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**To: Co-Chair Steiner Hayward and Co-Chair Smith
Members of the Subcommittee on General Government**

From: Brian Shipley, Deputy Secretary of State

Date: April 5, 2013

Re: Response to questions from March 21, 2013 hearing on HB 5539 and information requested

This memo and accompanying documents respond to questions we received during the final day of hearings on our agency budget and other information requests from the committee.

- **Senator Whitsett asked: How much coordination is occurring between the Audits Division and the Chief Operating Officer regarding their efforts to improve the efficiency and effectiveness of state government?**

Response: The Deputy Secretary of State and Audits Director meet monthly with the DAS Chief Operating Officer and his Deputy to ensure that efforts to improve government are not duplicated. While the Secretary of State exercises the independent authority to audit any matters of concern, these meetings regularly include discussions to solicit potential areas of concern from the COO. The Audits Director also regularly meets with other DAS managers regarding audit follow-up and other issues. In addition, the Audits Director attends meetings of the Committee on Performance Excellence, which also seeks improvements in state government. The Deputy Secretary of State also participates as a member of the Enterprise Leadership Team.

- **Senator Whitsett asked for a chronology of the evolution of the Corporation Division as a revenue collector.**

Response: We have included a separate document that provides a history of business registry fees.

- **Senator Whitsett asked for the percentage of the Corporation Division funds that are transferred to the Secretary of State Administrative Services Division.**

Response: 12.39% of Corporation Division funds are projected to be transferred to the Administrative Services Division.

- **Senator Whitsett asked for an explanation of how the State Archives interfaces with the State Library and their storage, how the respective missions and functions are similar and different, and where there may be overlap.**

Response: We have included a separate document that distinguishes the responsibilities of the State Archives and the State Library. In general, the major program areas for the two agencies are as follow:

Oregon State Archives

- Administrative Rules and Blue Book
- Records Management
- Reference (Historic Records Custodian) – including Official Documents
- State Historic Records Advisory Board

Oregon State Library

- State Library Board
- Library Development
- Talking Book and Braille
- Government Research Services

The primary areas of overlap between the State Archives and the State Library are that both maintain “published” public records and both provide reference services (in the case of the Library, reference services are called “research”). In addition, both maintain records of genealogical significance.

Maintaining Published Public Records

The Oregon Documents Repository at the Oregon State Library was founded in 1907 to distribute and provide access to Oregon Government publications. The primary purpose of the Repository was to circulate and distribute printed materials created by state government agencies to areas outside of Salem so that all Oregonians could have access to this printed information. Today, almost all agency publications are produced electronically and are posted to agency websites for all to access and view.

Every agency creates publications, whether an annual report, reports on particular topics, legislation (i.e., House and Senate bills), guidelines, fee schedules, directories, etc. The State Library collects this information, regardless of the scheduled retention period and provides access to this information permanently.

The State Archives is responsible for creating retention schedules (length of time that the record must be retained) for all public records, including those that are “publications.” Retention periods can be as short as 1 day or as long as permanent. The publications that are scheduled with a permanent retention are transferred to the State Archives as an historical record. This is where the overlap occurs. For example, we have not only the published House and Senate bills, but the original bill files (all versions of the bill including the one that is passed) and the minutes, exhibits and audio tapes as well. We also keep agency annual reports and topical reports but instruct agencies to destroy things such as fee schedules and directories once they have been updated or replaced and their scheduled retention period has been met.

Reference/Research Services

The State Archives provides Reference Services to state and local government employees and the general public (i.e., genealogists, attorneys, historians, teachers, students, professors, etc.) We do not conduct research (analyze the contents of the records) for these individuals. Our customers request certain records from our holdings and do their own research or simply request a record(s) to be copied and sent to them. The one exception is that attorneys often will request our staff to trace the history of a bill (when it was heard and what committee heard it) so that they can request the proper records to analyze. Most of the more recent legislation, including the legislative audio, is online so that they can freely access it.

The State Library's Government Research Services program "primarily serves the information needs of Oregon State Agency Employees;" although, they do serve members of the public. We are not certain what level of research work is conducted by the State Library staff.

Genealogical Records

The State Archives serves the genealogical community by maintaining permanent vital records and other public records of historical value useful in genealogical research.

The State Library also serves the genealogical community through their partnership with the Willamette Genealogical Society. The holdings belong to the Society and the Library houses them at the State Library. **Note:** This collection and partnership previously was at the State Archives in the late 1980's and early 1990's. The Society moved their collection from the State Archives and to the State Library when the State Archives could no longer staff Saturday hours.