

registrations, and official copies of documents that are a matter of record in the Secretary's office (Code State Government Article, sec. 7-106). The Secretary is also authorized to issue the apostile authenticating documents to be transmitted internationally.

## DISCLOSURES

974-5521

Persons doing at least \$10,000 worth of business with the State or its subdivisions in a calendar year and who have made political contributions are required to file a disclosure with this office (Code 1957, Art. 33, sec. 30-2). Corporations whose business with the State or local governments aggregate \$100,000 in any one year are required to disclose certain information to the Secretary (Code State Finance and Procurement Article, sec. 13-221).

## CONDOMINIUMS

974-5531

The Secretary of State and the Attorney General are charged with enforcing provisions of the Maryland Condominium Act. Residential condominiums offered for sale in the State of Maryland must be registered with the Secretary of State. Registration forms and information are provided upon request (Code Real Property Article, secs. 11-127 through 11-130).

## COOPERATIVES

974-5531

A developer who is converting an apartment house into a cooperative must file with the Secretary of State a copy of the notice of conversion and a list containing the name of each tenant to whom notice was given. State law also provides that the Office of the Secretary of State establish a file of local legislation affecting cooperatives (Code Corporations and Associations Article, secs. 5-6B-05; 5-6B-09 through 5-6B-11).

## TIME-SHARES

974-5531

Since 1985, a developer of a time-share project has been required to file with the Secretary of State a public offering (disclosure) statement for the proposed project. If the Secretary of State determines that the public offering statement satisfies the requirements of the Maryland Real Estate Time-Sharing Act, an order of approval is issued (Code Real Property Article, secs. 11A-101 through 11A-129).

## OTHER DUTIES

Other duties include the receipt of petitions to bring Acts of the General Assembly to referendum, and their publication together with Constitutional Amendments to be voted upon in the general elections (Code 1957, Art. 33, sec. 23-9); the receipt and chapterization of bills adopted by the General Assembly and approved by the Governor (Code State Government Article, sec. 2-1511); and the

advertising and recordation of all Governor's pardons and commutations. The Secretary is authorized to place upon the presidential primary ballot the names of those candidates determined to be generally advocated or recognized in the media (Code 1957, Art. 33, sec. 12-6). Through its Division of State Documents, all regulations promulgated by State agencies are published in the *Maryland Register* and the *Code of Maryland Regulations* (COMAR) (Code State Government Article, secs. 7-204 through 7-206).

Every two years the Secretary, with the State Archives, participates in the distribution of the *Maryland Manual* (Code State Government Article, sec. 9-1027).

## DIVISION OF STATE DOCUMENTS

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974-2486

The Division of State Documents was created within the Office of the Secretary of State in 1974. The Administrator is appointed by the Governor and is responsible for the publication of the *Maryland Register* and the *Code of Maryland Regulations* (COMAR). The Administrator also is responsible for the Maryland Information Retrieval System (MIRS), a computerized information retrieval for various State documents (Code State Government Article, secs. 7-201 through 7-222).

The primary duties of the Division are to print and distribute two official State publications: (1) the *Code of Maryland Regulations* (COMAR), the permanent compilation of the Governor's executive orders, all State agency regulations, and all opinions issued by the State Ethics Commission, and (2) the *Maryland Register*, a bi-weekly publication that serves as a temporary supplement to COMAR. MIRS, a full-text retrieval system for State statutes, regulations, and other documents, also is administered and directed by the Division.

The *Register* prints all proposed, adopted, and emergency regulations of the State's administrative agencies, notices of public hearings and meetings, the full text of all opinions of the Attorney General, proposed and adopted rules of court, hearing calendars of the Courts of Appeal, synopses of all legislation proposed, enacted, and vetoed each legislative session of the General Assembly, all Executive Orders, all gubernatorial appointments, notices of bids requested and awards announced on all State contracts valued above \$25,000, and any other document the General Assembly requires or the Joint Committee on Administrative, Executive