

# SUBCOMMITTEE RECOMMENDATION

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

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To: Ways and Means Full Committee  
From: General Government Subcommittee  
Carrier: Representative Smith

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The General Government Subcommittee heard a request from the Secretary of State for the authority to hire a receptionist for the agency's recently reopened office in the Oregon State Capitol and an increase in Other Funds expenditure limitation to complete a records digitization project.

The digitization project began during the 2023-25 biennium digitizing business records currently maintained by the Corporation Division on microfilm and microfiche to make these records more readily available. The estimated cost to digitize the remaining records is \$456,397 Other Funds. The receptionist position is needed to monitor and direct traffic in and out of the Secretary's State Capitol office and to provide an additional layer of security. The estimated cost for this position for the remainder of the current biennium is \$134,813 Other Funds.

The General Government Subcommittee recommends that the Joint Interim Committee on Ways and Means recommend an increase of \$591,210 in Other Funds expenditure limitation and authorize 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 and complete a microfilm records digitization project.