

Division: Adult Services Division

Program Characteristics:**Program Description**

The Adult Records and Administrative Services Unit records technicians, coordinators and office assistants provide support across all Adult Services Units and locations. The unit provides legally required documentation of supervision activities and judicial events involving adults on probation or post-prison supervision.

The program also provides liaison services with County security, facilities, telecom, and information technology for the adult division locations. The Unit serves as Custodian of Records for ASD, ensuring compliance with subpoenas and record requests; interpreting and researching public record law to ensure that records are released correctly, in cooperation with the County Attorney's Office; monitoring for legislative changes to ensure compliance. Staff collect and input data in several justice system based databases, including the Correction Information System (CIS) and Law Enforcement Data System (LEDS).

This unit is also responsible for coordinating with the District Attorney's office, State Courts, law enforcement agencies, the Oregon Department of Corrections, the Oregon Board of Parole, other community corrections agencies, and community partners, to ensure accuracy and compliance with legal documents of supervision.

Equity Statement

The unit supports clients and the public with accuracy-centered records and administrative support that strengthens transparency, accountability and ensures fair legal processes across ASD and the County. This unit supports equitable services to justice involved individuals whose outcomes rely on timely, accurate documentation and clear access to records by providing consistent public record support, legally compliant document management, and responsive customer service.

Revenue/Expense Detail

	2026 General Fund	2026 Other Funds	2027 General Fund	2027 Other Funds
Personnel	\$4,242,323	\$1,482,079	\$4,968,155	\$1,096,632
Contractual Services	\$101,089	\$0	\$101,089	\$0
Materials & Supplies	\$174,466	\$0	\$174,386	\$0
Internal Services	\$371,207	\$311,978	\$380,260	\$236,653
Total GF/non-GF	\$4,889,085	\$1,794,057	\$5,623,890	\$1,333,285
Total Expenses:	\$6,683,142		\$6,957,175	
Program FTE	34.00	12.00	37.00	9.00
Program Revenues				
Intergovernmental	\$0	\$1,794,057	\$0	\$1,333,285
Total Revenue	\$0	\$1,794,057	\$0	\$1,333,285

Performance Measures

Performance Measure	FY25 Actual	FY26 Estimate	FY27 Target
Number of work items processed by the unit	25,070	26,955	30,000
Number of check-ins at a reception desk	46,405	52,255	52,255