

**Division:** Justice Integrity & Victim Services Division

**Program Characteristics:**

**Program Description**

The Records / Discovery Unit fulfills MCDA's statutory obligation to provide case-specific discovery materials to defense attorneys and individuals representing themselves. These materials include documents, photographs, video, and audio files, and are increasingly delivered through secure online systems to improve efficiency, accuracy, and access as digital evidence volumes grow.

The unit ensures timely and complete disclosure across all case types, including serious felony matters. Staff manage copying, uploading, redaction, and tracking of discovery materials, and process documentation related to victim restitution claims. The unit also supports daily court operations by preparing dockets, maintaining records and file retrieval systems, and managing archival processes for closed cases in compliance with state requirements.

By managing these critical functions, the Records / Discovery Unit supports due process, protects legal rights, and strengthens transparency and integrity throughout the justice process.

**Equity Statement**

The Records / Discovery Unit promotes equity by ensuring fair and timely access to case materials for all parties. Through secure online delivery and standardized redaction practices, the unit reduces barriers and supports a justice system that is accessible, consistent, and transparent.

**Revenue/Expense Detail**

|                         | <b>2026<br/>General Fund</b> | <b>2026<br/>Other Funds</b> | <b>2027<br/>General Fund</b> | <b>2027<br/>Other Funds</b> |
|-------------------------|------------------------------|-----------------------------|------------------------------|-----------------------------|
| Personnel               | \$809,926                    | \$0                         | \$906,698                    | \$31,064                    |
| Contractual Services    | \$37,000                     | \$0                         | \$18,000                     | \$0                         |
| Materials & Supplies    | \$20,970                     | \$0                         | \$6,000                      | \$0                         |
| Internal Services       | \$15,934                     | \$0                         | \$189,275                    | \$2,733                     |
| <b>Total GF/non-GF</b>  | <b>\$883,830</b>             | <b>\$0</b>                  | <b>\$1,119,973</b>           | <b>\$33,797</b>             |
| <b>Total Expenses:</b>  | <b>\$883,830</b>             |                             | <b>\$1,153,770</b>           |                             |
| <b>Program FTE</b>      | 8.00                         | 0.00                        | 8.25                         | 0.25                        |
| <b>Program Revenues</b> |                              |                             |                              |                             |
| Intergovernmental       | \$0                          | \$0                         | \$0                          | \$33,797                    |
| Service Charges         | \$398,531                    | \$0                         | \$478,066                    | \$0                         |
| <b>Total Revenue</b>    | <b>\$398,531</b>             | <b>\$0</b>                  | <b>\$478,066</b>             | <b>\$33,797</b>             |

**Performance Measures**

| <b>Performance Measure</b>        | <b>FY25<br/>Actual</b> | <b>FY26<br/>Estimate</b> | <b>FY27<br/>Target</b> |
|-----------------------------------|------------------------|--------------------------|------------------------|
| Total number of Discovery packets | 24,021                 | 23,600                   | 24,000                 |
| Total Discovery revenue           | 416,349                | 459,816                  | 459,816                |