



**Program #15004 - Records/Discovery Unit** **FY 2026 Department Requested**

**Department:** District Attorney **Program Contact:** Jamila Williams  
**Program Offer Type:** Operating **Program Offer Stage:** Department Requested  
**Related Programs:**  
**Program Characteristics:**

**Program Description**

The Records/Discovery Unit fulfills MCDA’s statutory responsibility to provide case-specific discovery materials—including documents, photos, videos, and audio files—to public and private defense attorneys, pro se defendants, and victims. These materials are delivered in various formats, including paper, flash drives, CDs, DVDs, and hard drives. The program also manages the discovery of body-worn camera footage from multiple law enforcement agencies. As the volume of discoverable video evidence continues to grow, the office is gradually transitioning to an online portal to facilitate the virtual delivery of large media and document files.

Staff are responsible for copying, uploading, redacting, and disclosing restitution information submitted by victims to defense attorneys. They maintain meticulous records to track materials and information in MCDA’s possession or control, ensuring accurate disclosure in homicide and major crimes cases. This role works closely with the District Attorney, First Assistant to the District Attorney, and Chief Deputy District Attorneys to process scanned documents and other media related to the office’s most confidential and sensitive cases.

The Records/Discovery Unit also provides daily docket support across multiple court dockets for the entire office. The unit manages file storage and retrieval, maintaining over 30,000 closed and open case files across various storage locations. Staff coordinate the shipment and tracking of closed physical files and case materials stored at county archives and private secured storage facilities. The unit also maintains historical records of all archived cases and their scheduled destruction dates in accordance with county and state regulations.

Additionally, the program compiles and distributes a weekly list of defendants who have either remained in custody due to a judicial finding of probable cause or waived the probable cause hearing. Staff also query and print records from the Law Enforcement Data System (LEDS/NCIC) to provide critical information to Deputy District Attorneys for probation violation hearings.

**Performance Measures**

Measure Type	Performance Measure	FY24 Actual	FY25 Budgeted	FY25 Estimate	FY26 Target
Output	Total number of Discovery packets	20,841	21,000	26,366	25,000
Outcome	Total Discovery revenue	\$396,385	\$350,000	\$398,531	\$398,531

**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 and 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

	Adopted General Fund	Adopted Other Funds	Department Requested General Fund	Department Requested Other Funds
<b>Program Expenses</b>	<b>2025</b>	<b>2025</b>	<b>2026</b>	<b>2026</b>
Personnel	\$714,672	\$0	\$811,769	\$0
Contractual Services	\$17,000	\$0	\$37,000	\$0
Materials & Supplies	\$25,970	\$0	\$20,970	\$0
Internal Services	\$147,378	\$0	\$15,934	\$0
<b>Total GF/non-GF</b>	<b>\$905,020</b>	<b>\$0</b>	<b>\$885,673</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$905,020</b>		<b>\$885,673</b>	
<b>Program FTE</b>	7.50	0.00	8.00	0.00

<b>Program Revenues</b>				
Service Charges	\$353,796	\$0	\$398,531	\$0
<b>Total Revenue</b>	<b>\$353,796</b>	<b>\$0</b>	<b>\$398,531</b>	<b>\$0</b>

## Explanation of Revenues

\$382,379 - Office of the Oregon Public Defense Services (OPDS) charges for records/discovery. Calculated using FY25 mid-year actuals plus an estimate for the second half of FY25.

\$ 16,152 - Non-OPDS charges for records/discovery. Calculated using FY25 mid-year actuals plus an estimate for the second half of FY25.

## Significant Program Changes

Last Year this program was: FY 2025: 15004 Records/Discovery