

# ANALYSIS

## Item 3: Secretary of State Microfilm Digitization and Receptionist

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**Analyst:** Paul Siebert

**Request:** Increase Other Funds expenditure limitation for the Secretary of State by \$591,210 and establish one permanent position (0.58 FTE) to hire a receptionist for the recently reopened office in the State Capitol and complete a microfilm records digitization project.

**Analysis:** The Secretary of State is requesting the establishment of a permanent full-time Administrative Specialist 2 position (0.58 FTE) to staff the agency's newly reopened office located in the State Capitol, which had been closed for an extended period of time due to a long-term construction project. The receptionist position is needed to monitor and direct traffic into and out of the Secretary's Office and provide an additional layer of security. The estimated cost for this position for the remainder of the biennium is \$134,813 Other Funds.

The Secretary of State is also requesting \$456,397 Other Funds to complete a project begun during the 2023-25 biennium digitizing business records currently maintained by the Corporation Division on microfilm and microfiche. During the 2024 session, the Legislature approved \$557,000 Other Funds to digitize old business and nonprofit registration public records stored on microfilm and microfiche. At the time, the Secretary of State estimated there were 4.3 million such records that needed to be digitized. After a vendor was selected and the records started being digitized, it was estimated that 2.3 million more records needed to be digitized than was originally estimated. By the end of the prior biennium, 547,190 records had been digitized. The cost to digitize the remaining records in the current biennium is estimated at \$456,397 Other Funds.

**Recommendation:** The Legislative Fiscal Office recommends that the Joint Interim Committee on Ways and Means recommend including an increase of \$591,210 Other Funds expenditure limitation and authorizing the establishment of one permanent position (0.58 FTE) for the Secretary of State in a budget reconciliation bill during the 2026 legislative session to hire a receptionist for the recently reopened office in the State Capitol and complete a microfilm records digitization project.

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Secretary of State  
Rowe

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**Request:** Increase Other Funds expenditure limitation by \$591,210 to complete the microfilm digitization project and establish one permanent, full-time Administrative Specialist 2 position (0.58 FTE) to provide reception services at the new Capitol office.

**Recommendation:** The Secretary of State is not under executive budgetary authority.

**Discussion:** The Secretary of State (SOS) requests to increase Other Funds expenditure limitation by \$591,210 that affects two of the agency's divisions.

The Corporation Division requests \$456,397 Other Funds expenditure limitation for the digitalization of business and non-profit registrations records, which the agency maintains. Older records have been stored on microfiche and microfilm formats, which take more time and resources to access. In 2024, the Legislature approved a project to digitize these records - since then the estimated number of records needed to be digitized has increased from 4.3 million to 6.5 million for a total cost of \$747,033. Approximately \$290,000 was spent on digitizing records in the 2023-25 biennium and \$456,397 is the cost this biennium to complete the digitalization. Expenditure limitation for the project was not included in the agency's 2025-27 Legislatively Adopted Budget, since the project was initially expected to be completed in the 2023-25 biennium. As of December 5, 2025, approximately three million records were digitized.

SOS Executive Division requests \$134,813 Other Funds expenditure limitation to establish one permanent, full-time Administrative Specialist 2 position for the reopening of the Secretary's Capitol office. This position will handle the new office's administrative tasks, security, and public engagement. Prior to construction, the Secretary's executive assistant primarily handled this role, with support from other members of the executive team. Due to different demands of the executive assistant, replication of that structure is not possible. For the 2025-27 biennium, the estimated cost of the one position (0.58 FTE) is \$134,813.

**Legal Reference:** Increase the Other Funds expenditure limitation established by chapter 610, section 2(5), Oregon Laws 2025, for the Secretary of State, Corporation Division, by \$456,397 for the 2025-27 biennium.

Increase the Other Funds expenditure limitation established by chapter 610, section 2(1), Oregon Laws 2025, for the Secretary of State, Administrative Services Division, by \$134,813 for the 2025-27 biennium.



December 8, 2025

The Honorable Senator Kate Lieber, Co-Chair  
The Honorable Representative Tawna Sanchez, Co-Chair  
Interim Joint Committee on Ways and Means  
900 Court Street NE, H-178  
Salem, OR 97301

Dear Senator Lieber and Representative Sanchez:

### **Nature of the Request**

Secretary of State requests an increase in Other Funds limitation in the Corporation Division to complete the digitization of business and non-profit registration records. In 2024, the legislature approved \$557,000 to digitize approximately 4.3 million business and nonprofit registration public records stored in a microfiche and microfilm format. The project could not be completed before the end of the 2023-25 biennium with a majority of the contract costs rolling over to the 2025-27 biennium.

Secretary of State also requests the establishment of one full-time permanent position in the Executive Division to provide reception services for the Secretary's capitol office.

### **Agency Action**

When the digitization project began, initial estimates projected a scope of 4.3 million business records. This number was based on sampling and without access to a comprehensive record of what has been preserved on microfilm and microfiche over the years. After the contract was executed and work began, those initial estimates proved conservative. As individual rolls were digitized it became clear that the agency had many more records than anticipated when securing the contract. Accordingly, a contract amendment was drafted and executed to increase the estimated records to 6.5 million and the contractual price increased by \$253,728, for a total project cost of \$747,033. By the end of the 2023-2025 biennium, 547,190 records had been digitized at a cost of approximately \$290,000. As of December 5, 2025, Ovation has completed the digitization of 3,077,667 records.

The Secretary of State's Capitol office has been closed due to construction at the Capitol. The capitol office has reopened for the Secretary and his staff to return, and we require a receptionist to greet the public, handle administrative tasks to support another physical location, provide an additional layer of security, and to professionally and efficiently control traffic into and out of the Secretary's Office.

Position #	Classification	Position Action	OF	Pos/FTE
	Administrative Specialist 2 (WSN Z0108)	New P/F	\$134,813	1 / .58

255 Capitol St NE, Ste 180  
Salem, Oregon 97310

**Tobias Read**  
Oregon Secretary of State

**Michael Kaplan**  
Deputy Secretary of State

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The Honorable Senator Kate Lieber, Co-Chair  
The Honorable Representative Tawna Sanchez, Co-Chair  
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**Action Requested**

The Secretary of State requests an Other Funds limitation increase in the amount of \$456,397 to complete the remainder of the digitization project. Secretary of State also requests the establishment of one full-time permanent Administrative Specialist 2 to provide reception services at the Capitol office.

**Legislation Affected**

Oregon Law 2025, Chapter 610, Section 2(5) increases by \$456,397.

Oregon Law 2025, Chapter 610, Section 2(1) increase by \$134,813, 0.58 FTE

Sincerely,



Michael Kaplan  
Deputy Secretary of State