



# Oregon

Kate Brown, Governor

Department of Administrative Services

Chief Operating Office

155 Cottage Street NE

February 15, 2017

Representative Greg Smith, Co-Chair

Senator James Manning, Co-Chair

Joint Committee on Ways and Means, Subcommittee on General Government

900 Capitol Street, NE

Salem, OR 97301

Dear Co-Chairs Manning and Smith,

Thank you for the opportunity to discuss our budget with your subcommittee this week. During yesterday's hearing Tuesday, February 14, committee members asked several questions and requested a few specific documents. Please find those questions and responses below and supplementary materials attached.

1. Does the Department of Administrative Services maintain an active list of all executive branch agency legislative coordinators (or equivalent) and Public Information Officers?
  - a. Yes. DAS maintains a contact list of executive branch agency legislative liaisons. This list is updated frequently, but as high turnover exists among these positions, it is possible some information is outdated. However, DAS strives to keep this list as exhaustive and up-to-date as possible. This list is attached as "Agency Legislative Contact Directory."
  - b. Yes. DAS maintains a list of executive branch agency Public Information Officers. However, this list does not include contact information and is not exhaustive. Similarly to the list of legislative liaisons, DAS strives to keep this list as up-to-date as possible. This list is attached as "Public Information Officer List 2017."
2. Is there a statewide policy regarding public records requests?
  - a. There is no statewide law or policy governing executive branch agency response time to public records requests.

- b. However, DAS recently issued a statewide policy establishing a public records request fee structure that applies to all executive branch agencies. This fee structure is attached as “Statewide Public Records Request Fee Structure.”
  - c. Additionally, in 2016 DAS issued a statewide policy on records management. This is attached as “Statewide Policy Public Records Management.”
3. Please provide the committee a copy of the Comprehensive Annual Financial Report (CAFR).
  - a. The Comprehensive Annual Financial Report is attached as “Comprehensive Annual Financial Report FY 2016.”
4. Has DAS developed a plan or strategy to more aggressively collect delinquent and liquidated debts?
  - a. This session, the Governor, on behalf of the Department of Administrative Services, introduced Senate Bill 89. This bill requires automatic assignment of outstanding debts to Oregon Department of Revenue if, after a 90-day period, an executive branch agency is unable to collect on the debt. A copy of SB 89 is attached as “SB 89 intro.”
  - b. This session, the Governor, on behalf of the Department of Revenue, introduced House Bill 2272. This bill requires financial institutions doing business in Oregon to match debtor records against financial institution records to determine whether the debtor holds an account with the financial institution. A copy of HB 2272 is attached as “HB 2272 intro.”
5. Please provide the committee with a list of Deferred Maintenance projects.
  - a. A list of deferred maintenance projects is attached as “DAS Deferred Maintenance Projects.”

Please let us know if additional follow up is desired or additional questions arise. Thank you.

Sincerely,



Katy Coba

Chief Operating Officer | DAS Director