix and Kingman (Mohave County). All of the attendees at the Globe, Safford and Kingman workshops were from underserved communities. Four of the attendees at the Safford workshop drove across the state from communities on the Colorado River—two of those participants were from the Colorado River Indian Tribes museum. There is still a demand for the Archives 101 workshops in under-served communities throughout the state.

## Arizona State Board on Geographic and Historic Names

### A.R.S. § 41-835-838

The significance of geographic names was recognized by the State as early as 1945; when Arizona's Legislature declared it to be the policy of the state that geographic features retain the names they currently had in order to preserve Arizona's historical records. In 1982 the Arizona Board was created, and in 1990 the Arizona Legislature gave responsibility for determining the most appropriate names for geographic features to it.

Statutes that define the responsibilities of the Arizona State Board on Geographic and Historic Names, directs the board to:

- Receive and evaluate all proposals for changes in or additions to names of geographic features and places of historical significance in this state. It designates the most appropriate and acceptable names and the spelling of these names for use in maps and official government documents.
- Receive and evaluate all proposals for naming geographic features in this state for which no generally accepted name is or has been in use. It designates the most appropriate and acceptable name and the spelling for use in maps and official government documents;

- Cooperate with political subdivisions of this state to eliminate the duplication of the names of geographic features that are not of historical significance,
- Assist and cooperate with the United States Board on Geographic Names in matters relating to names of geographic features and places in this state;
- Maintain a list of advisers who have expertise in this state's history, geography, or culture and consult with those advisers in evaluating proposals;
- Designate one or more members to act as the state representative to the Council of Geographic Names Authorities.

Correct, accurate, authentic geographic names are essential to search and rescue efforts, law enforcement, land administration, boaters and hikers, etc. The primary purpose of the State Board is to standardize names of geographic features so that all levels of government and jurisdictions use the same name for the same feature.

The Arizona State Board on Geographic and Historic Names provides citizens the opportunity to name, rename, and research geographic names in the state of Arizona. It is the mission of the board to provide appropriate and official names for the State of Arizona. Without the board, Arizona

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names would be decided at the federal government level without Arizona's voice.

Report of Accomplishments  
2013 - 2014

**Geographic Names Considered and Acted Upon**

**2013**

No name proposals were considered.

**2014**

**Bear Down Mountain** (Docket 2013-01). Proposed name for an unnamed summit in Pima County submitted by Matt Van Derlaske of Marana, AZ. **Rejected.**

**North Fork Canyon** (Docket 2014-01). Proposed name change submitted by U.S. National Forest Service for Pothole Canyon in Coronado National Forest, Cochise County, AZ. **Approved**

**Pothole Canyon** (Docket 2014-02). Proposed name change submitted by U.S. National Forest Service for North Fork Canyon in Coronado National Forest, Cochise County, AZ. **Approved.**

**Pothole Tank** (2014-03). Proposed spelling change submitted by U.S. National Forest Service for Pot Hole Tank in Coronado National Forest, Cochise County, AZ. **Approved.**

New Board Members

**2013**

*Arthur Pearce*, Public Member appointed by Governor Brewer. Mr. Pearce will serve until January 2018.

*Dennis Preisler*, Archivist, Arizona State Archives. Mr. Preisler represents the State Library for a five year term ending in January 2018.

**2014**

*Chuck Coughlin*, Public Member appointed by Governor Brewer. Mr. Coughlin will serve until January 2019.

*Stephanie Deitrick*, Lecturer and MAS/GIS Program Director, School of Geographical Sciences and Urban Planning, Arizona State University. Ms. Deitrick will serve a two year term (2014 – 2016).

Outreach

**2014**

Correspondence with Mayor of Tusayan, AZ (NAME), regarding proposal to change the name of Tusayan to a name referring to the Grand Canyon.

Training

**2014**

AZ Attorney General's Office supplied training on the use of Email, Roberts Rule of Order and the Arizona Open Meeting Law.

**Council on Geographic Names Authorities annual meeting**

The staff member attended the 2010 COGNA meeting in Springfield, MO, and the 2013 meeting in Bloomington, MN.



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**Ken Bennett ~ Secretary of State**

## **ARIZONA CAPITOL MUSEUM**

### ***Write Us***

Capitol Museum/Museum Store  
1700 W. Washington St.  
Phoenix, AZ 85007

### ***Museum Hours***

Monday - Friday, except state holidays  
9 a.m. - 4 p.m.  
Saturday, 10 a.m.-2 p.m.  
(September - May)

### ***Call Us***

Telephone: (602) 926-3620  
Fax: (602) 256-7985

### ***Physical Location***

Capitol Museum is located off of 17th Avenue between Washington and Jefferson Streets. Free parking is available in Wesley Bolin Plaza just east of the museum.

### ***Museum Store Hours***

Monday - Friday, except state holidays  
9 a.m. - 4 p.m.  
Saturday, 10 a.m. - 2 p.m.  
(September - May)

Admission is free. Group tours available by advance reservation.

### ***On the Web***

[www.azlibrary.gov/azcm](http://www.azlibrary.gov/azcm)  
e-mail: [capmus@azlibrary.gov](mailto:capmus@azlibrary.gov)  
Facebook:  
[www.facebook.com/AZCapitolMuseum](http://www.facebook.com/AZCapitolMuseum)



**Assistant Director**  
**LUKE V. BATE**

## Arizona Capitol Museum

### Who We Are

Located in the iconic space that was the last Territorial and first State Capitol of Arizona, the Arizona Capitol Museum (AZCM) is the center of the Capitol complex – a bridge connecting people with Arizona Government, past and present.

Construction of the Capitol began in 1899 while Arizona was still a territory. The building was dedicated in 1901, 11 years before Arizona achieved statehood. Subsequent additions in 1919, 1938, and 1974 expanded the facility. The state legislature met in the building until 1960 when it moved into separate buildings adjacent to the 1901 structure. The original 1901 building was placed on the National Register of Historic Places in 1974. Restoration work was undertaken to return the building to its 1912 appearance, with the first phase being completed in 1981.

AZCM uses hands-on activities, artifacts and technology to engage visitors both onsite and online. Events, exhibits, and educational programs illustrate how the people of Arizona created a successful government for a state that helped redefine the United States, and how that government continues to evolve today.

### What We Do – Services

AZCM connects people with Arizona government, past and present. We are dedicated to telling Arizona's political story from territorial times to the present through onsite and virtual experiences, collecting artifacts pertaining to Arizona government and political figures, and a museum store that sells educational and promotional items related to the State Capitol and the mission and exhibits of the AZCM.

Museum educators guide school groups and other tours through the museum exhibits and – if requested in advance – to the state legislature. Volunteers staff the information desk and provide orientation to museum visitors, while floor docents are available to answer questions in the exhibit areas.

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Like most museums across the country, AZCM has expanded its online presence as technology becomes an increasing part of the educational process. For a variety of reasons, schools are less able to take field trips, so more of the museum experience is being made available for use in the classroom. This trend also allows for greater collaboration between other technology-based components of the State Library, such as the Arizona Memory Project and the Digital Newspaper Project.

The museum staff collaborates with other museums, cultural institutions, and state agencies to share resources and develop programs and exhibits.

The Arizona State Capitol Museum Guild, a 501(c)3 non-profit organization, provides support for museum plans and programs.

#### AZCM Collections

The museum collection consists of more than 8,000 artifacts, of which only a fraction are exhibited in the museum, then rotated back into the collection. The collection is housed in the Polly Rosenbaum archives building, in a climate-controlled environment designed for the preservation of these priceless artifacts for decades to come. One of the most popular collections is the silver service from the *USS Arizona*, which is displayed along with a piece of the ship and smaller personal items from Pearl Harbor. Staff and volunteers process and catalogue artifacts, including inventorying and photographing each item. Artifacts may be used for exhibit in the museum, rotated off of exhibit and “rested,” made available for onsite research, or lent-out for exhibit to qualifying institutions. New artifacts accessioned into AZCM’s collection are donated or part of a bequest to the State of Arizona.

In April 2014 the 45 star silk U.S. Flag carried by the 1<sup>st</sup> U.S. Volunteer Cavalry Regiment, aka the “Rough Riders,” into battle in Cuba during the Spanish-American War was installed in an archival custom-made case. The flag was previously displayed for six



Arizona Capitol Museum staff

months each year and then “rested” i.e. covered to protect it from fading for the rest of the year. The new case made by Exhibit Services provides 99% resistance to all forms of light. The wood is sealed to protect the flag from off-gassing and also from the wood bowing which would allow dust particles to enter the case. It sits on a folding lightweight steel frame to allow easy movement through standard doorways. The frame has been powder-coated so it will never rust. The new case provides the best protection possible for this historic flag.

#### Exhibits

This fiscal year AZCM saw a very productive period with respect to the exhibits program. Three new exhibits were opened starting with *Arizona – Defense to Devel-*

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opment. Opening on December 7, 2013, in conjunction with the *Guns to Salute the Fallen* WWII memorial, the exhibit engages capitol visitors by demonstrating how the monument was constructed, and explores the ongoing influence of the Second World War on Arizona politics.

The second new exhibit ...*Hereby is established a Territorial Library*, opened on February 14, 2014. The exhibit commemorates the 150<sup>th</sup> anniversary of Arizona's Library Archives and Public Records and highlights the functions of the different branches of the State Library.

*Arizona Takes Shape* is the third new exhibit, which describes the various international, national, and local political events

that led to the development of the southwest and the evolution of the state of Arizona.

AZCM served as temporary repository for a new statue of Senator Barry Goldwater, created by Deborah Copenhaver Fellows, ultimately bound for National Statuary Hall in the United States Capitol. A VIP ceremony, attended by the Goldwater family, marked the formal unveiling of the statue in the Rotunda of the Capitol Museum.

## Arizona Capitol Museum

### Fiscal Year 2014

### Statistics

Fiscal Years	FY13	FY14
Museum visitors	56,740	55,711
Student education hours	37,763	33,407
Collection (total items)	8,070	8,285
Customer Satisfaction	7	7



The flag pictured was carried by troops under the command of Theodore Roosevelt during the Spanish American War. The Rough Rider's Flag was the only National flag carried in the conflict. The flag is part of the *Arizona Takes Shape* exhibit on the second floor of the Arizona Capitol Museum.

# STATE OF ARIZONA DEPARTMENT OF STATE ANNUAL FISCAL YEAR *Report* 2014

**Ken Bennett ~ Secretary of State**

## ARCHIVES & RECORDS MANAGEMENT

### ***Write Us***

Polly Rosenbaum Archives & History  
Building  
1901 W. Madison St.  
Phoenix, AZ 85009-5287

Open: Monday - Friday, 8 a.m. to 5 p.m.

Records Management Division  
1919 W. Jefferson Street  
Phoenix, AZ 85009

### ***Call Us***

#### Archives

Telephone: (602) 926-3720  
Fax: (602) 256-7982

#### Records

Telephone: (602) 926-3815  
Fax: (602) 256-2838

### ***Physical Locations***

The State Archives is located one block south of 19th Avenue and Jefferson Street on the west side of Madison Street.

The Records Center is located west of the Capitol mall, on the southwest corner of 19th Avenue and Jefferson Street.

### ***On the Web***

#### Archives

[www.azlibrary.gov/archives](http://www.azlibrary.gov/archives)  
e-mail: [archives@azlibrary.gov](mailto:archives@azlibrary.gov)

#### Records

[www.azlibrary.gov/records](http://www.azlibrary.gov/records)  
e-mail: [rmd@azlibrary.gov](mailto:rmd@azlibrary.gov)



Director  
**MELANIE STURGEON**



Assistant Director  
**DENNIS PREISLER**

## Archives and Records Management

### Who We Are

Traditionally Archives and Records Management have operated under the umbrella of the State Library, Archives and Public Records Division (LAPR) with separate, but related operations. In August 2013, the two units merged to become the Archives and Records Management Branch (ARM). During this past year, staff have worked together closely on the records management-archives continuum of services including identification of records of enduring value, retention schedules, records training and guidance for state and local governments, digital preservation and electronic records management, digital imaging services and requirements and boxed records storage.

With the merge we had several staff changes. Dr. Dennis Preisler became Assistant Director of ARM. Erich Blum became Operations Manager for the Records Management Center (RMC) and Matthew Mosakowski became the RMC Warehouse Manager.

ARM provides for an effective and contemporary records management program using modern techniques to facilitate the efficient and economic creation, maintenance, control, retention and disposition of records. ARM establishes standards and procedures for the retention, scanning, microfilming and storage of both paper and electronic public records. Through consultation and education, the staff provides government employees with the knowledge and skills necessary to efficiently and effectively manage the state's public records. The Arizona State Archives is the official archives for Arizona's state and local governments' permanent records. Archives staff consult with state and local governments to help them preserve the permanent records they hold and provide information to the public about the preservation of personal and family records.

ARM continued its efforts to reach out to all state agencies and public bodies, in order to obtain Records Officer liaisons with the Records Management Center. By obtaining these connections, which are required by statute, we have increased the capacity for sharing knowledge and offering training. ARM also created a number of records officer list-servs to reach out to them and to provide information on training, new retention schedules, changes in statute that relate to records and to obtain feedback from the records officers about trainings they would like to receive.

#### What We Do – Services

ARM helps ensure that government is accountable to its citizens by providing evidence of public policies and programs, and protecting or verifying individuals' rights and entitlements.

#### Trainings and Consultations (A.R.S. § 41-151.12):

- Provides consultations with state agencies and public bodies focusing on issues, problems and solutions that better preserve and manage our state's public records.
- Provides regional records management trainings around the state that allow the division to reach more public bodies in specific geographic regions of the state in addition to onsite trainings for local state agencies and public bodies.
- Provides online webinars for government employees as a way of reaching a wider audience with fewer resources used.
- Trainings and consultations cover the following aspects of records management:
  - ◊ Definition of records (A.R.S. § 41-151.18)
  - ◊ Access to public records (A.R.S. § 41-151.11)
  - ◊ Records management statutes, violations and classification (A.R.S. § 41-151.14)
  - ◊ Preservation of public records (A.R.S. § 41-151.15)
  - ◊ Production and reproduction of records and their admissibility (A.R.S. § 41-151.16)

- ◊ Determination of value of records, and their retention and disposition (A.R.S. § 41-151.119)

#### Standards and Guidance (A.R.S. § 41-151.12):

- Establishes standards, procedures and techniques for effective management of records, including creating, maintaining, storing and servicing records.
- Establishes standards and procedures for the preparation of records retention schedules providing for the retention and prompt and orderly disposition of records.
- Establishes criteria, standards and procedures for designation of essential records.

#### Records Center Services (A.R.S. § 41-151.13):

- Establishes standards and procedures for records accepted for storage. (A.R.S. § 41-151.13(3))
- Operates a records center to house inactive records for state agencies. (A.R.S. § 41-151.13(2))
- Destroys records for government agencies.
- Retrieves and refiles records in storage

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for state agencies.

- Assists customers with public records inquiries.

**Secure Vault** (A.R.S. § 41-151.13):

- Houses micrographic, machine read and selected essential records. (A.R.S. § 41-151.13(4))
- Stores disaster recovery back-up tapes for state agencies.
- Provides weekly tape rotation services to state agencies.
- Preservation imaging for government agencies (A.R.S. § 41-151.13):
- Microfilms source records for permanent and preservation purposes.
- Processes and duplicates microfilm produced by other government agencies.
- Microfilms, processes and duplicates microfilm copies for the Arizona Newspaper Project.

- Digitizes microfilm and scans paper records.

**The State Archives**

- Preserves official records and other collections, making them publically accessible. A.R.S. §§ 41-151.09 (B); 41-151.10(3), (4)
- Serves as the depository of state, counties and incorporated cities archives and records not in current use. A.R.S. § 41-151.09(A), (C), (D)
- Works with state and local governments, helping them secure the safety and preservation of their permanent records. A.R.S. § 41-151.11
- Accepts permanent historical government records of state and local government agencies and the records of terminated agencies. A.R.S. § 41-151.17

**Trainings and Consultations**

ARM staff provided classes in various aspects of records management, records preservation, research seminars, Archives 101 and emergency and disaster preparedness planning from customized 10-minute management briefings to full-day programs. We provided trainings onsite, online via a secured virtual classroom, and in strategic and geographically key areas of the state.

In 2014 ARM continued the effort it began in 2013 to provide training to state and local governments on their essential records. This year ARM staff members created tools and guidance to help these bodies comply with the statute that requires them to complete and submit a list of all essential records to LAPR. The end product is an Es-



Rebekah Hernandez works with a digital camera to preserve documents and allow for greater public access while preserving Arizona history.

sential Records Program Toolkit. The Department of Emergency and Military Affairs, Arizona Division of Emergency Management has incorporated our Essential Records List into its COOP Planning.

ARM staff also consulted with state and local government agencies on retention schedules, preservation of electronic and paper records, the basics of preservation imaging, the necessary skills for preservation staff, and the specific challenges faced by governments tasked with preserving permanent, historical records.

### ARM Collections and Records

The Archives collects permanent state and local government records for preservation and access; then, an inventory and any necessary preservation work is performed and records are made available for review upon request. Archives also provides access to photographs and manuscript collections, map collections and published materials in the Arizona Collection, including the largest collection of Arizona newspapers in the state. As part of the National Newspaper Digitization Project Archives is also digitizing and providing access to selected Arizona newspapers published before 1922. The Records Management Center stores inactive records for government agencies and pulls and refiles records at the request of the agency.

### Performance Measures

	FY13	FY14
Permanent records ingested, processed, Preserved and catalogued	200,835	63,214

The 2014 numbers for records ingested and preserved dropped for the following reasons:

- 1) There was a huge backlog of permanent records sitting in state and local government agencies that were transferred to the Archives during the first five years the Polly Rosenbaum building opened, the numbers that were transferred thus year reflect a more normal yearly transfer.
- 2) The Archives was without a conservator for the first 8

months of the fiscal year and during that time we were not able to provide conservation/preservation treatments to the records coming in.

	FY13	FY14
Records accessed for re-research (boxes, volumes, maps, photographs, micro-film, books)	17,847	16,313

The 2014 numbers of onsite records accessed has dropped as ARM digitizes more and more historical newspapers and places them in a special section for digitized newspapers in the Arizona Memory Project where patrons access them.

The following figures illustrate the heavy use these newspapers have received in the last six months of the fiscal year. We are only including the last six months of the fiscal year because our agency began using Google Analytics in January, 2014. These numbers provide a more accurate reading of visitors who came to the site and spent time viewing newspaper pages:

- Total visits: 41,638
- Total page views: 270,774

	FY13	FY14
Records and Preservation Consults (government)	479	473
Workshop and Tour Attendees	1,591	1,205

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Consolidated Performance Measures: ARM	FY13	FY14
Customer Service	N/A	7.3
Public Service Training Hours	N/A	10,532
Records Management and Records Storage customer contacts	N/A	152,707
Archives on-site and website records accessed for research	N/A	56,407

The drop in FY2014 numbers of workshop and tour attendees reflects the fact that rather than Archives providing so many individual workshops to the public this past fiscal year, Archives and Records Management staff worked together to provide joint records management workshops for government agencies. Since they were Records Management Workshops, those numbers are found in the Records Management report.

- Serves as the depository of state, counties and incorporated cities archives and records not in current use. A.R.S. § 41-151.09(A), (C), (D)
- Works with state and local governments, helping them secure the safety and preservation of their permanent records. A.R.S. § 41-151.11
- Accepts permanent historical government records of state and local government agencies and the records of terminated agencies. A.R.S. § 41-151.17
- Help ensure that government is accountable to its citizens by providing evidence of public policies and programs, and protecting or verifying individuals' rights and entitlements.

Records Management staff outside of the Records Management Center.



## Archives and Records Management Fiscal Year 2014 Statistics

### Preservation

The Archives cleans, humidifies, treats and preserves permanent records.

#### Preservation Imaging

During FY2014, the Preservation Imaging team continued participating in an LSTA grant to microfilm Arizona newspapers.

They also scanned documents and micro-filmed records for state agencies, including digitizing *Arizona Highways Magazine*.

### Archived Records

As the state archives, ARM collects permanent state and local government records for preservation. Then we inventory and make the records available for review upon request. As part of the National Newspaper Digitization Project we are also digitizing and providing access to selected Arizona newspapers published before 1922.

### Consulting and Workshops

With increasing numbers of born digital government records ARM consults with state and local government about trusted digital repositories and the long-term preservation of fragile electronic records. Staff also consults with the public who have questions about the care and preservation of family records and photographs. In addition, ARM staff also provides daylong Archives 101, basic preservation and Emergency Planning/ Disaster Preparedness Workshops for government offices and staff of small cultural institutions as well as research seminars throughout the state.

### Preservation

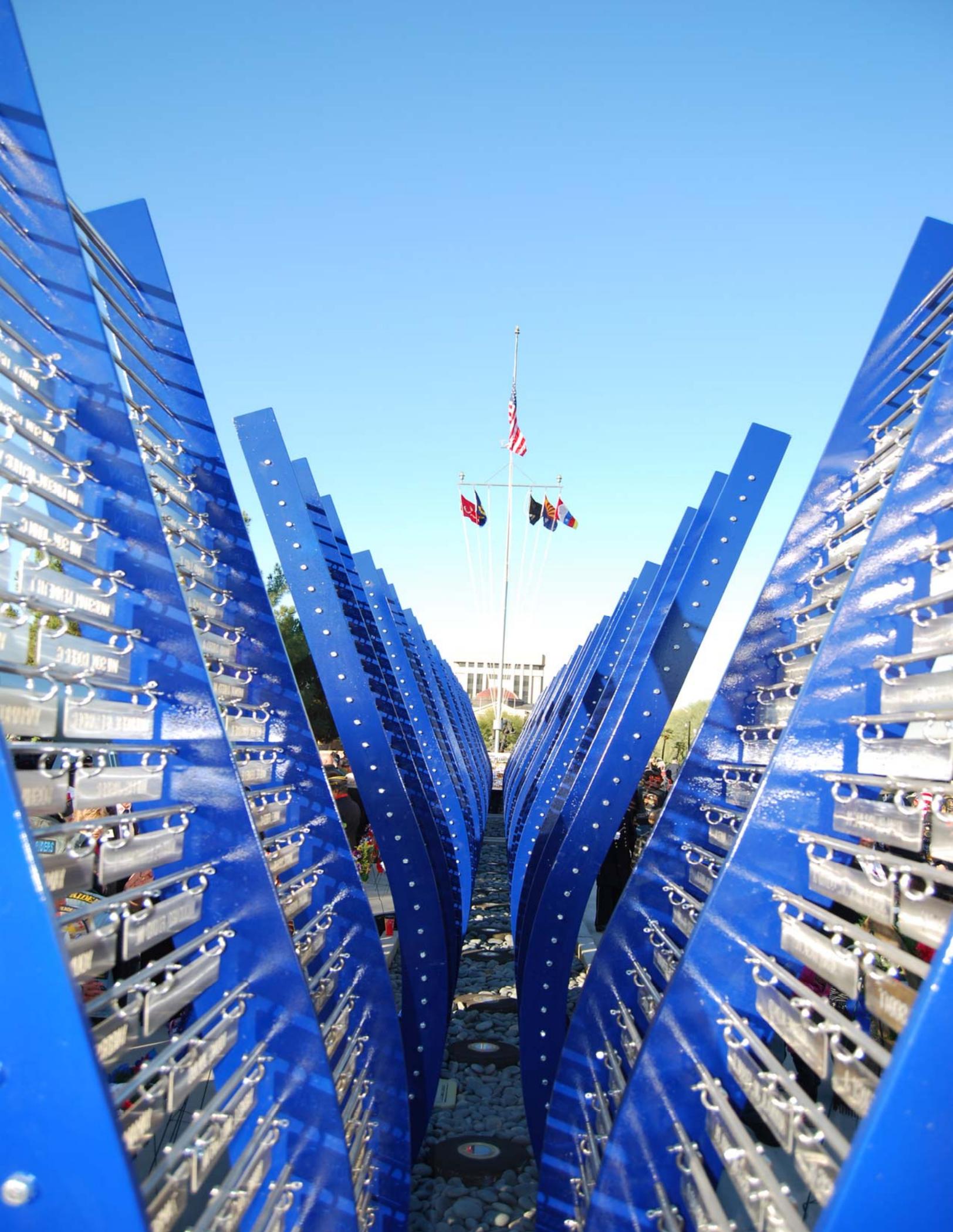
Not all records that come to the State Archives are in good shape. Some are dirty, torn and some occasionally have mold infestations. Others are tri-folded and fragile. The Triage Room and Conservation Lab have specialized equipment to help clean, mend and preserve these records. The temperature in our blast freezer drops to minus 40 degrees Fahrenheit within 12 hours and kills insects like termites and silverfish that arrive in the record boxes. The blast freezer also stops the progression of mold. Special HEPA (High Efficiency Particulate Air (purifiers)) vacuum cleaners allow staff to remove dirt, mold spores and other materials that can harm documents. Our cold suction vacuum table provides a stable surface for taping, cleaning documents and other conservation treatments, while large stainless steel sinks allow for washing materials. The preservation and conservation work we do in these areas makes it possible for these damaged records to be accessible to Arizonans now and in the future.

## Archivists Trained All Over the State

The State Archives worked with the Arizona Historical Records Advisory Board to provide archives training to the staffs of under-served local archival repositories throughout the state. Three daylong Archives 101 workshops were presented to attendees in Phoenix and Tucson.



Archives staff  
outside of the  
Polly  
Rosenbaum  
Building.



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## **ARIZONA TALKING BOOK LIBRARY**

### ***Write Us***

Arizona Talking Book Library  
1030 N. 32nd St.  
Phoenix, AZ 85008

### ***Call Us***

Telephone: (602) 255-5578  
Toll-free, in state: 1-800-255-5578  
Fax: (602) 286-0444

### ***Physical Location***

Arizona Talking Book Library is located south of the Loop 202 Freeway, the northwest corner of 32nd Street and Diamond.

### ***On the Web***

[www.azlibrary.gov/aztalkingbooks](http://www.azlibrary.gov/aztalkingbooks)  
e-mail: [btbl@azlibrary.gov](mailto:btbl@azlibrary.gov)  
Facebook:  
[www.facebook.com/aztalkingbooks](http://www.facebook.com/aztalkingbooks)



Director  
**Linda Montgomery**



Assistant Director  
**Ron Bryant**

## Arizona Talking Book Library

### Who We Are

The Arizona Braille and Talking Book Library was established in 1969 to provide another way of reading for individuals who have difficulty reading standard print because of blindness, visual impairment or a physical disability. Any Arizona resident that meets the eligibility requirements may apply. Institutions, schools and facilities that serve the library's target population also may receive services. The Talking Book Library is one of the 56 regional libraries of the National Library Service for the Blind and Physically Handicapped, Library of Congress (NLS).

### What We Do - Services

The Library provides at no charge to users, audio and braille books and magazines, machines to play the audio materials and access to downloadable materials. Items are shipped postage-free to patrons and back to the library.

Digital talking book machines are provided by NLS and loaned free of charge to patrons. Cassette machines are being phased out and recycled. Machine Services staff and volunteers processed hundreds of machines to be sent to the NLS recycling center.

Staff provides reader advisement; selection of materials based on individual patron profiles; circulation of books, magazines and machines; collection development and maintenance; machine maintenance and inventory; recruitment, management and training of volunteers; production of audio materials; tours and technical support. Library staff and volunteers participate in outreach programs and public education activities statewide to provide information about library services to other agencies, organizations, services providers and the public.

### Managing a Changing Collection

The Library’s digital audio book collection continues to grow as cassette books are being phased out of use. Staff and volunteers reduced the number of cassette books by 30% in accordance with a directive from the National Library Service.

By the end of the year audio book circulation by mail was 94% digital and 6% cassettes. Library patrons signed up to download books from Braille and Audio Reading Download (BARD) was 15%; while the remaining 85% still preferred to receive their audio books by mail. As required by NLS, staff removed, processed and returned 10,912 digital books for re-use. The number of digital books in the collection still grew by 25% in FY2014.

Because of limited funding many of the older cassette books converted to digital format are only available for download. Many patrons don’t have a computer and don’t want to learn downloading. In response staff began downloading popular titles for individual patrons and making extra copies for the collection. Staff works together to add 10 or more books per week. Arizona Friends of Talking Books provided funding for the digital cartridges and containers for this project.

### Providing Technical Support and Instruction

In response to patron interest in learning to download books, staff provided BARD and BARD Mobile workshops for patrons to learn how to download their books and magazines. BARD Mobile is the new app that provides direct download access to iOS devices (iPad, iPhone and iPod Touch). The staff provides technical support for patrons using a variety of third-party devices for listening to their downloaded books.

## Fiscal Year 2014 Statistics

### Performance Measures

	FY13	FY14
Holdings (total audio and Braille books Audio described movies, talking book Machines and accessories)	372,188	314,016

The National Library Service for the Blind and Physically Handicapped (NLS) has mandated that regional libraries should essentially eliminate local cassette book and machine collections by mid 2015. Almost 80,000 cassette books and 1,800 cassette machines were sent to NLS recycling centers in FY2014. In addition, 11,000 digital books were recalled by NLS for reuse.

	FY13	FY14
Materials Provided (Items circulated and downloaded)	601,014	607,018

In FY2014, most patrons stopped cassette book service in favor of digital books. Therefore, book and machine circulation did not increase as much as previous years.

	FY13	FY14
Patrons and Institutions served	9,410	9,048

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Recording audio description of Arizona Capitol Museum exhibit.

In FY2014 the library conducted another reconciliation of patron records held in the local KLAS database to patron records at NLS. Additional discontinued and suspended patrons were purged from KLAS with 2,928 inactive patrons purged. Meanwhile 1,445 new patrons were added in FY2014 but 1,553 patrons discontinued service due to transfers and death.

	FY13	FY14
Volunteer Hours Donated	20,107	21,487

Value of volunteer hours in FY2014 = \$483,887. Independent sector estimated value of volunteer time for AZ 2013 = \$22.52 per hour.

	FY13	FY14
Customer Service	7.6	7.6

Expanding Volunteer Contributions and Outreach

Volunteers play a vital role in helping to provide library services. Volunteer opportunities include: recording materials, machine repair, outreach, book inspection, duplication and library aide. The Volunteer Manager petitioned for the library and was awarded an Intel Encore Fellow for the calendar year. A retired Intel employee has been a valuable asset. The Encore Fellow helped with production of an audio tour of the State Library's 150th Anniversary exhibit at the Capitol Museum. This makes the exhibit accessible to visitors who are blind or visually impaired.

Arizona Friends of Talking Books and the library were nominated for a "12 Who Care Award". The award included production of a PSA and an interview on the Channel 12 Midday program.



Arizona Talking Book Library Staff

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## **LIBRARY DEVELOPMENT**

Library Development empowers Arizona libraries to offer excellent customer service through consulting, grant funding, resources, and training.

### ***Write Us***

Library Development, Carnegie Center  
1101 W. Washington St.  
Phoenix, AZ 85007

### ***Physical Location***

Library Development is located in the Carnegie Center on Washington Street between 10<sup>th</sup> and 12<sup>th</sup> Avenues.

**Hours:** 8 a.m. to 4:30 p.m.

### ***Call Us***

Telephone: (602) 926-3604  
Toll-free: 1-800-255-5841  
Fax: (602) 256-7995

### ***On the Web***

<http://www.azlibrary.gov/libdev>  
<http://www.azlibrary.gov/carnegie>



Director  
**HOLLY HENLEY**



Grants Consultant  
**JAIME BALL**

## Library Development

### Who We Are

The Library Development Branch of the Arizona State Library, Archives and Public Records empowers local libraries and librarians to offer excellent services to Arizonans by providing support, consulting services, training and grant funding. Library Development Services are provided under A.R.S. § 41-151.07.

Staff members of the Library Development Branch have offices in the historic Carnegie Center, which was dedicated on February 14, 1908 as the first building of the Phoenix Public Library. In addition to being used by the State Library for training space, meeting rooms are made available to government agencies and non-profits at no charge for workshops, meetings, and special events.

As of January 2, 2004, the Arizona State Library, Archives and Public Records serves as host agency for the Arizona Center for the Book, one of 50 state affiliates for the Center for the Book in the Library of Congress. The goal of the state center is to carry out the mission of the national center of “stimulating public interest in books, reading, literacy, and libraries to the state and local level.”

### What We Do – Services

Library Development administers Library Service and Technology Act (LSTA) funds from the Institute of Museum and Library Services. Programs supported through LSTA funds include:

- Grants to libraries for special projects
- Online access to thousands of journals, magazines and newspapers
- Summer reading programs
- ONEBOOKAZ
- Early literacy materials and training
- Online interlibrary loan
- Consultation for adult and youth services, tribal libraries, continuing education, county librarians, and emerging library technology
- Meeting facilities at the Carnegie Center

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- Arizona Center for the Book
- Annual public library statistics
- Continuing education in face-to-face settings
- Online training
- Summer Library Institute
- Online event/class registration
- A monthly newsletter for library staff statewide
- Scholarships for continuing education
- Library practitioner certification

<b>Customer Satisfaction on a Scale of 1 to 8</b>	<b>FY13</b>	7.6
	<b>FY14</b>	7.6

**Statewide Library Development Projects**

In 2012, ONEBOOKAZ went on hiatus for one year to redesign the program for the future. It re-launched in the fall of 2013 with a digital writing contest for Arizona authors. Three books were chosen and made available for reading as e-books during April, the month designated for community reading, book discussions, and author visits.

Arizona Community Foundation, Arizona Department of Education, Arizona Ready, First Things First, Helios Foundation, Read On Arizona and Virginia G. Piper Charitable Trust partnered with the State Library to promote summer reading as a means of preventing summer slide and to promote parents reading to their pre-readers from birth to help prepare them for school success.

Working with libraries across Arizona to reach families and caregivers of children 0 to 5 years old, the State Library provided early literacy materials and training. Library Development conducted workshops to prepare staff to teach parents and distributed instructional materials for parents at outreach events.



In May, 2014, libraries statewide began registration for the science-themed Summer Reading Program, "Fizz, Boom, Read!"

The State Library also collaborated with county libraries in Arizona to provide a portfolio of online resources to all public libraries in Arizona. Usage statistics reflect the number of searches conducted.

**Library Development Training**

Workshops with highly qualified instructors were offered in locations across the state and as webinars. In addition, a Summer Library Institute was conducted for one week in June in Flagstaff to train staff in rural libraries without a graduate degree in library science. Online continuing education provided a wide variety of training options for professional and paraprofessional staff.

**Grants**

The Library Services and Technology Act (LSTA) is the only federal program exclusively for libraries. State libraries use the funds to support statewide initiatives and to distribute the funds through subgrants to libraries for special projects. LSTA supported work with Arizona's libraries

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statewide and allowed the branch to offer a competitive grant program.

State Grants-in-Aid were awarded to county libraries and city libraries with populations more than 100,000 to help meet the information needs of Arizonans. Construction grants were awarded to qualifying public libraries to assist with new building construction, renovation to update facilities, and renovation for compliance with the American Disability Act.

**Carnegie Center Usage**

Meetings and trainings were conducted throughout FY2014 at the Carnegie Center by the State Library, other government agencies, and non-profits. The Carnegie also served as the venue for public programming by the Arizona Center for the Book.

**Library Development  
Fiscal Year 2014  
Statistics**

Library Development serves all libraries of Arizona, including the 230 public and tribal libraries and their respective 3,322,601 cardholders. During their 27,307,261 visits over the last year, Arizonans checked out 47,443,670 materials and accessed public

computers 6,323,589 times. They also found wireless Internet access at 91% of libraries in the state and downloaded 1,991,719 e-Books from the 80% of Arizona libraries now offering the service.

			<b>Note</b>
<b>Participants in statewide projects</b>	<b>FY13</b>	38,008,374	FY2014 was the first year for a new digital format for ONE-BOOKAZ. Numbers are expected to increase as the program becomes more widely known. Statewide database usage for FY2014 was down from a record high in FY2013.
	<b>FY14</b>	35,596,014	
<b>Training hours offered in continuing education programs</b>	<b>FY13</b>	32,489	Training hours for FY2013 were unusually high due to BTOP 2, a federal grant project that concluded prior to FY2014.
	<b>FY14</b>	14,544	
<b>Sub-grants awarded</b>	<b>FY13</b>	63	More, smaller grants were awarded in FY2014.
	<b>FY14</b>	70	
<b>Carnegie Center usage</b>	<b>FY13</b>	7,609	During FY2014, the Carnegie was unavailable for public use for one month due to window restoration and recarpeting projects. Uncertainty of completion dates affected booking beyond the actual days closed.
	<b>FY14</b>	6,261	

Secretary of State Ken Bennett read to students at Coyote Trail Elementary School participating in *Reading Rockets: Blast Off with Summer Reading*, an LSTA-funded grant project.





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## **STATE LIBRARY OF ARIZONA**

### ***Write Us***

State Library of Arizona  
Arizona State Library, Archives and  
Public Records  
1700 W. Washington St.  
1938 Addition, Room 300  
Phoenix, AZ 85007-2812

### ***Open***

Monday – Friday, 8 a.m. to 5 p.m., except state holidays.

### ***Call Us***

Telephone: (602) 926-3870  
Toll Free In-State: 1-800-228-4710  
Fax: (602) 256-7984

### ***Physical Location***

The State Library of Arizona is  
located in-between the Executive  
Tower and the Capitol Museum on  
the third floor of the 1938 addition of  
the Capitol.

### ***On the Web***

[www.azlibrary.gov/sla](http://www.azlibrary.gov/sla)  
email: [research@azlibrary.gov](mailto:research@azlibrary.gov)  
Legal email: [sll@azlibrary.gov](mailto:sll@azlibrary.gov)

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DEPARTMENT OF STATE  
**ANNUAL**  
FISCAL YEAR *Report*  
2014



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## State Library of Arizona

### Who We Are

The State Library of Arizona (previously named the Law and Research Library), a branch of the Arizona State Library, Archives and Public Records, provides information and access relating to laws, government information, patent & trademarks, genealogy, assistance to the Legislature, state government and the public. State Library of Arizona services are generally provided under A.R.S. §§ 41-151.01, 41-151.05 and 41-151.08.

State Library of Arizona staff includes experts in government, legal and information resources, and family history. It is the officially designated Patent and Trademark Resource Center for Arizona.

This historic library is the core of the Library, Archives and Public Records which was established in 1864 as the Territorial Library of Arizona. Starting 150 years ago this year, the library grew, gradually expanding services over many years, to now serve a 21<sup>st</sup> Century Arizona.

### Our Customers

State Library of Arizona staff helps patrons to:

- Access library services, collections and other resources, in person, or through online services
- Discover and identify items in the collection to help in their research
- Register for library services
- Participate in civic engagement events and training to help them with their jobs and lives

The library staff supports other libraries, archives, museums, records managers, government employees and officials as well as the public. The State Library also helps other Public Libraries with their Broadband needs and with E-rate reimbursements for telecom and Internet. The staff makes use of social media such as Blogs, Pinterest, Constant Contact<sup>®</sup> and more to reach new members of the community and to better inform those already living in Arizona.

## What We Do – Services

The Library provides services including comprehensive collections of state and federal publications in all formats (including e-government sources), current and historical Arizona legal materials, the largest print collection of genealogy materials in Arizona, and access to U.S. Patent and Trademark information.

The Library's law collection is a primary legal resource for the Legislature, Courts and Arizona State Agencies with historical collections of Arizona's legislative bills, journals, session laws, statutes, codes, judicial rules and opinions of Arizona's attorneys general.

A unique asset of this library is the professionally-trained staff who answers questions by mail, phone and in-person. They organize and deliver events and training programs on topics of interest like market research, using census data, setting up and running a successful business, family history, genealogy research, technology updates and more. Library staff also presents at conferences, other libraries, and participate in seminars to share their knowledge and expertise.

## Programs and Events

### Access to Justice

During FY2014, the library facilitated training to assist local library staff in responding to legal questions. In this pilot project, the State Library planned, coordinated and implemented training sessions for selected Maricopa County library staff in the many resources and referrals available to them and their communities.

Training and support materials are maintained on our Virtual Reference Desk:

<http://statelibraryofarizona.wordpress.com/law4az>

This training will be moved to other counties over the next 2-3 years and additional training and/or programming will be offered to libraries around the state to reinforce access to legal information for Arizonans.



Access to Justice training session.

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## Events

The ability of the library to plan and schedule presentations has increased this year. A presentation and training area close to the entrance of the library was repurposed and is now a popular location for staff and invited speakers to address a wide variety of topics. Over FY2014, programs included how to market a business, discovering and using demographic information from the Census Bureau, inventing and patenting ideas, and many more topics. At other times, this space hosts displays for programs such as the Law Day Art Show.

## State Library of Arizona Fiscal Year 2014 Statistics

### Preservation

The Arizona Memory Project (AMP) provides online access to documents, photographs, oral histories, maps and videos that chronicle Arizona's history and culture: <http://azmemory.azlibrary.gov>.

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"How to Market a Business" presentation given at the State Library of Arizona.

AMP, which began in 2006, consists of 177 collections representing more than 76 Arizona cultural organizations. Each year, full-text copies of a variety of publications are added to the website along with state agency publications. Our efforts to digitize state agency publications, both current and historic, bring Arizona's government history alive for those searching on the Internet.

Arizona Memory Project Records	FY13	FY14
Site visits	388,105	416,618

Funded by an IMLS Library Services & Technology Act grant, AMP hosts digital holdings from Arizona cultural organizations to make them accessible online and to promote visits to, and research about,

Arizona. These partner organizations benefit from access to content management tools and training that facilitate the digitization process in addition to broader awareness of their holdings.

### Collections

The staff of the State Library of Arizona assist Arizona Legislators and legislative staff, Arizona state agency employees and in-house genealogy clients with the location and loan of materials from libraries around the country. Some materials are located through use of our online resources and are downloaded by state employees, library users and library staff.

In addition, materials circulate from Library and Archives' collections and are loaned to requesting libraries.

Collection Usage	FY13	FY14
Includes usage Full-text – print and electronic formats	52,983	85,723

### State Agency Publications – past and present

The State Library is mandated to collect, maintain and preserve Arizona state agency publications (A.R.S. § 41-151.05(A)(6)) and agencies are required to submit their publications to the library (A.R.S. § 41-151.08 (A)(2)). The collection of these government publications provides a view of important issues and growth of our state.

We maintain a collection of print materials, adding full-text, born-digital publications to our collection in the Arizona Memory Project (AMP). We also add older publications to our AMP collection, enhancing access and usability to a wider audience. This effort is ongoing.

State Agency Publications	FY13	FY14
Access to full text publications through our web resources (catalog and AMP) – number of items	103,384	108,279

## Programs and Events

The State Library of Arizona's Genealogy staff, the staff of the Archives and Records Management as well as other experts present topical programs.

Most of the increase between FY2013 and FY2014 is due to presentations to new government staff and also many presentations given on library collections at conferences locally and nationally.

In FY2014, there was an increase in education and training events with new programs organized, in house and outside our library and conference/meeting presentations.

Events and Presentations	FY13	FY14
Presented	8	37
Attendees	282	555
Training Hours/Education Programs*	15,180	29,970
*Formula is 1 hour course with 5 attendees = 5 training hours		

Customer satisfaction	FY13	FY14
On a scale of 1 to 8	7.0	7.0



State Library of Arizona staff.

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## AIR FORCE 2000



Example of a federal government poster digitized by the State Library of Arizona.

### Digitizing Federal Government Posters

The State Library is home to a sizeable collection of posters, prints, and lithographs produced by the federal government on a wide variety of topics. The Library is digitizing some of these works and is hosting them on the Arizona Memory Project (AMP). Some of the poster subjects include military, science, agriculture and health, and are available through the library.

