

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

	2026 General Fund	2026 Other Funds	2027 General Fund	2027 Other Funds
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
Total GF/non-GF	\$883,830	\$0	\$1,119,973	\$33,797
Total Expenses:	\$883,830		\$1,153,770	
Program FTE	8.00	0.00	8.25	0.25
Program Revenues				
Intergovernmental	\$0	\$0	\$0	\$33,797
Service Charges	\$398,531	\$0	\$478,066	\$0
Total Revenue	\$398,531	\$0	\$478,066	\$33,797

Performance Measures

Performance Measure	FY25 Actual	FY26 Estimate	FY27 Target
Total number of Discovery packets	24,021	23,600	24,000
Total Discovery revenue	416,349	459,816	459,816