

House Bill 3565

Sponsored by Representatives MCLANE, PARRISH, WITT; Representatives ESQUIVEL, HUFFMAN, KRIEGER, LIVELY, PILUSO

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 **as introduced**.

Directs Secretary of State to develop statewide document retention schedule. Directs Secretary of State to issue request for proposals for statewide services relating to document retention and management.

Establishes Seismic Emergency Planning Fund.

Establishes grant program for purpose of providing funds to local and state agencies for document retention and management services in preparation for natural disaster. Directs Office of Emergency Management to administer grant program.

Authorizes issuance of lottery bonds to finance document retention and management services in preparation for natural disaster.

A BILL FOR AN ACT

1
2 Relating to natural disasters.

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

4 **SECTION 1. (1) The Secretary of State shall develop and implement a statewide document**
5 **retention schedule. Any agency of state or local government that accepts grant funds under**
6 **section 2 of this 2015 Act shall be subject to the document retention schedule developed un-**
7 **der this section.**

8 **(2)(a) The secretary shall issue a request for proposals for statewide services relating to**
9 **document retention and management.**

10 **(b) Proposals submitted in response to the request for proposals described in this sub-**
11 **section must:**

12 **(A) Provide uniform costs for all agencies of state and local governments.**

13 **(B) Describe the proposed uniform statewide document retention system.**

14 **(C) Provide data storage security and integrity verification.**

15 **(D) Provide document storage and retrieval capabilities for all documents created by a**
16 **state or local agency, including but not limited to:**

17 **(i) Employee electronic mail;**

18 **(ii) Personnel files;**

19 **(iii) Property tax data;**

20 **(iv) School district records;**

21 **(v) Local governance documents; and**

22 **(vi) Geographic information systems data.**

23 **(E) Provide at a minimum the following system capabilities relating to the documents**
24 **described in subparagraph (D) of this paragraph:**

25 **(i) Electronic document storage;**

26 **(ii) Document scanning;**

27 **(iii) Secure electronic document retention;**

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 (iv) Electronic document search and retrieval; and

2 (v) Backup electronic document storage in a physical location outside of the Cascadia
3 Subduction Zone and a tsunami evacuation zone.

4 (F) Use a software program that permits document retrieval by members of the public
5 in accordance with ORS chapter 192.

6 (G) Include a fee schedule for future software use and document retention and manage-
7 ment services.

8 **SECTION 2.** (1) The Office of Emergency Management of the Oregon Military Depart-
9 ment, in consultation with the Secretary of State, shall develop and administer the Seismic
10 Emergency Grant Program. The office shall make grants from the Seismic Emergency
11 Planning Fund established under section 3 of this 2015 Act to agencies of state and local
12 governments for the purpose of funding document retention and management services in
13 preparation for a natural disaster, including but not limited to the retention of:

14 (a) Public infrastructure maps depicting pipelines, power lines and communication tow-
15 ers;

16 (b) Court documents;

17 (c) School district records; and

18 (d) Documents relating to local governance, including documents pertaining to:

19 (A) Cities;

20 (B) Counties;

21 (C) Education service districts;

22 (D) Special districts; and

23 (E) Transit authorities.

24 (2)(a) The office shall prescribe the form and method of applying for grants from the
25 grant program, the eligibility requirements for grant applicants and general terms and con-
26 ditions of the grants. The office shall review grant applications and make a determination
27 of funding.

28 (b) The office shall prioritize grant funds for areas of this state most vulnerable to
29 earthquake or tsunami damage as denoted on seismic maps of this state.

30 (3)(a) A state or local agency may submit to the office a grant proposal to request fund-
31 ing for document retention and management services in preparation for a natural disaster.

32 (b) Grant proposals submitted to the office must include a plan to maintain documents
33 retained and managed as described in section 1 of this 2015 Act.

34 (c) Grant proposals submitted to the office may include a two-year operating budget for
35 software use and document retention.

36 (4)(a) A state or local agency receiving grant funds under this section may expend grant
37 funds for the purpose of storing private records and other documents on behalf of one or
38 more organizations that provide emergency management services or aid following a natural
39 disaster.

40 (b) As used in this subsection:

41 (A) "Other documents" means documents that are necessary for an emergency manage-
42 ment or relief organization to provide relief or aid following a natural disaster, including but
43 not limited to hospital blueprints and utility company documents.

44 (B) "Private records" means documents that are not subject to a public records request
45 under ORS chapter 192.

1 (5) A state or local agency receiving grant funds under this section must complete the
2 agency's document retention and management project within two years of receipt of funds.

3 **SECTION 3.** (1) The Office of Emergency Management shall establish the Seismic Emer-
4 gency Planning Fund. The fund is separate and distinct from the General Fund.

5 (2) The fund shall consist of moneys appropriated by the Legislative Assembly to the of-
6 fice for the purposes described in section 2 of this 2015 Act.

7 (3) Moneys in the fund are continuously appropriated to the office for the purposes of:

8 (a) Making grants under section 2 of this 2015 Act; and

9 (b) Paying the administrative costs incurred under section 2 of this 2015 Act.

10 **SECTION 4.** (1) In addition to and not in lieu of the biennial budget authorization to issue
11 lottery bonds under ORS 286A.035, for the biennium beginning July 1, 2015, at the request
12 of the Oregon Department of Administrative Services, after the department consults with
13 the Office of Emergency Management, the State Treasurer is authorized to issue lottery
14 bonds pursuant to ORS 286A.560 to 286A.585 in an amount that produces \$100 million in net
15 proceeds and interest earnings for the purposes described in section 2 of this 2015 Act, plus
16 an additional amount estimated by the State Treasurer to be necessary to pay bond-related
17 costs.

18 (2) Net proceeds of lottery bonds issued under this section and interest earnings in an
19 amount sufficient to provide \$100 million must be transferred to the department to provide
20 a grant to the Office of Emergency Management. The office shall use the grant to fund
21 projects described in section 2 of this 2015 Act.

22 (3) The Legislative Assembly finds that the use of lottery bond proceeds pursuant to this
23 section for the purposes of projects related to natural disaster mitigation, prevention, re-
24 sponse and recovery strategies state and local government agencies creates jobs and furthers
25 economic development.

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