

**Division:** Information Technology

**Program Characteristics:** One-Time-Only Request

**Program Description**

This program addresses the need for standard record and data retention by providing technical assistance and solutions to retrieve and store information from outdated systems. This serves the community by making sure the County is in compliance with rules and regulations around records retention. When Multnomah County updated its central management system, historical records created before 2019 were left behind in the outdated software. To ensure we can preserve this history and access it when needed, this program is moving that old data to a new, modern database. This is a complex effort involving hard work from the IT team, Human Resources, and Finance. We are currently analyzing the best technical approach to ensure the files remain readable and meet all legal requirements for record-keeping.

This project began in 2025 and is expected to take two to three years to complete. We have finished an initial test to prove the data move will work. A second test is planned for Fiscal Year 2026, with the final transfer scheduled for 2027. The project is funded through carryover capital funds. Once the new system is running we estimate it may cost up to \$150,000 annually to maintain, depending on use.

**Equity Statement**

From an equity perspective, this offer supports the ongoing availability of data required for historical pay equity management. The program will strive to make all the required data available via reporting to support internal operational activity, public records requests and overall data retention requirements. Program resources will include teams from Information Technology, internal HR and Finance teams, as well as potential vendor partners.

**Revenue/Expense Detail**

	<b>2026 General Fund</b>	<b>2026 Other Funds</b>	<b>2027 General Fund</b>	<b>2027 Other Funds</b>
Contractual Services	\$0	\$947,952	\$0	\$725,544
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$947,952</b>	<b>\$0</b>	<b>\$725,544</b>
<b>Total Expenses:</b>	<b>\$947,952</b>		<b>\$725,544</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00
<b>Program Revenues</b>				
Beginning Working Capital	\$0	\$947,952	\$0	\$725,544
<b>Total Revenue</b>	<b>\$0</b>	<b>\$947,952</b>	<b>\$0</b>	<b>\$725,544</b>

**Performance Measures**

<b>Performance Measure</b>	<b>FY25 Actual</b>	<b>FY26 Estimate</b>	<b>FY27 Target</b>
The project team will use analysis and a proof of concept to recommend a data retention and reporting strategy.	50%	100%	100%
Finalize plans and communicate long-term capital costs (FY 2027+) for the chosen solution.	50%	70%	100%