

MEMORANDUM

TO: Regulations Modernization Taskforce

FROM: Ben Elliott; Chris Drake

DATE: September 27, 2012

RE: Discussion with Oregon SOTS Office Concerning their Online Regulations System

Contact: Julie Yamaka, 803-378-5199

- Software
 - Oregon uses a desktop publishing system called Quark Express to publish the Oregon Bulletin, which is their official regulations publication
 - Adobe In Design is a competitor product to Quark, which other states use
 - Oregon uses Quark to convert files to html for website
 - The website is updated monthly
 - A hard copy compilation of the regulations is published yearly
 - Regulations are not stored in a database, but other documents required by the rule making process are (e.g., notices of intent to amend)
 - They use FileMaker Pro.
- Format
 - Agencies submit amendments in Word format
 - Electronic submission of proposed regulations by agencies
 - New feature within the last year
 - The Word documents are copied and pasted into Quark, which formats them automatically for the most part. Format tweaks are done manually by the SOTS's Office.
 - A local company called Net Forrest installed a interface between File Maker and Quark Express so that the other rule-making documents can be printed and put online
- Web Publication
 - The HTML files are imported into a program called Dream Weaver to do the web publication
 - Dream Weaver is maintained in-house, although they need a license to use it
 - They may be migrating to Sharepoint in the near future
 - They have never used a private vendor for web publication. They began publishing regulations online in about 1996 using freeware/shareware (Clairus)

- HTML v. PDF
 - HTML is easier to administer because allows alterations to be done to individual sections rather than having to re-enter entire title every time an amendment is made.
 - HTML is more user friendly
 - Allows for easier reading along with easier ability to copy specific text
- Official Copy
 - Paper copy remains official
 - Final “official” version on file at the Secretary of State, which is the paper copy filed with the SOTS
 - SOTS able to produce a certified paper copy upon request
- History
 - Regulatory history notes include reference to SOTS official file copy
 - Regulatory history notes are inputted by the SOTS’s Office as they load the files into Quark
- Miscellaneous
 - Florida and Colorado have recent gone completely electronic. Both used a company called CommerNet, Inc. <http://www.commer.net/>
 - Oregon is generally working with NIC to update their state portal, but it is unclear at this time what that will mean for their online regulations website
 - Suggest investigating Utah, Nebraska, Colorado, Florida