

Department: County Assets

Program Contact: Deidre Theiman

Program Offer Type: Internal Service

Program Offer Stage: Proposed

Related Programs:
Program Characteristics:

Program Description

Public records are evidence of the policies, decisions, functions, community involvement, and efforts to fulfill the County's mission. They are a vital part of upholding our democracy. This program's goal is to ensure that departments create, manage, protect, and destroy public records in a compliant manner that retains their authenticity, integrity, and reliability. Only by doing so, can the County meet the mandates of Oregon Public Records Law, and ensure that all members of the public can exercise their right to inspect our public records. We are funded by internal service rates and manage our funds to best support the County's stewardship of these public records.

The public has direct access to historic, archival records through in-person research appointments, virtual reference work and 24/7 online access to digital records. This program removes barriers to access by: writing finding aids (tools for locating records) that employ inclusive language metadata schemas; reducing bias in collections management through a team approach to appraisal; applying plain language and digital accessibility best practices to online portals; and by making referrals to appropriate sources for non-county public records by phone, email and on our website. This program preserves enduring records by providing specialized storage and handling for hard copy records and by preserving digital records in the Archives & Digital Archives.

This program helps improve the County's accountability for meeting legal public records obligations by improving the organizational culture around records management. We provide tools, training, and consultation to support departments in balancing service delivery needs with public records law compliance by: maintaining the County's retention schedules; providing Records Center storage and retrieval services (allowing programs to prioritize office space for serving clients); facilitating digitization projects to support continuity of service and employees' ability to go directly to clients in the field; administering a dedicated digital preservation system for enduring records, an archival information management system the public can use to locate historic records,, and an enterprise-available electronic document and records management system to help staff manage electronic/digital records; and providing secure destruction of individuals' protected information at the end of its retention lifecycle.

Performance Measures

Measure Type	Performance Measure	FY24 Actual	FY25 Budgeted	FY25 Estimate	FY26 Target
Outcome	Reduce risk of over retention	N/A	N/A	N/A	1000
Outcome	Increase in-reach and outreach activities	N/A	N/A	N/A	20
Output	Ensure historical records are preserved and available	3018	3404	5000	7000
Output	Make records education available for MultCo staff	N/A	N/A	N/A	5

Performance Measures Descriptions

- 1) Improve compliance with public records law by destroying records that have expired retention.
- 2) Increase the awareness of Records & Archives availability by tracking annual in-reach and outreach activities.
- 3) Ensure that historical records are preserved and accessible to the public through the Digital Archives.
- 4) Expand Records education by increasing the amount of training and self-help resources available.

Legal / Contractual Obligation

Oregon Revised Statute 192 and Oregon Administrative Rule Chapter 166 define public records law and policy, Records Officer mandates, and standards and obligations for records creation, access, storage, protection, retention, and disposition. Multnomah County Executive Rule 301 assigns the retention schedule function to the Records Management program, and Multnomah County Code Chapter 8.500 defines additional archival records responsibilities and obligations.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2025	2025	2026	2026
Personnel	\$0	\$1,116,210	\$0	\$1,181,870
Contractual Services	\$0	\$316,578	\$0	\$345,376
Materials & Supplies	\$0	\$156,501	\$0	\$170,800
Internal Services	\$0	\$1,166,713	\$0	\$1,215,265
Capital Outlay	\$0	\$0	\$0	\$0
Unappropriated & Contingency	\$0	\$304,651	\$0	\$290,232
Total GF/non-GF	\$0	\$3,060,653	\$0	\$3,203,543
Program Total:	\$3,060,653		\$3,203,543	
Program FTE	0.00	7.00	0.00	7.00

Program Revenues				
Other / Miscellaneous	\$0	\$2,755,400	\$0	\$2,911,870
Beginning Working Capital	\$0	\$304,651	\$0	\$290,232
Service Charges	\$0	\$602	\$0	\$1,441
Total Revenue	\$0	\$3,060,653	\$0	\$3,203,543

Explanation of Revenues

Records & Archives is funded via internal service charges.

Significant Program Changes

Last Year this program was: FY 2025: 78404 Records Management