

OFFICE OF THE SECRETARY OF STATE  
DENNIS RICHARDSON  
SECRETARY OF STATE  
  
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DEPUTY SECRETARY OF STATE



ARCHIVES DIVISION  
MARY BETH HERKERT  
DIRECTOR  
  
800 SUMMER STREET NE  
SALEM, OR 97310  
503-373-0701

**NOTICE OF PROPOSED RULEMAKING**  
INCLUDING STATEMENT OF NEED & FISCAL IMPACT

CHAPTER 167  
SECRETARY OF STATE  
BUSINESS SERVICES DIVISION

**FILED**  
08/31/2018 9:22 AM  
ARCHIVES DIVISION  
SECRETARY OF STATE

FILING CAPTION: Financial Transparency Policy

LAST DAY AND TIME TO OFFER COMMENT TO AGENCY: 10/19/2018 5:00 PM

*The Agency requests public comment on whether other options should be considered for achieving the rule's substantive goals while reducing negative economic impact of the rule on business.*

CONTACT: Sarah Roth  
503-986-2357  
sarah.roth@oregon.gov

255 Capitol NE St 180  
Salem, OR 97310

Filed By:  
Sarah Roth  
Rules Coordinator

HEARING(S)

*Auxiliary aids for persons with disabilities are available upon advance request. Notify the contact listed above.*

DATE: 09/21/2018

TIME: 10:00 AM

OFFICER: Sarah Roth

ADDRESS: Public Service Building  
255 Capitol St. NE, Ste 180  
Waldo Conference Room  
Salem, OR 97310

NEED FOR THE RULE(S):

Formalizing agency policy for financial transparency.

DOCUMENTS RELIED UPON, AND WHERE THEY ARE AVAILABLE:

None

FISCAL AND ECONOMIC IMPACT:

The proposed amendments may cause minimal fiscal or economic impact to state agencies.

COST OF COMPLIANCE:

*(1) Identify any state agencies, units of local government, and members of the public likely to be economically affected by the rule(s). (2) Effect on Small Businesses: (a) Estimate the number and type of small businesses subject to the rule(s); (b) Describe the expected reporting, recordkeeping and administrative activities and cost required to comply with the rule(s); (c) Estimate the cost of professional services, equipment supplies, labor and increased administration required to comply with the rule(s).*

(1) There may be a minimal fiscal impact for the Business Services Division for compiling and posting financial transparency information. There may be a minimal fiscal impact for the Department of Administrative Services for

hosting the website on which the financial transparency information is posted. (2)(a), (b), and (c) not applicable .

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DESCRIBE HOW SMALL BUSINESSES WERE INVOLVED IN THE DEVELOPMENT OF THESE RULE(S):

They were not, as these amendments do not directly impact small businesses.

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WAS AN ADMINISTRATIVE RULE ADVISORY COMMITTEE CONSULTED? NO IF NOT, WHY NOT?

The rule concerns internal agency procedure.

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ADOPT: 167-060-0130

RULE SUMMARY: Adopts agency policy and procedures for financial transparency.

CHANGES TO RULE:

167-060-0130

Financial Transparency Policy

(1) It is the policy of the Secretary of State to maintain full and timely transparency for all spending to ensure accountability and restore public trust in state government.¶

(2) The Secretary of State's office shall post financial transparency disclosures that are updated monthly. All disclosure reports shall be posted prominently online, publicly accessible, fully searchable, and include both payroll and non-payroll expenditures.¶

(3) Financial transparency disclosures for each non-payroll expenditure shall list each expenditure along with the associated budget category, budget sub-category, vendor name, vendor city, vendor state, expenditure amount, payment date, invoice description, agency division, reference document number, and any other appropriate associated information, each listed separately by category.¶

(4) Financial transparency disclosures for each payroll expenditure shall include the position number and separate amounts for each of the payments associated with that position in the following categories: monthly salary, overtime, holiday pay, standby duty pay, work out of class and lead pay, Public Employee Retirement System payments, Public Employee Retirement System pension obligation bond payment, health insurance, dental insurance, life insurance, Social Security and Medicare taxes, Public Employees' Benefit Board fees, the Workers Benefit Fund assessment, the Employee Relations Board assessment, any other appropriate payroll expense, each listed separately by category.¶

(5) The Secretary of State's office shall maintain online financial transparency disclosures with information from all payroll and non-payroll expenditures for at least as long as the established retention schedule for financial records.

Statutory/Other Authority: Statutory/Other Authority: Oregon Constitution, Article VI, Sections 2 and 5; ORS 177.050

Statutes/Other Implemented: Statutory/Other Authority: Oregon Constitution, Article VI, Sections 2 and 5; ORS 177.050