

Program #10007C - Public Records Communications Position FY 2025 Adopted

Department: Nondepartmental **Program Contact:** Julie Sullivan-Springhetti
Program Offer Type: Operating **Program Offer Stage:** Adopted
Related Programs:
Program Characteristics: New Request

Executive Summary

Establishes a public records manager position to oversee the development of a new county-wide automated public records system and the day-to-day operations of processing public records.

Program Description

This position, Management Analyst, will help plan, organize and manage the new system. This position will oversee the day-to-day operations of processing public records and coordinate with dedicated records custodians in County departments, as well as work with County attorneys and paralegals. It will coordinate the workflows, redactions and release of records.

Performance Measures

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Output	Number of public records processed in accordance with Oregon Public Records law.	N/A	N/A	N/A	70
Outcome	Reduction in violations of public records law's timed requirements.	N/A	N/A	N/A	100%

Performance Measures Descriptions

Legal / Contractual Obligation

Oregon Public Records law requires Multnomah County to acknowledge, gather, review and release public records within 15 days of a request.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Adopted General Fund	Adopted Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$0	\$0	\$178,608	\$0
Materials & Supplies	\$0	\$0	\$4,392	\$0
Internal Services	\$0	\$0	\$2,000	\$0
Total GF/non-GF	\$0	\$0	\$185,000	\$0
Program Total:	\$0		\$185,000	
Program FTE	0.00	0.00	1.00	0.00

Program Revenues				
Total Revenue	\$0	\$0	\$0	\$0

Explanation of Revenues

Significant Program Changes

Last Year this program was:

This program adds 1.00 FTE Management Analyst (9710).