



**Program #10007B - Public Records Software** FY 2024 Department Requested

**Department:** Nondepartmental **Program Contact:** Julie Sullivan-Springhetti

**Program Offer Type:** New **Program Offer Stage:** Department Requested

**Related Programs:**

**Program Characteristics:** One-Time-Only Request, Out of Target

**Executive Summary**

Multnomah County strives to meet the spirit and intent of Oregon’s Public Records law in order for residents to see how their County government works, understand financial decisions and hold public employees accountable. Public records laws are central to our representative democracy, and the state’s statutes provide a clear framework and schedule for local governments to acknowledge, research and respond to the public requests in a timely manner.

**Program Description**

This investment will fund the implementation and maintenance of a software tool that will allow the public to submit a public records request electronically. This includes the internal and external costs of making the software part of County business practices. After implementation, staff will use the software to organize and expedite the County’s response to that request by an automated system that schedules acknowledgment of the request, assigns the task to the appropriate custodian of the records, coordinates work groups that may be collaborating to collect the documents, calendars required actions, permits redactions during legal review, limits duplication of efforts and allows the County to stay in compliance with Oregon Public Records Law.

**Performance Measures**

Measure Type	Primary Measure	FY22 Actual	FY23 Budgeted	FY23 Estimate	FY24 Offer
Output	Complete the evaluation and selection of a software develop.*	N/A	100%	100%	N/A
Outcome	Percentage of milestones met based on the approved plan and timeline.	N/A	100%	100%	100%
Output	Contractor to automate County's public records.*	N/A	N/A	N/A	100%

**Performance Measures Descriptions**

\*Performance Measure #1 is split across two performance measures in FY 2024.

## Legal / Contractual Obligation

Under Oregon's Public Records Law, "every person" has a right to inspect any nonexempt public record of Multnomah County.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Department Requested General Fund	Department Requested Other Funds
<b>Program Expenses</b>	<b>2023</b>	<b>2023</b>	<b>2024</b>	<b>2024</b>
Materials & Supplies	\$0	\$0	\$200,000	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$200,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Explanation of Revenues

## Significant Program Changes

Last Year this program was: FY 2023: 10007D Public Records Software

In FY 2023, this program was funded with one-time-only General Fund.