

**Department:** District Attorney

**Program Contact:** Jodi Erickson

**Program Offer Type:** Support

**Program Offer Stage:** As Proposed

**Related Programs:**
**Program Characteristics:**
**Executive Summary**

The discovery component of this program supports the entire office by processing discovery requests from defense counsel and defendants. The records component supports the entire office by maintaining physical files and records on open and recently closed felony and misdemeanor cases, including records within the document management system. Staff also coordinate the scheduling and docketing of court appearances and provide records support to the deputy district attorneys and staff assigned to the arraignment courts.

**Program Summary**

The Records/Discovery program fulfills the offices statutory responsibility to provide case specific discovery materials in paper, flash drive, CD, DVD, and hard drive formats to the public and private defense attorneys. The program also provides file storage and retrieval for the entire District Attorney's Office, maintaining over 34,000 closed and open case files at any given time.

Last year this program collected \$384,000 in general fund revenue in the form of fees charged for all discovery packets. For example, last year the program collected \$197,000 in revenue for felony cases and almost \$112,000 in revenue for misdemeanor cases.

**Performance Measures**

Measure Type	Primary Measure	FY16 Actual	FY17 Purchased	FY17 Estimate	FY18 Offer
Output	Total number of Discovery packets	17,477	16,000	17,093	16,709
Outcome	Total Discovery Revenue	\$358,355	\$340,000	\$360,000	\$360,000

**Performance Measures Descriptions**

## Legal / Contractual Obligation

ORS 8.850 - Offices, supplies, and stenographic assistance for district attorneys and deputies. Each county shall provide the district attorney and any deputies for such county with such office space, facilities, supplies, and stenographic assistance as is necessary to perform efficiently the duties of such office. [1953 c.652 §3]

ORS 8.700 - Register to be kept. The district attorney must keep a register of official business, in which the district attorney shall make a note of every action, suit or proceeding commenced or defended by the district attorney in official capacity, and the proceedings therein.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2017	2017	2018	2018
Personnel	\$438,585	\$0	\$373,789	\$0
Contractual Services	\$8,200	\$0	\$7,300	\$0
Materials & Supplies	\$23,400	\$0	\$31,600	\$0
Internal Services	\$124,023	\$0	\$258,326	\$0
<b>Total GF/non-GF</b>	<b>\$594,208</b>	<b>\$0</b>	<b>\$671,015</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$594,208</b>		<b>\$671,015</b>	
<b>Program FTE</b>	6.50	0.00	5.50	0.00

Program Revenues				
Service Charges	\$350,000	\$0	\$350,000	\$0
<b>Total Revenue</b>	<b>\$350,000</b>	<b>\$0</b>	<b>\$350,000</b>	<b>\$0</b>

## Explanation of Revenues

## Significant Program Changes

Last Year this program was: FY 2017: 15004 Records/Discovery

Significant changes in this program area include the reduction of 1.00 FTE clerical staff to meet budgetary constraints.