POLICY

.100 POLICY STATEMENT

House Bill 2500, approved by the Legislature in 2009, directs the Department of Administrative Services (DAS) to develop and make available the Oregon Transparency Web site, which allows people to view information that is public record and not exempt from disclosure under ORS 192.410 to 192.505. The web site will contain the most recent fiscal year data from state agencies, as follows:

- Contracting and sub-contracting data
- Vendor expenditure data
- Position salary data
In order to comply with the requirements of this bill, the Oregon University System (OUS) must compile and submit to DAS the aforementioned data of its seven universities and the Chancellor's Office.

This policy details the responsibilities of the universities and the Chancellor's Office in order to comply with this law.

.110 POLICY RATIONALE

OUS seeks to ensure that the policies and procedures related to disclosure of information under House Bill 2500 are documented, communicated, clearly understood, and consistently applied.

.120 AUTHORITY

- HB 2500
- OREGON.gov Transparency Website
- ORS 192.410 to 192.505: Inspection of Public Records

.130 APPROVAL AND EFFECTIVE DATE OF POLICY

Approved by the Associate Vice Chancellor for Finance and Administration/Controller on 03/30/10, effective immediately.

.140 KNOWLEDGE OF THIS POLICY

All institutional and Chancellor’s Office personnel should be knowledgeable of this policy.

.160 RESPONSIBILITIES

A. CHANCELLOR'S OFFICE CONTROLLER'S DIVISION

- Creates a report program (one for vendor data, one for position data) that is distributed to universities and Chancellor's Office
- Collects vendor and position data from universities and Chancellor's Office
- Reviews, aggregates, and formats data
- Requests vetting by universities and Chancellor's Office of draft aggregate reports
- Reports to DAS

B. INSTITUTIONS

- Run report program provided by Chancellor's Office and create two Excel files, one each of requested vendor and position data
- Send data to Chancellor's Office Controller's Division for aggregation and formatting
- Review and clean up formatted reports following details outlined in "Making Changes to Report", section .200 of this policy
- Return corrected reports to Controller's Division
• Provide Controller's Division with current contact information for vendor data collection and correction, and salary data collection and correction.

.200 MAKING CHANGES TO REPORT

Prior to the vendor and salary reports being sent to DAS for publication to the State web site, it is imperative that a thorough review be conducted by the designated institutional personnel. (See institution responsibilities, Section .160 of this policy.) No information shall be removed that is public record and not exempt from disclosure under ORS 192.410 through 192.505.

Any changes to the reports must thoroughly document the reason for the change(s), and the institution must retain the documentation.

Reasons for changing the data may include the following:

• record(s) exempt under ORS 192.410 through 192.505
• removal of duplicate records
• the secondary record of an employee with two part-time jobs may be removed
• adjusting annualized salaries
• deleting terminations
• deleting duplicate records for one person due to name change

.690 CONTACT INFORMATION

Direct questions about this policy to the following offices:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
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</thead>
<tbody>
<tr>
<td>General questions from institutional personnel</td>
<td>Institution Office of Business Affairs</td>
</tr>
<tr>
<td>General questions from institutional central administration</td>
<td>Associate Vice Chancellor for Finance and</td>
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<td>and Chancellor's Office personnel</td>
<td>Administration and Controller</td>
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.695 HISTORY

03/30/10 - Approved

Policy Last Updated: 03/30/10

APPENDIX
None