

**A-Engrossed**  
**House Bill 2085**

Ordered by the House April 19  
Including House Amendments dated April 19

Ordered printed by the Speaker pursuant to House Rule 12.00A (5). Pre-session filed (at the request of Secretary of State Bill Bradbury)

**SUMMARY**

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure.

Directs State Archivist to provide certain assistance and training to political subdivisions relating to public records management, retention, long-term storage and disposition.

Directs State Archivist to award grants to political subdivisions for programs related to public records management.

Adds fee for filing or recording certain documents with county clerk.

Creates Public Records Advisory Committee. Establishes Public Records Management Assistance Fund. Continuously appropriates moneys to Secretary of State for use by State Archivist.

**A BILL FOR AN ACT**

1  
2 Relating to political subdivision public records; creating new provisions; amending ORS 205.320,  
3 205.323 and 357.885; and appropriating money.

4 **Be It Enacted by the People of the State of Oregon:**

5 **SECTION 1. Sections 2 to 6 of this 2007 Act are added to and made a part of ORS 357.805**  
6 **to 357.895.**

7 **SECTION 2. The Legislative Assembly finds that:**

8 (1) **Requirements imposed upon political subdivisions for public records management,**  
9 **retention, long-term storage and disposition significantly increase costs to political subdi-**  
10 **visions.**

11 (2) **The State Archivist lacks funds and trained personnel to provide political subdivisions**  
12 **with sufficient assistance and advice in public records management, retention, long-term**  
13 **storage and disposition.**

14 (3) **The public records of the State of Oregon and its political subdivisions are so inter-**  
15 **related and interdependent that the decision as to which records are retained or destroyed**  
16 **is a matter of statewide public policy.**

17 (4) **The State of Oregon and its political subdivisions have a responsibility to ensure or-**  
18 **derly retention and destruction of all public records, whether current or noncurrent, and to**  
19 **ensure the preservation of public records of value for administrative, legal and research**  
20 **purposes.**

21 **SECTION 3. (1) The State Archivist shall:**

22 (a) **Provide assistance to political subdivisions concerning public records management,**  
23 **retention, long-term storage and disposition;**

24 (b) **Provide advice to political subdivisions concerning archival preservation, cataloging**  
25 **and indexing of public records;**

**NOTE:** Matter in **boldfaced** type in an amended section is new; matter *[italic and bracketed]* is existing law to be omitted. New sections are in **boldfaced** type.

1 (c) Train political subdivision officials in the proper methods of creating, maintaining,  
2 cataloging, indexing, transmitting, storing and reproducing photographic, optical, electronic  
3 or other images used as public records; and

4 (d) Award grants to political subdivisions for programs relating to public records man-  
5 agement, retention, long-term storage and disposition.

6 (2) The State Archivist may employ personnel who are trained and experienced in public  
7 records management, retention, long-term storage and disposition to work with political  
8 subdivisions in carrying out the provisions of subsection (1) of this section.

9 (3) The State Archivist shall use moneys from the Public Records Management Assist-  
10 ance Fund established in section 4 of this 2007 Act to carry out the provisions of this section.

11 **SECTION 4.** The Public Records Management Assistance Fund is established in the State  
12 Treasury, separate and distinct from the General Fund. Interest earned by the Public Re-  
13 cords Management Assistance Fund shall be credited to the fund. Moneys in the fund are  
14 continuously appropriated to the Secretary of State to be used by the office of the State  
15 Archivist for the purposes set forth in section 3 of this 2007 Act.

16 **SECTION 5.** (1) There is created the Public Records Advisory Committee, consisting of  
17 five members who shall be appointed by the Secretary of State. In making the appointments,  
18 the Secretary of State shall give consideration to geographic balance.

19 (2) The Public Records Advisory Committee shall consist of:

20 (a) A representative from the office of State Archivist;

21 (b) Two members from an association of county clerks;

22 (c) One member from an association of city clerks; and

23 (d) One member from a special district.

24 (3) The term of office of each committee member is three years, but a member serves  
25 at the sole discretion of the Secretary of State. The Secretary of State shall appoint a suc-  
26 cessor to a member before the expiration of the term of the member. A member is eligible  
27 for reappointment. If a position on the committee is vacant for any cause, the Secretary of  
28 State shall make an appointment to become immediately effective for the unexpired term.

29 (4) A member of the committee may receive only actual and necessary travel and other  
30 expenses pursuant to ORS 292.495. Members of the committee may not receive compensation  
31 for services as a member.

32 **SECTION 6.** (1) The State Archivist shall award grants described in section 3 of this 2007  
33 Act to political subdivisions based on recommendations of the Public Records Advisory  
34 Committee.

35 (2) The committee shall review grant proposals submitted by political subdivisions and  
36 shall prepare a list of grant proposals recommended by the committee based on criteria  
37 adopted by rule of the State Archivist.

38 (3) The State Archivist shall adopt rules governing grant eligibility, grant evaluation and  
39 any other criteria relating to grant proposals submitted under this section.

40 **SECTION 7.** ORS 205.323 is amended to read:

41 205.323. (1) In addition to and not in lieu of the fees charged and collected under ORS 205.320  
42 and other fees, the following fees shall be charged and collected for the recording or filing of any  
43 instrument described in ORS 205.130:

44 (a) A fee of \$1, to be credited as provided in subsection (3)(a) of this section; *[and]*

45 (b) A fee of \$10, to be credited as provided in subsection (3)(b) of this section.*]; and*

1 **(c) A fee of \$1, to be credited as provided in subsection (3)(c) of this section.**

2 (2) Subsection (1) of this section does not apply to the recording or filing of the following:

3 (a) Instruments that are otherwise exempt from recording or filing fees under any provision of  
4 law;

5 (b) Any satisfaction of judgment or certificate of satisfaction of judgment; or

6 (c) Internal county government instruments not otherwise charged a recording or filing fee.

7 (3) Of the amounts charged and collected under this section:

8 (a) The recording or filing fee charged and collected under subsection (1)(a) of this section shall  
9 be deposited and credited to the Oregon Land Information System Fund established under ORS  
10 306.132; *[and]*

11 (b) *[Of]* The recording or filing fee charged and collected under subsection (1)(b) of this  
12 section[,] **shall be credited as follows:**

13 **(A)** Five percent **of the fee** shall be credited for the benefit of the county[.];

14 **(B)** Five percent **of the fee** shall be credited for the benefit of the county clerk for the purposes  
15 described in ORS 205.320 (18); and

16 **(C)** 90 percent **of the fee** shall be deposited and credited to the County Assessment and Taxa-  
17 tion Fund created under ORS 294.187[.]; **and**

18 **(c) The recording or filing fee charged and collected under subsection (1)(c) of this sec-**  
19 **tion shall be deposited as follows:**

20 **(A) 50 percent of the fee shall be deposited in a dedicated county archives fund in the**  
21 **county treasury and shall be used by the county for the purposes of county public records**  
22 **management, retention, long-term storage and disposition.**

23 **(B) 50 percent of the fee shall be deposited in the Public Records Management Assistance**  
24 **Fund established in section 4 of this 2007 Act.**

25 **SECTION 8.** ORS 205.320 is amended to read:

26 205.320. In every county there shall be charged and collected in advance by the county clerk,  
27 for the benefit of the county, the following fees, and no more, for the following purposes and ser-  
28 vices:

29 (1) For filing and making entry when required by law of any instrument required or permitted  
30 by law to be filed, when it is not recorded, \$5 for each page.

31 (2) For filing and making entry of the assignment or satisfaction of any filed, but not recorded,  
32 instrument, \$5 for each page.

33 (3) For each official certificate, \$3.75.

34 (4)(a) For purposes of this subsection, "page" means one side of a sheet 14 inches, or less, long  
35 and 8-1/2 inches, or less, wide.

36 (b) For recording any instrument required or permitted by law to be recorded, \$5 for each page,  
37 but the minimum fee shall not be less than \$5.

38 (c) For supplying to private parties copies of records or files, not more than \$3.75 for locating  
39 a record requested by the party and 25 cents for each page.

40 (d) For each official certificate, \$3.75.

41 (5) For taking affidavit for and making and issuing marriage license and registering the return  
42 thereof, \$25.

43 (6) For solemnizing a marriage under ORS 106.120, \$25. This subsection does not require that  
44 the county clerk charge a fee for solemnizing a marriage after normal working hours or on Satur-  
45 days or legal holidays. This subsection does not prohibit a county clerk from charging and accepting

1 a personal payment for solemnizing a marriage if otherwise authorized by ORS 106.120.

2 (7) For taking and certifying acknowledgment or proof of execution of any instrument, the fee  
3 established in the schedule adopted by the Secretary of State under ORS 194.164.

4 (8) For issuing any license required by law, other than a marriage or liquor license, and for  
5 which no fee is otherwise provided by law, \$5.

6 (9) For any service the clerk may be required or authorized to perform and for which no fee is  
7 provided by law, such fees as may favorably compare with those established by this section for  
8 similar services and as may be established by order or rule of the county court or board of county  
9 commissioners.

10 (10) For recording any instrument under ORS 205.130 (2), as required by ordinance pursuant to  
11 ORS 203.148.

12 (11) In addition to and not in lieu of the fees charged under subsection (4) of this section, for  
13 each additional municipal assessment lien recorded under ORS 93.643, \$5.

14 (12) In addition to and not in lieu of the fees charged under subsection (4) of this section, for  
15 each additional assignment, release or satisfaction of any recorded instrument, \$5.

16 (13) In addition to and not in lieu of the fees charged under subsection (4) of this section, for  
17 each additional transaction described under ORS 205.236, \$5.

18 (14) In addition to and not in lieu of the fees charged under subsection (4) of this section, for  
19 each additional lien recorded under ORS 311.675, \$5.

20 (15) For preparing and recording the certificate under ORS 517.280, \$20 or such other fee that  
21 is established by the county governing body.

22 (16) In addition to and not in lieu of the fees charged under subsection (4) of this section, for  
23 each additional claim listed on an affidavit of annual compliance under ORS 517.210, \$5.

24 (17) In addition to and not in lieu of the fees charged under subsection (4) of this section, for  
25 each additional name listed on a cooperative contract under ORS 62.360 (2) or for recording the  
26 termination of a cooperative contract under ORS 62.360 (4), \$5.

27 (18) Notwithstanding any other law, five percent of any fee or tax that is not collected for the  
28 benefit of the county clerk shall be deducted from the fee or tax. The moneys deducted shall be  
29 expended for acquiring storage and retrieval systems, payment of expenses incurred in collecting the  
30 fee or tax and maintaining and restoring records as authorized by the county clerk. Moneys col-  
31 lected under this subsection shall be deposited in a county clerk records fund established by the  
32 county governing body. No moneys shall be deducted under this subsection from:

33 (a) Fees collected for the Domestic Violence Fund under ORS 106.045.

34 (b) Fees collected for conciliation services under ORS 107.615.

35 (c) Real estate transfer taxes enacted prior to January 1, 1998.

36 (d) Fees collected under ORS 205.323 for the Oregon Land Information System Fund.

37 (e) **Fees collected under ORS 205.323 for county public records management, retention,**  
38 **long-term storage and disposition and for the Public Records Management Assistance Fund.**

39 **SECTION 9.** ORS 357.885 is amended to read:

40 357.885. **Except as provided in section 3 of this 2007 Act,** the Secretary of State shall pre-  
41 scribe fees to be charged and collected by the State Archivist for official services rendered as State  
42 Archivist. All moneys received pursuant to this section shall be deposited in the miscellaneous re-  
43 ceipts account established pursuant to ORS 279A.290 for the State Archivist.

44 **SECTION 10. The amendments to ORS 205.320 and 205.323 by sections 7 and 8 of this 2007**  
45 **Act apply to documents recorded or filed with a county clerk on or after the effective date**

1 **of this 2007 Act.**

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