

FLORIDA DEPARTMENT OF STATE DIVISION OF ELECTIONS

2002 ANNUAL REPORT

Since the 2000 elections, Florida's voting procedures and election laws have come under intense scrutiny. The Legislature responded to the problems encountered in the 2000 elections with the 2001 Election Reform Act. Staff of the Division of Elections and the county supervisors of elections spent many hours during 2002 implementing these changes prior to the Primary and General Elections. Training on the new procedures was given to the supervisors of elections, who in turn trained their staff and poll workers. Generally, the reforms worked well. A review of overvotes and undervotes from the General Election indicated that the overall rate of votes not counted due to legal invalidity was dramatically reduced.¹

In October 2002, Congress passed the Help America Vote Act (HAVA), which impacts election procedures across the nation. Although Congress did not fully fund HAVA during the appropriations process, Florida stands to receive millions of dollars to fund the activities required by HAVA and improve the overall electoral process. As soon as HAVA passed and was signed into law, staff of the Division of Elections immediately began preparations for implementation of the required changes. Although Florida has instituted many of the changes required by HAVA, there will be further revisions that the Legislature will need to enact in order for Florida to be in full compliance.

The division works on a daily basis to provide direction to the 67 supervisors of elections across the state. Sixty-six of these supervisors are elected constitutional officers and one is an appointed official. Although the Division of Elections has no enforcement authority over the supervisors of elections, most welcome the division's guidance and educational efforts. By providing consistent guidance to the supervisors of elections, the Division of Elections is able to ensure uniformity in the application of the election laws throughout the state.

The Division of Elections by nature is diverse and oversees many different functions. The division is comprised of four sections:

- Director's Office
- Bureau of Election Records
- Bureau of Voting Systems Certification
- Bureau of Administrative Code and Weekly

The duties and responsibilities of the Division of Elections are performed by a total of 45 permanent employees. The Division of Elections is located in Room 100, Collins Building, 107 West Gaines Street, Tallahassee, Florida.

¹ The 2001 Legislature provided almost \$6 million to the counties to be used for voter education and poll worker recruitment and training. The supervisors of elections used this funding from the state to enhance their voter education efforts and to provide more training for their poll workers. A report on voter education efforts by the counties was submitted to the Legislature on January 31, 2003.

Director's Office

- 9 FTEs
- Sections: Administration and Legal

The mission of the director's office is to provide statewide coordination and direction for the interpretation and enforcement of election laws, as required by the Florida Statutes, and supervision to the three bureaus. The Florida Election Code, Chapters 97 through 106, Florida Statutes, regulates all state and county elections. Portions of the election code also pertain to the 392 municipalities and 1,000 special districts in the state and to federal elections.

Elections are conducted in Florida almost every week of the year by county supervisors of elections or city clerks. Major state and county elections are held in even-numbered years. The Governor calls special elections in circumstances necessary to fill vacancies created by deaths, resignations, etc. Many county referendum elections, special district elections and city elections are held during the off-election years. Therefore, on a daily basis, the staff in the director's office provides election related assistance to the 67 supervisors of elections and their staff, municipalities, special districts, county and city attorneys, candidates, political committees, committees of continuous existence, elected officials, the media, the public and other election officials throughout the United States. In addition, the Division of Elections provides information on the election process in Florida to international visitors upon request.

The 2002 elections were the first major elections in the state where new voting equipment and procedures were put into use. The division provided training to the supervisors of elections on new requirements and provided technical assistance on voting equipment and security procedures. In turn, the supervisors of elections provided extensive training to poll workers on the new procedures and equipment.

Forty-one of Florida's 67 counties were required to purchase new voting equipment prior to the 2002 elections. Counties conducted extensive voter education efforts so that the voters would be familiar with the use of this new equipment before they went to the polls to vote. In addition, new provisions of law relating to provisional ballots, recounts and voter intent rules were put into place for the first time.

Early in the day of the September Primary Election, it became evident that two of the counties, Broward and Miami-Dade, were having problems getting polls open so that voters could cast their votes. As a result, the Governor extended the poll closing time around the state to 9:00 p.m., giving an additional two hours to vote. In Broward County, the Primary Election was the first major election for the newly elected supervisor of elections. Due to a number of circumstances, Miami-Dade County received their new voting equipment only weeks prior to the election and modifications to procedures were still being made immediately prior to the election. The newly drawn precinct lines based on reapportionment compounded these problems. Despite the widespread publicity surrounding these two counties, 65 of the supervisors of elections conducted the September Primary Election without major problems.

The county governments of both Broward and Miami-Dade Counties mounted extensive efforts following the September Primary Election and provided assistance in the form of manpower and training for the General Election. In addition, the Division of Elections provided additional technical support to the counties. The November General Election in all of Florida's 67 counties was conducted without major incidents.

Duties

- Oversees the interpretation and guidance on the enforcement of election laws.
- Provides advisory opinions to supervisors of elections, candidates, local officers having election related duties, political parties, political committees, committees of continuous existence or other persons or organizations engaged in political activity, relating to any provisions or possible violations of Florida election laws (section 106.23(2), Florida Statutes).
- Prescribes rules and regulations to carry out the provisions of the election laws (section 106.22(9), Florida Statutes).
- Acts as the Secretary of State's designee with respect to:
 - A. Interpreting the election laws.
 - B. Providing uniform standards for the proper and equitable implementation of the voter registration laws.
 - C. Actively seeking out and collecting data and statistics necessary to knowledgeably scrutinize the effectiveness of the election laws by surveying supervisors of elections and others on issues that arise on a daily basis.
 - D. Providing technical assistance to the supervisors of elections on voter education and election personnel training services.
 - E. Providing technical assistance to the supervisors of elections on voting systems.
 - F. Coordinating with the United States Department of Defense so that armed forces recruitment offices can administer voter registration in a manner consistent with the procedures set forth in the election laws for voter registration agencies.
 - G. Providing voter education assistance to the public.
 - H. Coordinating the state's responsibilities under the National Voter Registration Act of 1993.
 - I. Providing training to all affected state agencies on the necessary procedures for proper implementation of the Florida Voter Registration Act.
 - J. Ensuring that all registration applications and forms prescribed, or approved, are in compliance with the Voting Rights Act of 1965.
- Oversees the process by which citizens propose constitutional amendments by initiative (sections 100.371, 101.161, 15.21, 16.061, Florida Statutes, Article XI, Section 3, Florida Constitution, Rules 1S-2.009 and 1S-2.0091, Florida Administrative Code).
- Publishes full text of the proposed constitutional amendments in one newspaper of general circulation in each county, once in the tenth week, and once in the sixth week immediately preceding the week in which the election is held (Article XI, Section 5(b), Florida Constitution). Section 101.171, Florida Statutes, provides that the Division of Elections have printed, and furnish to each supervisor of elections, a sufficient number of copies of the full text of the proposed constitutional amendments to be posted at each precinct on election day.
- Publishes notice of voter registration book closing dates, election dates, assistance for the elderly and disabled and instructions for obtaining absentee ballots prior to the First Primary and General Election pursuant to federal law (Voting Accessibility for the Elderly and Handicapped Act of 1984 Public Law 98-435).

- Prescribes forms for statements and other information required by Chapter 106, Florida Statutes (section 106.22, Florida Statutes).
- Publishes manuals to assist candidates and committees with bookkeeping and reporting requirements (Chapter 106, Florida Statutes).
- Oversees and approves training courses for continuing education for supervisors of elections.
- Coordinates, on an annual basis, two statewide workshops for the supervisors of elections in which the division reviews and provides updates on the election laws to ensure statewide uniformity in the interpretation of the election laws.
- Conducts regional workshops around the state for supervisors of elections, candidates, political committees, committees of continuous existence, political parties and groups having an election related interest.
- Files and approves written plans for the conduct of mail ballot elections submitted by the supervisors of elections (section 101.6102, Florida Statutes).
- Oversees the entire budget process for the Division of Elections and oversees expenditures of the division.
- Provides fiscal analyses to the Legislature on all proposed election related bills and all other proposed bills for the bureaus under the division.
- Makes recommendations to the Legislature for changes in the statutes relating to the duties and responsibilities of the division.
- Makes an annual report to the President of the Senate and the Speaker of the House of Representatives concerning activities of the division (section 106.22(10), Florida Statutes).
- Oversees and coordinates personnel matters for the division.
- Maintains a voter fraud hotline and provides election fraud education to the public.

Training Programs

The director's office coordinates training programs for supervisors of elections to ensure they maintain proficiency. In 2002, the division conducted two major workshops in conjunction with the Florida State Association of Supervisors of Elections' Conferences.

- January 8-10, 2002, Daytona Beach
- June 5-6, 2002, Cocoa Beach

The following workshops were held for supervisors of elections and staff, universities and community colleges, drivers' license offices, libraries and agencies serving persons with disabilities on the National Voter Registration Act and Campaign Financing for Candidates.

- February 27, 2002, Tallahassee
- March 6, 2002, Pensacola
- March 12, 2002, Jacksonville
- April 3, 2002, Orlando
- April 4, 2002, Ocala
- April 9, 2002, Sarasota
- April 10, 2002, Fort Myers

- April 17, 2002, Miami
- April 22, 2002, West Palm Beach

In addition, the division provided six Statewide Voter Registration Database training sessions in various locations throughout the state.

- May 1, 2002, Mayo
- May 7, 2002, Niceville
- May 8, 2002, West Palm Beach
- May 9, 2002, West Palm Beach
- May 15, 2002, Orlando
- May 16, 2002, Orlando

The division also conducted rule development workshops and public hearings in the latter part of the year.

- Rule Development Hearing on Rule 1S-2.035, Polling Place Accessibility Survey, September 27, 2002, Tallahassee
- Public Hearing on Rule 1S-2.035, Polling Place Accessibility Survey, December 3, 2002, Tallahassee
- Rule Development Workshop on Rule 1S-5.001, Voting System Equipment Regulations, December 19, 2002, Tallahassee

The division provided administrative and technical assistance to the Governor's Select Task Force on Election Procedures, Standards and Technology. The fifteen member task force met in Orlando on December 9-10, 2002 to map the future of election reform in Florida.

Supervisors of Elections' Certification

The Division of Elections oversees certification for supervisors of elections through which supervisors obtain credits to maintain job proficiency. The requirements are designed to establish initial certification to receive a special salary based upon a system of credits that recognizes personal initiative in preparing for and maintaining a wide variety of election related competencies. Supervisors of elections must complete the requirements within six years after taking office in order to qualify for the special qualification salary pursuant to section 145.09(3)(b), Florida Statutes. Participation in a minimum of 24 hours of continuing education are required each year to maintain certification.

During 2002, two additional supervisors of elections obtained certification. This brought the total number of certified supervisors to 50 as of the close of 2002.

Information Services

In 2002, the Division of Elections received thousands of phone calls from election and other municipal and county officials, the public, the media, state agencies, attorneys, candidates and committees seeking advice.

For the 2002 Primary and General Elections, the director's office provided assistance to many inquiries regarding various election related issues and concerns. Phone banks were instated to assist with the calls received immediately following the General Election. In 2002, the division received and responded to thousands of e-mails and a considerable number of walk-in and written requests for information. Many requests required hours of research by staff.

The press made daily requests for information filed with the division including campaign report data, election statistics, rules, laws and complaints. The division established a press room to enable the media to stay fully briefed on situations encountered during the Primary and General Elections.

Constitutional Initiatives

Florida’s Constitution permits amendments by citizen initiative. The Division of Elections oversees this process. The number of valid signatures needed for an initiative petition to obtain ballot position for the 2002 General Election was 488,722. The following chart lists political committees with active initiatives in 2002 along with the total number of signatures certified to the division for each initiative as of December 31, 2002.

Initiative Petition Name	Signatures Certified	Made Ballot	Passed
Animal Cruelty Amendment: Limiting Cruel and Inhumane Confinement of Pigs During Pregnancy	506,799	Yes	Yes
Authorization for County Voters to Approve or Disapprove Slot Machines Within Existing Pari-Mutuel Facilities	167,612	No	
Authorizes Miami-Dade and Broward County Voters to Approve Slot Machines in Pari Mutuel Facilities	13,429	No	
Children's Right Not to be Abused	55	No	
Children's Right Not to be Molested	0	No	
Citizen's Right of Political Participation	0	No	
Conservation and Protection of Florida's Scenic Beauty: Florida's Billboard Amendment	0	No	
Creates Independent Nonpartisan Commission to Apportion Legislative and Congressional Seats Which Replaces Apportionment by Legislature	22,849	No	
Florida's Amendment to Institute Instant Runoff Voting	0	No	
Florida's Amendment to Reduce Class Size	581,368	Yes	Yes
Florida's Amendment to Repeal the Provision That Requires High-Speed Ground Transportation	0	No	
Freedom to Use Medicinal Marijuana for Specific Certified Medical Purposes	6,382	No	
Labeling of Foods That are Genetically Engineered	0	No	
Limitation of Noneconomic Damages in Actions Arising From Medical Malpractice Incidents	0	No	
Limiting Assessed Values and Taxes on Homestead Property	20	No	
Limiting Millage Tax Rates	19	No	
Limiting Taxation by Non-Elected Persons	20	No	
Limiting Taxpayer Supported Social Services to Illegal Aliens	25	No	
Local Trustees and Statewide Governing Board to Manage Florida's University System	499,903	Yes	Yes
Patients' Right to Know About Adverse Medical Incidents	0	No	
Property Tax Exemption for School Choice	21	No	

Initiative Petition Name	Signatures Certified	Made Ballot	Passed
Protect People from the Health Hazards of Second-Hand Tobacco Smoke by Prohibiting Workplace Smoking	517,217	Yes	Yes
Public Protection from Repeated Medical Malpractice	0	No	
Replacing School Boards with Parental Governing Councils With State Administrative Oversight	0	No	
Right of Intimate Privacy	0	No	
Right to Sue Managed Care Entities for Negligence	0	No	
Right to Sue Managed Care Entities for Negligence Cannot be Limited by Contract	0	No	
Right to Treatment and Rehabilitation for Nonviolent Drug Offenses	155,816	No	
Save Our Florida	0	No	
Single Payer Health Care	675	No	
Smoking Prohibited in Certain Indoor Workplaces and Restricted in Restaurants and Other Indoor Workplaces	0	No	
Standards to be Followed in Apportioning or Creating Legislative or Congressional Districts	23,565	No	
Term Limits by Voter Approval	0	No	
The Legalization of Cannabis Sativa L. for All Purposes	512	No	
The Right of Children Not to be Molested	0	No	
The (Judicial Accountability Initiative Law) J.A.I.L.4judges amendment to the Florida Constitution	0	No	
Voluntary Universal Pre-Kindergarten Education	514,667	Yes	Yes
Voter Control of City Taxes	0	No	
Voter Option of "None of the Above" at General Election	0	No	
Voters' Power of Recall	0	No	
Yari-Professor Fun-Der-Full Lawrence's - Legalization of Marijuana Committee	0	No	

Eleven constitutional amendments were approved for the 2002 General Election ballot. Six amendments were proposed by the Florida Legislature. Of these six amendments, Review of Exemptions and Exclusions from the Tax on Sales, Use, and Other Transactions, was removed from the ballot by the 1st District Court of Appeal. Five amendments were by citizen initiative. Of the total ten amendments that appeared on the ballot, nine were passed.

Mail Ballot Elections

Pursuant to section 101.6102, Florida Statutes, and rule 1S-2.022, Florida Administrative Code, an election may be conducted by mail ballot for referendums if the Secretary of State approves a written plan for the conduct of the election, which shall include a written timetable for the conduct of the election, submitted by the supervisor of elections. In 2002, a total of seven written plans were submitted and approved by the Division of Elections.

Publications

The Division of Elections prepares and distributes various forms and publications. The following is a list of the materials printed by the division in 2002.

Publication	Quantity	Cost
Florida Registration and Voting Guide	50,000	\$9,571.00
Calendar of Reporting Dates for Candidates	15,000	\$750.00
Calendar of Reporting Dates for Committees	15,000	\$750.00
Compilation of Election Laws	10,000	\$15,750.00
Handbook for Committees	10,000	\$9,103.00
The Constitution of the State of Florida	10,000	\$8,769.50
Handbook for Candidates	10,000	\$3,330.00
Qualifying Handbook for Candidates	8,000	\$7,225.00
2002 Election Dates to Remember	8,000	\$1,667.56
Political Information at Your Fingertips	5,000	\$50.00
Calendar of Reporting Dates for Political Parties	500	\$25.00
2002 Primary Election Tabulations	300	\$495.00

Legal Section

Section 106.23(2), Florida Statutes, requires the Division of Elections to issue opinions when requested by any supervisor of elections, candidate, local officer having election related duties, political party, political committee, committee of continuous existence or organization engaged in political activity, relating to any provision or possible violations of Florida election laws with respect to actions such supervisor, candidate, local officer having election related duties, political party, committee, person or organization has taken or proposes to take. The division has only two attorneys who research and prepare opinions. Nineteen formal and 121 informal opinions were issued in 2002. These attorneys also provided legal guidance to the public, supervisors of elections, candidates, municipal clerks, county and city attorneys, the Bureau of Election Records, the Bureau of Voting Systems Certification and the Bureau of Administrative Code and Weekly on a daily basis. When the Department of State, or the Division of Elections, is a party to a lawsuit, the legal section is called upon to assist the agency general counsel or the Office of the Attorney General in the management of the discovery process, monitoring of the litigation and enforcement/compliance with settlement agreements or court orders.

In 2001-2002 the Division of Elections was party to litigation with the National Association for the Advancement of Colored People (NAACP) which resulted in a settlement agreement. The legal section is actively involved in ensuring compliance with the terms of that agreement. In November of 2001, the division was served with the complaint filed by the American Association of People with Disabilities (AAPD), et. al. During 2002, the legal section was involved in document production and other aspects of the discovery process for this case.

Although it often goes unnoticed, the division's legal staff renders a tremendous volume of public assistance over the telephone and via e-mail. In 2002, the legal staff handled thousands of telephone and e-mail inquiries concerning the proper implementation of the election code.

In addition, the legal section continued to be responsible for a large part of the implementation of the 2001 Election Reform Act, along with additional election administration changes passed

during the 2002 Legislative session. As part of this implementation, the legal section has been required to promulgate eight new administrative rules addressing such subject areas as uniform Primary and General Election ballots, clear indication on the ballot that the voter has made a definite choice, recount procedures, late registration, state write-in ballot, electronic transmission of election materials, voter education standards, polling place procedures manual and the review of voting systems certification standards.² All of these rules had to be developed and worked through the entire rule promulgation process prescribed by the Administrative Procedures Act, including numerous public hearings, and were finalized during 2002. Additionally, the legal section drafted DS-DE 43, Polling Place Accessibility Survey, as required by section 16 of the Voting Accessibility Bill of 2002, for use by the supervisors of elections to determine ADA compliance for polling places.³

The legal section has been researching and developing a mandatory, statewide and uniform program for training poll workers on issues of etiquette and sensibility with respect to voters having a disability as required by section 18 of the Voting Accessibility Bill of 2002. This training program will be released and distributed to the supervisors of elections at, or prior to, the 2003 Florida Association of Supervisors of Elections' Summer Conference.

The legal section has also been very involved in the preclearance process with the United States Department of Justice. In order to get the Election Reform Act precleared, the legal section worked closely with the Attorney General's Office to accomplish this task. On February 10, 2003, the United States Attorney General precleared section 6, subpart 3(d)-(t) of Chapter 2002-189, the last portion of the 2001 Election Reform Act needing preclearance. The preclearance process is required by section 5 of the Voting Rights Act, s. 42 U.S.C. 1973(c), which prohibits the enforcement of any voting qualification or prerequisite to voting, or any standard, practice or procedure pertaining to voting, that represents a change to existing law in a covered jurisdiction until the law is submitted to the Attorney General of the United States for preclearance, and the Attorney General has interposed no objection within a 60 day period following its submission.

The purpose of this submission is to allow the United States Attorney General to determine that the law does not have the purpose and will not have the effect of denying or abridging the right to vote on account of race, color or membership in a language minority group. Until preclearance is obtained, the law cannot be enforced.

On September 23, 1975, three counties were placed under the preclearance requirement (Hardee, Hillsborough and Monroe Counties); on August 13, 1976, two other counties were added to this list (Collier and Hendry Counties). These five counties, or covered jurisdictions, were placed under this requirement because on November 1, 1972, it was determined that these counties had English-only ballots rather than ballots in both English and Spanish, where more than five percent of the voting age population was a single language minority and where less than fifty percent of that population was registered for or voting in the 1972 Presidential Election. It is the United States Attorney General's position that inclusion for one purpose authorizes preclearance review for all purposes as previously described.

The preclearance requirement applies to legislation as well as rulemaking, and because both apply statewide, and thereby include the five covered counties, a preclearance submission is made following each Legislative session with regard to all general laws, as well as laws that specifically pertain to the five covered counties, that pertain to voting as previously described. The Office of Attorney General of Florida is the state's submitting authority.

² Rules 1S-2.032, 1S-2.027, 1S-2.031, 1S-2.029, 1S-2.028, 1S-2.030, 1S-2.033, 1S-2.034 and 1S-5.001, Florida Administrative Code, respectively.

³ The "Polling Place Accessibility Survey" was incorporated by reference to Rule 1S-2.035, Florida Administrative Code effective March 9, 2003.

The legal section also conducted training sessions to educate supervisors of elections and the public about the substantial changes in the election code.

The legal section has been involved with the Statewide Voter Registration Database through contractual negotiation in addition to legal consultation.

The legal section continues to be involved in many lawsuits stemming not only from the 2000 General Election and from the Florida Election Reform Act of 2001, but also from other aspects of the Florida Election Code.

It should be noted that throughout the year 2002, the legal section was authorized only two attorneys. These attorneys handled all of the advisory opinions, provided legal guidance, public assistance, litigation support, rulemaking, contracting and legislation, as well as, all other duties involved in the operation of the Division of Elections' legal section.

Bureau of Election Records

- 15 FTEs
- Sections: Bureau Chief's Office, Review, Commissions, Public Information

The Bureau of Election Records continued to implement several programs which would enable the public to gain easier access to campaign reports and information. This included the electronic filing of campaign reports, pursuant to Rule 1S-2.017, Florida Administrative Code, by candidates, political committees, committees of continuous existence and party executive committees. While difficult and costly, a major effort to place all campaign reports not filed electronically on computer through manual data entry continues to be accomplished by current staff, PRIDE of Florida and several OPS staff. Much of this could be reduced by mandating electronic filing. All of this information was placed on the Internet, allowing citizens to gain access to needed campaign report information from their homes or places of business without waiting for costly copies to be made or mailed.

The number of active committees between 2000 and 2002 decreased by 381. However, this number reflects a decrease in the number of federal committee filings of 474, but an increase in the number of state committee filings by 93. With federal committees, their information is logged and filed. With state committees, the information has to be input, tracked for filing requirements and report information released to the Internet, therefore, increasing the workload. Although the number of candidate filings between 2000 and 2002 reflects a decrease in the overall announced candidate filings, the number of candidates that actually qualified, increased by 55. This was due to reapportionment and statutory mandates for easier ballot access.

The bureau, as a whole, handled approximately 62,000 telephone calls during this election year.

Bureau Chief's Office

In detail, the bureau chief's office:

- Oversees activities of all sections of the bureau.
- Notifies supervisors of elections of voter registration book closing requirements, county canvassing, election certifications, provides election forms, booklets and pamphlets.
- Prepares and distributes instructions to voters.
- Assists in the preparation and distribution of various election booklets, pamphlets and forms (section 106.22, Florida Statutes).
- Prepares state canvass of election returns (section 102.111, Florida Statutes).
- Assists in preparation of tabulations of official votes for all state elections.
- Handles the candidate petition process including random sampling (sections 99.095, 99.0955, 99.096, 99.09651, 99.097, 103.021 and 105.035, Florida Statutes).
- Conducts candidate qualifying, which includes processing qualifying fees and certifying nominations to supervisors of elections (sections 99.061, 99.103 and 99.121, Florida Statutes).
- Processes all matching fund requests for gubernatorial and cabinet candidates.

2002 Matching Funds Requested and Distributed

Race	Number of Candidates	Number Requesting Matching Funds	Number Receiving Matching Funds	Total Disbursed
Governor	10	5	3	\$5,836,844.78
Attorney General	7	6	6	\$1,578,817.54
Chief Financial Officer	1	0	0	\$0.00
Comm. of Agriculture	5	3	1	\$432,750.64
Total				\$7,848,412.96

- Serves as depository and processes official orders and acts of the Governor, such as proclamations, executive orders of reassignment, executive orders of clemency, applications for issuance of extraditions, suspensions and reinstatements of elected and appointed officials and appointments and commissions of elected and appointed officials (Chapters 113 and 114, sections 27.14, 112.40, 252.36, 942.23, Florida Statutes, and Article IV, Section 4(b), Florida Constitution).
- Assists in conducting workshops and training sessions on campaign finance.
- Provides services to the Florida Elections Commission, which includes providing documents, affidavits and testimony in court and commission appearances.
- Maintains an ongoing filing, coding and cross-indexing system of all county referendums and notices from supervisors of elections on any reorganization of precincts or election districts as well as maps (section 101.001, Florida Statutes).
- Compiles data for Performance Based Budgeting such as release of reports to the Internet, web site hits, treasurer reports processed, etc.
- Provides support for election night reporting.

Review Section

In detail, the review section:

- Handles all initial filing papers for candidates, political committees, committees of continuous existence and political party executive committees. Notifies same as to completeness of paperwork by telephone and/or in writing (sections 106.021, 106.03 and 106.04, Florida Statutes).
- Handles processing of campaign reports which includes downloading reports filed electronically and sorting reports for data entry by staff or outside sources.
- Sends notices prior to each reporting period to candidates, political committees, committees of continuous existence, political party executive committees and public officials with open office accounts, of when reports are due and the coverage periods for reports (sections 106.07 and 106.141, Florida Statutes).
- Sends failure to file and fine assessment letters for those failing to file or who are late in filing (section 106.07, Florida Statutes).
- Reviews campaign treasurer's reports for completeness and compliance and sends requests for missing or erroneous information to complete campaign treasurer's reports (section 106.07, Florida Statutes).

- Handles miscellaneous filings which include independent expenditures, testimonials, registered agents and telephone solicitations (sections 106.071, 106.1475 and 111.012, Florida Statutes).
- Processes loan reports for candidates who are elected (section 106.075, Florida Statutes).
- Processes fine checks for late filings (section 106.07, Florida Statutes).
- Acts as the filing agent for copies of reports filed by federal candidates and committees. This is no longer a requirement for federal candidates and committees but some continue to file copies of reports with the division. Copies of reports for federal candidates and most federal committees can be accessed through the Federal Election Commission Internet site at www.fec.gov.
- Posts candidate pictures and statements on the web site.
- Prepares campaign records for retention at Records Center.
- Prepares automated index of scanned documents for Records Center retrieval.
- Handles approximately 15,000 telephone calls during an election year.
- Provides support for election night reporting.

The workload in the bureau has continuously fluctuated over the years. The following represents workload statistics for the year 1992 through 2002 for comparison.

Function	1992	1994	1996	1998	2000	2002
Number of candidates	1,037	675	896	565	1,064	1,029
Number of registered committees	1,386	1,317	1,310	1,845	2,111	1,730
Number of candidate reports filed	4,552	5,267	4,545	5,009	5,524	5,748
Number of committee reports filed	8,023	7,815	6,786	9,918	9,033	8,395

A breakdown of the types of candidates and reports that were filed with the division during 2002 follows:

2002 Candidates

State	941
Federal	88
Total	1,029

2002 Candidate Reports Filed

Treasurer reports	4,850
Amended reports	530
Elected official office account reports	368
Total	5,748

2002 Committees

Committees of Continuous Existence (CCE)	469
Political Committees (PC)	369
Federal Political Action Committees	869
State Executive Committees	23
Total	1,730

2002 Committee Reports Filed

Treasurer reports	7,358
Amended reports	480
CCE annual reports	494
Federal reports	63
Total	8,395

2002 Miscellaneous Filings

Endorsements	9
Independent Expenditures	8
Testimonials	5
Telephone Solicitation Authorizations	61
Telephone Solicitation Resident Agent	3
Total	86

2002 Campaign Treasurer's Detail Data Entry

Candidates	Contributions	Expenditures	Total	Percent
Electronically Filed	182,573	45,198	227,771	76.3%
Staff Data Entry	27,356	15,455	42,811	14.3%
PRIDE Data Entry	21,439	6,350	27,789	9.3%
Total	231,368	67,003	298,371	

Committees	Contributions	Expenditures	Total	Percent
Electronically Filed	848,770	33,919	882,689	78.8%
Staff Data Entry	127,024	11,996	139,020	12.4%
PRIDE Data Entry	92,412	6,235	98,647	8.8%
Total	1,068,206	52,150	1,120,356	

Two staff members completed the electronic filings for all candidates and committees during 2002. This task takes approximately two to five minutes per diskette. Two staff members completed the setup of staff data entry filings and up to ten OPS staff completed the actual data entry. The setup of staff data entry reports takes approximately two minutes to complete per report. The actual time it takes for data entry of a report varies according to how large the report may be. Small reports take approximately two to five minutes to complete; whereas, large reports can take up to two weeks to complete. One staff member completed all the necessary requirements for filings to be sent to PRIDE and completed the follow-up requirements for these reports when they returned from PRIDE. The preparation of reports to be sent to PRIDE takes approximately five minutes per report and follow-up takes approximately two minutes per report. In addition, there were 287 waivers of reports filed. One staff member completes all waivers filed. Waivers take approximately one minute to complete per report.

Section 106.07(1)(e), Florida Statutes, requires the Division of Elections to provide each candidate with a schedule designating the beginning and ending of report periods, as well as the corresponding designated due dates.

2002 Correspondence Mailed

New candidate/committee/party acknowledgement	872
Fine payment acknowledgement (\$80,969 received in fine payments)	141
Committee closing acknowledgement	65
Candidate/committee report reminders	15,429
Failure to file letters	897
Fine letters	979
Completeness/compliance addendum requests	3
CCE revocation notice	10
PC revocation notice	13
Total	18,409

As of December 31, 2003, a total of 16 state and federal candidates had already filed to run for the upcoming 2004 and 2006 elections.

2004 Announced Candidates

State	6
Federal	7
Total	13

2006 Announced Candidates

State	3
Federal	0
Total	3

Electronic Filing

Since 1996, the Division of Elections has provided candidates, committees and political parties with the ability to submit campaign treasurer's reports electronically by filing the summary page and a diskette of their itemized information.

The division is continuing to work on two new methods of electronic filing of campaign treasurer's reports. One method enables candidates, committees and political parties to enter their campaign treasurer's report data directly on our Internet web site and then transfer that information to the division. The other method is to transfer information from their personal computers through our Internet web site to the division rather than sending a diskette of campaign information. Those reports not filed electronically must be entered at the expense of hiring OPS employees and sending batches of reports to PRIDE, both time consuming and resource consuming activities.

It is hoped that by offering additional methods of electronic filing all candidates, committees and political parties will utilize one of the electronic filing methods available. The division anticipates savings in data entry alone, during an election year, of at least \$90,000 if all

candidates, committees and political parties file reports electronically. We expect to be ready for testing of these two new methods of electronic filing during 2003.

Commission Section

This section acts as liaison with the Office of the Governor and the Florida Senate on elected and appointed officials. In detail, the commission section:

- Issues certificates of election, certificates of incumbency and commissions of office for various elected and appointed officials on the federal, state, district, multi-county and county levels (Chapters 113 and 114 and section 102.155, Florida Statutes).
- Prepares notices of election for offices to be voted on for the General Election in each county for publication in newspapers of general circulation (section 100.021, Florida Statutes).
- Processes suspensions, removals and reinstatements of public officials (sections 112.40 through 112.52, Florida Statutes).
- Maintains official listings of federal, state and county officials.
- Maintains minority report records.
- Handles approximately 6,450 telephone calls during an election year.

During 2002, this section issued the following:

Commissions Issued in 2002

Appointed	1,303
Elected	1,643
Total	2,946

Certificates Issued in 2002

Election	483
Appointment	611
Pending Senate confirmation	276
Other outstanding paperwork	206
Total	1,576

Correspondence Mailed in 2002

Notice of appointment	1,760
Notice of election	1,950
Related correspondence	2,134
Second notices	605
Failed to qualify notices	23
Executive suspensions	12
Executive reinstatements	2
Total	6,486

The total amount of revenue collected for commissions during 2002 was \$14,350.

Public Information Section

In detail, the public information section:

- Provides copies of all documents filed with the division upon request, excluding confidential information (section 106.22, Florida Statutes).
- Coordinates storage and disposal of records of the division on file with Archives and Records Center according to retention schedules (section 106.22, Florida Statutes).
- Assists the public in the research of documents on file in paper copy and with the use of the public access system.
- Processes and distributes mail for the division.
- Handles filings and certifications of facsimile signatures (section 116.34, Florida Statutes).
- Handles filings of Assistant State Attorneys (section 27.181, Florida Statutes).
- Handles approximately 4,800 telephone calls during an election year.

Working on a continuous basis to provide information to the public, this section accomplished the following during 2002:

Number of records duplicated	17,600
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2002 Executive Orders Filed

Governor	316
Clemency	373
Pardons	0
Total	689

2002 Certificates of Incumbency Issued

Treasurer	156
Comptroller	755
Clerks	183
State Registrar	424
Facsimile	317
Miscellaneous	1,267
Resignations	279
Total	3,381

Facsimile signatures filed	251
Certificates filed (proclamations)	0

Revenue Received in 2002

Certificates	\$9,246
Reimbursements for copy orders	\$2,640
Total	\$11,886

Qualifying Fees Collected in 2002

State	\$3,532,194.00
Federal	\$1,002,000.00
County	\$2,668,268.65
Total	\$7,202,462.65

Bureau of Voting Systems Certification

- 11 FTEs
- Sections: Voting Systems, Data Processing, National Voter Registration Administration

Formed during 2001, the Bureau of Voting Systems Certification is the division's newest bureau. The year 2002 is the bureau's first full year of operation since its creation. The bureau is primarily tasked with providing services and assistance with technological and operational procedure issues to the county supervisors of elections, the public and other units and management of the division.

Major accomplishments through the combined efforts of all three sections of the bureau were:

- Completion of the Statewide Voter Registration Database which was completed on time and under budget.
- A major revision to the Florida Voting Systems Standards, effective June 13, 2002, including groundbreaking new standards for audio ballots and electronic voter interface devices.
- Technical support and training for the counties in preparation for and during the 2002 election cycle.
- Election results reporting for the 2002 Primary and General Elections.

At the end of 2002, the bureau began to actively analyze the new federal Help America Vote Act (HAVA) in preparation for 2003.

Voting Systems Section

The primary responsibilities of this section are:

- Evaluation and certification of voting systems for compliance with Florida Voting Systems Standards.
- Formal election observation services (section 101.58, Florida Statutes).
- Review, analysis and approval of election security procedures as filed by county supervisors of elections and municipalities.
- Technical assistance on voting systems and election procedures to supervisors of elections and municipalities, including rapid response onsite assistance when necessary.
- Analysis and reports on election processes, conduct and voting systems performance.
- Publication of information presentations on voting systems.
- Assistance with quality assurance and testing of the bureau's information system development projects.

All counties that acquired or upgraded to a new system provided the Division of Elections with a system acquisition filing. All filings were received and reviewed in accordance with section 101.5607(1)(a), Florida Statutes, which requires counties to provide copies of the program codes, the user and operator manuals, copies of all software and a description of the voting system configuration at the time of voting system purchase or implementation.

Eighteen applications for certification were received, reviewed and processed in accordance with the Florida Voting Systems Standards. As a result of that effort, twelve rounds of certification tests were conducted and ten new certificates of certification were issued.

Sixty-one of Florida's 67 counties submitted new or revised security procedures pursuant to Rule 1S-2.015(4)(a), Florida Administrative Code. Staff provided technical assistance, initial informal review and acknowledgement of the filings.

Three requests for election observation services, under section 101.58, Florida Statutes, were filed. These election observation assignments took place in Broward County and in the cities of Layton and Midway.

This section responded to requests for election related technical assistance during the past election cycle in Broward and Hamilton Counties and deployed staff to cover these field assignments.

The bureau provided technical assistance and administrative support to all 67 counties during the 2002 Gubernatorial election cycle. This assistance came in the form of telephone support with the division accumulation, consolidation and web-based dissemination of election night results.

In order to provide technical training opportunities for its employees, the bureau solicited the support of the supervisors of elections in Okaloosa, Pasco and Sarasota Counties, and during the year, sent staff members to these locations to observe election operations and election administration techniques.

Data Processing Section

The data processing section works to meet the information system needs with the Division of Elections by providing new and inventive ways to assist the division in all of its endeavors through appropriate information technology.

The year 2002 was an active year for this section. Pursuant to section 98.0977, Florida Statutes, a central database containing all registered voters within the state was completed and went live on June 1, 2002. Twelve training sessions were held at various locations around the state to train local supervisors of elections and staff to use the new system. Support was given to counties on their daily submissions.

This section also assisted the voting systems section by developing a proposal for an "Extensible Markup Language" (XML) schema for election night reporting, which will be included in the next revision to the Florida Voting Systems Standards.

A number of programs were written or updated, including:

- A new web-based program was created for the Florida Administrative Weekly that allowed customers to submit notices over the Internet instead of physical delivery to the FAW office.
- A mail distribution program was developed which allows mail to be logged in and tracked as it moves through the division.
- A National Voter Registration Program was created to allow figures obtained from the counties each month to be entered into the computer so paper and web reports can be created faster.
- A referendum tracking program was modified to fit current year needs.
- A travel expense program was created so that travel expenses can be logged and followed to make sure all travel expenses which are billable to parties outside the Department are billed and collected.

- A voting system web program was developed to show what voting system is used by each county.
- Maps were created and posted on the web for the 2002 Congressional, Senate and House districts.
- All databases and programs used to report and certify results in the 2002 Primary and General Elections were upgraded to meet requirements of the election laws and thoroughly tested prior to each election.
- A web-based application was created to capture overvote and undervote data from the counties.

Other areas covered by this section were technical support for fellow employees within the Division of Elections, the 67 supervisors of elections, the apostille and notary sections and working with the Department's central computer facility to maintain the numerous servers. All computers within this section were upgraded this year and now operate in Windows XP.

National Voter Registration Administration Section

Voter registration in Florida continues to change since the implementation of the Florida Voter Registration Act on January 1, 1995. As of December 2002, Florida voter rolls grew by 859,736 new valid registrations. This increased Florida's total registration to 9,324,559 registered voters.

The Division of Elections continued to administer the Act while distributing about 3,160,000 English and 557,000 Spanish voter registration forms in 2002, and distributing nearly 1,600 copies of reports detailing registration data. From January 1 through August 12 the division processed 19,221 applications through our online voter registration application service. In August, the application became available as an online form on the division's web site after a new law was created. An applicant may complete the form online, print, sign and mail the application to the county supervisor of elections. The chart below shows the history of Florida voter registration since 1970.

Voter Registration History

Year	Republican	Democrat	Other	Total
1970	711,090	2,024,387	61,523	2,797,000
1971	777,261	2,162,185	76,485	3,015,931
1972	974,999	2,394,604	117,855	3,487,458
1974	1,035,510	2,438,580	147,166	3,621,256
1976	1,138,751	2,750,723	204,834	4,094,308
1978	1,178,671	2,812,217	226,299	4,217,187
1980	1,429,645	3,087,427	292,649	4,809,721
1982	1,500,031	3,066,351	299,254	4,865,636
1984	1,895,937	3,313,073	365,462	5,574,472
1986	2,038,831	3,214,753	377,604	5,631,188
1988	2,360,434	3,264,105	422,808	6,047,347
1990	2,448,488	3,149,747	432,926	6,031,161
1992	2,672,968	3,318,565	550,292	6,541,825
1994	2,747,074	3,245,518	567,006	6,559,598

Year	Republican	Democrat	Other	Total
1996	3,309,105	3,728,513	1,040,259	8,077,877
1998	3,327,207	3,731,367	1,268,133	8,326,707
1999	3,274,601	3,668,559	1,327,592	8,270,752
2000	3,477,428	3,850,534	1,552,434	8,880,396
2001	3,498,795	3,858,175	1,628,725	8,985,695
2002	3,610,992	3,956,694	1,756,873	9,324,559

As of December 2002, the total number of new valid registrations was 859,736 and the total number of deletions was 493,818 resulting in a net gain of 365,918 voters. The following chart shows the additions and deletions of Florida voters by month.

2002 Voter Registration New Valids and Deletions

Month	Number of New Valids	Number of Deletions
January	64,665	40,703
February	62,122	41,047
March	57,483	27,714
April	61,219	36,763
May	60,092	46,493
June	55,420	44,492
July	82,149	37,998
August	95,530	47,803
September	89,054	28,197
October	121,649	42,782
November	51,329	16,128
December	59,024	83,698
Total	859,736	493,818

During the course of 2002, nine NVRA training workshops were offered throughout the state to the supervisors of elections, the universities and community colleges, drivers' license offices, libraries and to the agencies serving persons with disabilities. These workshops were conducted in Orlando, Sarasota, West Palm Beach, Fort Myers, Jacksonville, Pensacola, Ocala, Miami and Tallahassee. A total of approximately 466 persons attended these workshops.

Bureau of Administrative Code and Weekly

- 10 FTEs
- Sections: Florida Administrative Weekly, Florida Administrative Code, Laws

As required by Chapter 120, Florida Statutes, the Bureau of Administrative Code and Weekly coordinates and schedules the publication of the Florida Administrative Code (FAC) and the Florida Administrative Weekly (FAW). The subscriptions, printing and distribution of the FAC and FAW are contracted out to a private publisher. The bureau prepares a manuscript and electronic version each week for the publisher of the adopted rules filed to be placed in the FAC. The bureau is responsible for editing, proofreading and preparing an electronic version of the FAW, which is sent to the publisher each week. In addition, the bureau publishes the FAC and FAW on the Internet each week. The FAC contains all state agency final administrative rules and the FAW contains all proposed state agency administrative rules, public notices, bid proposals and miscellaneous items.

The bureau maintains a weekly count of final adopted and proposed rules, including the number of new, amended and repealed rules for each agency.

All sections in the bureau answer various telephone and written inquiries from state, county and municipal agencies and the general public pertaining to their respective areas.

Florida Administrative Weekly

Pursuant to section 120.54, Florida Statutes, and Rule 1S-1.003, Florida Administrative Code, agencies must mail, or hand deliver, one copy of each notice to be published in the FAW, together with a disk containing the notice. If the notice is a Notice of Proposed Rule, the text of the proposed rule must be included. The agency must provide information for billing purposes either in a cover letter or electronically through the Department of State web site.

Beginning March 2002, agencies were able to submit notices and billing information electronically through the Department of State web site. Over 4,260 notices were electronically submitted.

All notices are processed as follows:

- Notice and text are checked for format and accuracy.
- Notice is time stamped, if correct.
- Disk is checked, transferred and edited.
- Edited copy is printed and proofread.
- Corrections are made and finalized for printing.
- Cover letter and copy are retained for billing purposes.
- Disks are returned to the agencies at the end of each week.

On average, 47 proposed rules are published in the FAW each week. The deadline for submitting notices for publication is 12:00 noon, Wednesday, the week prior to publication on Friday. The final document to be printed is electronically sent to the printer each Friday by 12:00 noon and is printed and mailed by Tuesday afternoon. In 2002, the FAW ranged from 63 to 223 pages each week.

2002 FAW Publications

Issues published	52
Pages per issue	112
Total pages printed	5,797

The FAW is distributed on a yearly subscription basis by Darby Printing Company. The cost for a one year subscription is \$319 plus applicable sales tax. The FAW is also available free on the Internet at <http://election.dos.state.fl.us>.

2002 FAW Subscriptions

Paid subscribers	712
*Free subscriptions (s. 120.55, Florida Statutes)	135
Total subscribers	847

*Pursuant to section 120.55, Florida Statutes, these include federal and state courts, Legislative Library, state university libraries, State Library, depository libraries, members of the Florida Legislature and standing committees, state agencies, Supreme Court Library, District Court of Appeal Library, Attorney General’s Library, law school libraries, Joint Administrative Procedures Committee and Clerks of the Circuit Court.

The FAW consists of 14 sections. The following is a list of those sections and the number of filings in 2002 for each:

2002 FAW Filings Per Section

Notices of development of proposed rules	2,390
Proposed rules	2,419
Notices of changes, corrections and withdrawals	1,069
Emergency rules	124
Petition for variances or waivers	647
Meetings, workshops and public hearings	3,828
Petitions and dispositions for declaratory statements	374
Petitions and dispositions regarding the validity of rules	146
Petitions and dispositions regarding non-rule policy challenges	0
Announcements and objection reports of the Joint Administrative Procedures Committee	0
Notices regarding bids, proposals and purchasing	639
Miscellaneous notices	751
Index to rules filed during preceding week	52
List of rules affected (monthly)	Cumulative

The following chart shows the number of proposed rules published in the FAW from 1975 to 2002:

FAW Proposed Rules Published (1975-2002)

Year	Number of Rules	Number of Pages	Number Withdrawn
1975	5,241	1,574	145
1976	3,968	1,921	74
1977	2,372	1,965	176
1978	3,296	2,393	378
1979	5,193	2,721	524
1980	5,467	3,076	687
1981	4,829	2,270	321
1982	3,980	3,446	306
1983	3,417	3,587	312
1984	4,488	4,505	304
1985	4,456	4,955	377
1986	3,121	5,125	487
1987	3,610	5,008	432
1988	3,706	5,336	254
1989	4,865	6,228	334
1990	4,753	6,180	524
1991	4,310	6,239	451
1992	7,160	8,217	714
1993	5,891	7,967	465
1994	6,415	9,835	346
1995	10,102	9,615	831
1996	7,130	7,493	540
1997	4,350	7,071	337
1998	4,087	7,124	371
1999	2,698	5,984	322
2000	2,659	6,090	283
2001	2,876	6,198	187
2002	2,419	5,797	269

The bureau operates under a Publications Revolving Trust Fund and agencies are billed on a bi-weekly basis in order to help offset the expenses incurred in the preparation of the FAW and other bureau costs. The cost for publishing in the FAW for 2002 was \$.99 per line. Invoices are mailed every other week for the previous two weeks' issues.

2002 FAW Billing Information

Invoices printed	4,674
Total lines printed	584,464
Total lines charged	533,391
Total amount billed (533,391 lines @ \$.99/line)	\$528,057.09

Florida Administrative Code

The bureau is responsible for publication of the Florida Administrative Code (FAC) which is contracted out to a private publisher. The bureau manages and coordinates the publication of the FAC and oversees the filing of administrative rules. The bureau also publishes the FAC on the Internet, which is updated on a daily basis. The bureau acts as liaison for the Division of Elections with the Joint Administrative Procedures Committee and assists state agencies and other members of the public in submitting rules to be filed for adoption. The bureau also acts as liaison for the publishing of the FAC, prepares manuscripts each week to send to the publisher and works with the publisher and state agencies to ensure the accuracy of the monthly supplements. The FAC contains the rules of all agencies, consisting of eleven volumes, plus three additional volumes which contain the Repealed and Transferred Tables, the General Index and the Statutory Cross Reference, and an average of 820 pages per month of updates.

The FAC is available at no charge on the Internet at <http://election.dos.state.fl.us>. The FAC is posted weekly with newly adopted rules. The Internet version of the FAC provides citizens direct access to adopted rules and regulations affecting all Floridians at no charge. A printed version (8 1/2" x 11") of the FAC remains available from the publisher.

The bureau is supported by a trust fund and revenues are generated from advertising charges for the FAW. During 2002, \$535,380.14 was placed in the Publications Revolving Trust Fund from advertising and \$19,610 was received from the sale of the FAC.

Rules Filed

The bureau is also responsible for accepting all permanent and emergency rules for adoption. Each rule is reviewed for accuracy, format compliance and specific time frames as required by Chapter 120, Florida Statutes. They are submitted to the publisher in the format necessary for publication.

2002 FAC Rules Filed for Adoption

Permanent rules	2,412
Emergency rules	213
Total	2,625

A copy of each permanent rule filed is reviewed for format accuracy and mailed to the publisher of the FAC each week. Approximately 165 questions are received from the publisher each month relating to discrepancies between the copy of the rule filed for adoption and what is actually printed in the FAC. These questions are verified by checking the official files and contacting the originator of the rule. When necessary, corrected pages are received from the originating agency. A copy is mailed to the publisher and the original placed in the files.

Training Programs

One rulemaking hearing was conducted in 2002 on amendments to Chapter 1S-1, Florida Administrative Code, relating to procedures and requirements for electronic submission of notices to be published in the FAW. Individual assistance is provided by the staff of the bureau on a daily basis.

Telephone Calls and Walk-in Requests

Over 15,000 telephone requests were received by this bureau in 2002. These calls were from individuals requesting copies of laws, statutes, ordinances, rules and information relating to the FAW. Many of the requests concerned rulemaking procedures, while others required extensive research of the files. The bureau also handled a great number of walk-in requests for copies and information. The availability of the Laws of Florida, Florida Statutes, and the FAC on the Internet has allowed public access on an expedited and cost free basis.

Correspondence

The bureau handled over 5,000 pieces of correspondence and received over 8,059 e-mail requests for copies of rules, statutes, and laws, including questions regarding rulemaking procedures, publishing notices in the FAW, and the receipt of city and county ordinances.

Certified Copies

Upon request, the bureau furnishes certified copies of rules, Florida Statutes, Laws of Florida, and city and county ordinances. Many of these requests require extensive research.

2002 Certified Copies Furnished

FAC rules	109
Florida Statutes	43
Laws of Florida	82
FAW notices	11
City/County ordinances	8
Total revenue generated	\$3,983.15

Laws

The law requires the bureau to classify and assign chapter numbers to all general laws, special acts, resolutions and memorials. The bureau is responsible for receiving and maintaining filed official orders, acts, and proclamations of the Governor, municipal charters and various municipal and county ordinances.

2002 Laws Filed

General laws	322
Special and local laws	82
Joint and concurrent resolutions	5
Memorials	0
Vetoed bills	16
Presentation copies of laws	105
County ordinances	2,356
Municipal charters and annexation ordinances	1,044
Telecommunication ordinances	5

Distribution and Duplication of Laws

The bureau makes seven copies of each law received from the Governor's Office for distribution to Statutory Revision, Legislative Information, Joint Administrative Procedures Committee and legal publishers. The total pages copied for 2002 was 49,464.