

# Office of the County Clerk

Budget Presentation  
Fiscal Year 2025-2026





## County Clerk (13)

### Department Budget Summary by Fund

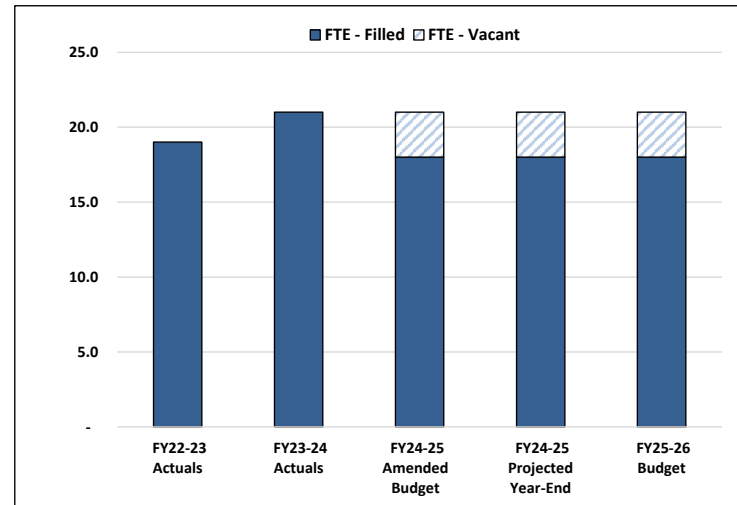
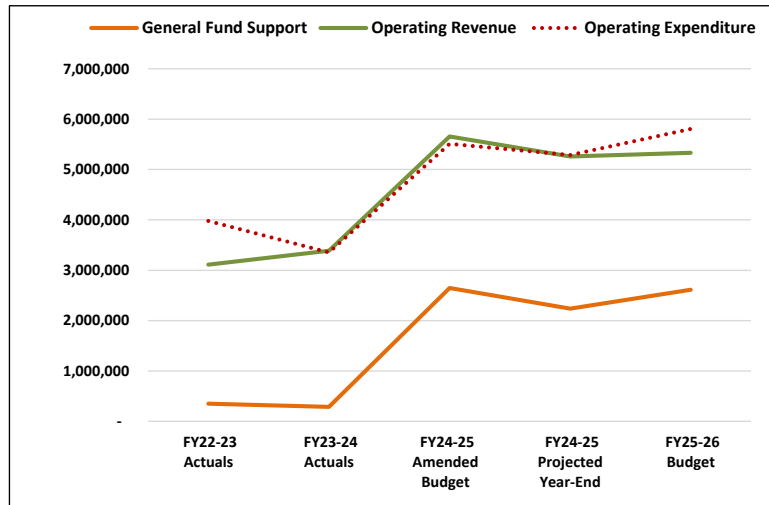
Line of Business	Program	FY25-26	FY25-26	FY25-26	% of	FY25-26 FTE **		
		General Fund (100)	Total Budget	General Fund Support in Budget*	Total	Total	Filled	Vacant
Clerk's Office	Office of the Clerk	981,460	981,460	981,460	100%	2.0	2.0	-
	Board of Property Tax Appeals (BOPTA)	12,000	12,000	12,000	100%	-	-	-
	Elections	3,076,171	3,076,171	1,621,678	53%	7.0	6.0	1.0
	Recording	930,502	930,502	-	0%	7.0	5.0	2.0
Records Management	Records Management	805,658	805,658	-	0%	5.0	5.0	-
						-	-	-
		5,805,791	5,805,791	2,615,138	45%	21.0	18.0	3.0
<b>FY24-25 Budget (Amended)</b>		6,160,612	6,160,612	2,648,250	43%	21.0	18.0	3.0
<b>\$ Increase (Decrease)</b>		(354,822)	(354,822)	(33,112)		0.0	0.0	0.0
<b>% Increase (Decrease)</b>		-6%	-6%	-1%		0%	0%	0%

\*General Fund Support is a subsidy, net of any other revenue received by the department

\*\* FY25-26 FTE: The figures align to each department's updated personnel counts

**13-County Clerk / 100-General Fund  
Summary of Revenue and Expense**

	FY22-23 Actuals	FY23-24 Actuals	FY24-25 Amended Budget	FY24-25 Projected Year-End	FY25-26 Budget	<u>Budget to Budget:</u>		<u>Budget to 3-Year Average:</u>	
						\$ Variance	% Variance	\$ Variance	% Variance
<b>Beginning Fund Balance</b>	1,176,850	108,232	503,494	503,494	473,494	(30,000)	-6%	(122,698)	-21%
Taxes	-	-	-	-	-	-	-	-	-
Federal, State, Local, All Other Gifts	8,004	3,141	-	-	-	-	-	(3,715)	-100%
Charges, Fees, License, Permits	2,560,968	2,839,520	2,508,868	2,521,261	2,567,158	58,290	2%	(73,425)	-3%
Revenue from Bonds & Other Debts	-	-	-	-	-	-	-	-	-
All Other Revenue Resources	193,165	261,447	500,000	500,000	150,000	(350,000)	-70%	(168,204)	-53%
Other Interfund Transfers	-	-	-	-	-	-	-	-	-
General Fund Support	350,000	287,017	2,648,250	2,237,543	2,615,138	(33,112)	-1%	1,656,951	173%
<b>Operating Revenue</b>	<b>3,112,137</b>	<b>3,391,125</b>	<b>5,657,118</b>	<b>5,258,804</b>	<b>5,332,296</b>	<b>(324,822)</b>	<b>-6%</b>	<b>1,411,608</b>	<b>36%</b>
<b>Total Revenue</b>	<b>4,288,987</b>	<b>3,499,357</b>	<b>6,160,612</b>	<b>5,762,298</b>	<b>5,805,790</b>	<b>(354,822)</b>	<b>-6%</b>	<b>1,288,910</b>	<b>29%</b>
Personnel Services	2,089,921	2,239,609	2,626,508	2,611,210	2,850,607	224,100	9%	537,027	23%
Materials and Services	1,887,984	1,113,760	2,283,943	2,202,594	2,830,183	546,241	24%	1,095,404	63%
Capital Outlay	-	-	600,000	475,000	125,000	(475,000)	-79%	(33,333)	-21%
<b>Operating Expenditure</b>	<b>3,977,905</b>	<b>3,353,369</b>	<b>5,510,450</b>	<b>5,288,804</b>	<b>5,805,791</b>	<b>295,340</b>	<b>5%</b>	<b>1,599,098</b>	<b>38%</b>
Debt Service	-	-	-	-	-	-	-	-	-
Special Payments	202,849	145,711	-	-	-	-	-	(116,187)	-100%
Transfers	-	-	-	-	-	-	-	-	-
Contingency	-	-	650,162	-	-	(650,162)	-100%	-	-
<b>Total Appropriated</b>	<b>4,180,755</b>	<b>3,499,080</b>	<b>6,160,612</b>	<b>5,288,804</b>	<b>5,805,791</b>	<b>(354,822)</b>	<b>-6%</b>	<b>1,482,911</b>	<b>34%</b>
Reserve for Future Expenditures	-	-	-	-	-	-	-	-	-
<b>Total Expense</b>	<b>4,180,755</b>	<b>3,499,080</b>	<b>6,160,612</b>	<b>5,288,804</b>	<b>5,805,791</b>	<b>(354,822)</b>	<b>-6%</b>	<b>1,482,911</b>	
<b>Revenues Less Expenses</b>	<b>108,232</b>	<b>276</b>	<b>-</b>	<b>473,494</b>	<b>-</b>				
<u>Full Time Equivalent (FTE)</u> <span style="float:right"><u>As Of 03/2025</u></span>									
FTE - Total	19.0	21.0	21.0	21.0	21.0	-			
FTE - Filled	19.0	21.0	18.0	18.0	18.0	-			
FTE - Vacant	-	-	3.0	3.0	3.0	-			



# FY25-26 Looking Ahead

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## CHALLENGES

- Reduced revenue for recorded documents due to continued stagnation of the housing market, decreased housing activity (sales and refinances), decreased construction of new homes, stabilized higher interest rates. (Recording)
- Continued need for General Fund Support to maintain statutorily required functions of the Elections, Recording, and Records Management Divisions. (Clerk)
- Shifting legislative landscape at the state and national level affecting elections administration, security, and funding. (Elections)

## OPPORTUNITIES

- Increased public demand for notary, marriage license, and wedding officiation appointments. (Recording)
- Increased public demand for passport application acceptance appointments. (Records Management)
- Track Your Ballot service sign ups reached 56,000 voters in 2024, increasing transparency for ballot mailing, returning, and acceptance. (Elections)



## County Clerk (13)

### Department Budget Summary by Fund

Line of Business	Program	FY25-26	FY25-26	FY25-26	% of	FY25-26 FTE **		
		General Fund (100)	Total Budget	General Fund Support in Budget*	Total	Total	Filled	Vacant
Clerk's Office	Office of the Clerk	981,460	981,460	981,460	100%	2.0	2.0	-
	Board of Property Tax Appeals (BOPTA)	12,000	12,000	12,000	100%	-	-	-
	Elections	3,076,171	3,076,171	1,621,678	53%	7.0	6.0	1.0
	Recording	930,502	930,502	-	0%	7.0	5.0	2.0
Records Management	Records Management	805,658	805,658	-	0%	5.0	5.0	-
		5,805,791	5,805,791	2,615,138	45%	21.0	18.0	3.0
<b>FY24-25 Budget (Amended)</b>		6,160,612	6,160,612	2,648,250	43%	21.0	18.0	3.0
<b>\$ Increase (Decrease)</b>		(354,822)	(354,822)	(33,112)		0.0	0.0	0.0
<b>% Increase (Decrease)</b>		-6%	-6%	-1%		0%	0%	0%

\*General Fund Support is a subsidy, net of any other revenue received by the department

\*\* FY25-26 FTE: The figures align to each department's updated personnel counts



# County Clerk

## Office of the Clerk




### Purpose Statement

The Office of the Clerk and its major divisions build public trust through good and responsive government. The Office of the clerk ensures equitable and inclusive access to local government services through conducting accurate and transparent elections, empowering every voice, recording real property transactions, issuing marriage licenses, officiating weddings, and preserving the public record.

### Performance Narrative Statement

The Office of the Clerk program proposed a budget of \$981,460, a stable continuation of current funding levels. These resources will support office materials and services, training, and administrative costs of supporting elections, records management, property recording, property tax appeals, marriage and liquor licenses, wedding officiation, and passport services to the general public.

### Key Performance Measures

		FY 23-24 Actual	FY 24-25 Target	FY 24-25 Projected	FY 25-26 Target
 Result	% Employees with annual performance summary completed	100%	100%	100%	100%
 Result	Number of community-focused events/meetings that the Clerk attends & engages with residents about services.	72	55	70	65
 Result	% of elections administered that meet all statutory deadlines including certification.	100%	100%	100%	100%

Program includes:

Mandated Services

Shared Services

Grant Funding

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation



130101-Office of the Clerk

BCC Priority Alignment: Accountable Government

Program Budget Summary

	FY22-23 Actuals	FY23-24 Actuals	FY24-25 Amended Budget	FY24-25 Projected Year-End	FY25-26 Budget	Budget-to-Budget:		Budget-to-3 Yr Avg:	
						\$ Variance	% Variance	\$ Variance	% Variance
<b>Beginning Fund Balance</b>	<b>929,497</b>	<b>1,497</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(310,331)</b>	<b>-100%</b>
Taxes	-	-	-	-	-	-	-	-	-
Federal, State, Local, All Other Gifts	-	-	-	-	-	-	-	-	-
Charges, Fees, License, Permits, Fines	1,662,602	18,209	1,616,500	1,616,500	-	(1,616,500)	-100%	(1,099,104)	-100%
Revenue from Bonds & Other Debts	-	-	-	-	-	-	-	-	-
All Other Revenue Resources	-	1,850	-	-	-	-	-	(617)	-100%
Other Interfund Transfers	-	-	-	-	-	-	-	-	-
General Fund Support	350,000	287,017	7,250	7,250	981,460	974,210	13437%	766,704	357%
<b>Operating Revenue</b>	<b>2,012,602</b>	<b>307,076</b>	<b>1,623,750</b>	<b>1,623,750</b>	<b>981,460</b>	<b>(642,290)</b>	<b>-40%</b>	<b>(333,016)</b>	<b>-25%</b>
<b>Total Revenue</b>	<b>2,942,099</b>	<b>308,573</b>	<b>1,623,750</b>	<b>1,623,750</b>	<b>981,460</b>	<b>(642,290)</b>	<b>-40%</b>	<b>(643,347)</b>	<b>-40%</b>
Personnel Services	572,694	671,889	563,607	530,470	408,577	(155,030)	-28%	(183,108)	-31%
Materials and Services	318,718	25,545	571,193	566,388	572,884	1,691	0%	269,334	89%
Capital Outlay	-	-	-	-	-	-	-	-	-
<b>Operating Expense</b>	<b>891,412</b>	<b>697,433</b>	<b>1,134,799</b>	<b>1,096,858</b>	<b>981,460</b>	<b>(153,339)</b>	<b>-14%</b>	<b>86,226</b>	<b>10%</b>
Debt Service	-	-	-	-	-	-	-	-	-
Special Payments	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-	-	-
<b>Total Appropriated</b>	<b>891,412</b>	<b>697,433</b>	<b>1,134,799</b>	<b>1,096,858</b>	<b>981,460</b>	<b>(153,339)</b>	<b>-14%</b>	<b>86,226</b>	<b>10%</b>
Reserve for Future Expenditures	-	-	-	-	-	-	-	-	-
<b>Total Expense</b>	<b>891,412</b>	<b>697,433</b>	<b>1,134,799</b>	<b>1,096,858</b>	<b>981,460</b>	<b>(153,339)</b>	<b>-14%</b>	<b>86,226</b>	
<b>Revenues Less Expenses</b>	<b>2,050,687</b>	<b>(388,861)</b>	<b>488,951</b>	<b>526,892</b>	<b>-</b>				

Notes:

Moving 1.5 FTE Recording positions listed in 130101 back to the Recording Program (130103) and adjusting training and development funds to support the training of new staff filling existing positions.



# County Clerk

## Property Value Appeals Board


### Purpose Statement

The purpose of the Clackamas County Property Value Appeals Board (PVAB) program is to provide real property, personal property, and late filing fee appeals services to tax payers, so they can have their tax appeal petition heard and receive a decision in a timely manner.

### Performance Narrative Statement

The Property Value Appeals Board (PVAB) program proposed a budget of \$12,000, a continuation of current funding levels. These resources will support office materials and board members, training, and administrative costs of reviewing property value appeals and holding property value appeals hearings.

### Key Performance Measures

		FY 23-24 Actual	FY 24-25 Target	FY 24-25 Projected	FY 25-26 Target
 Result	% Petitioners who received a decision/order from the Clerk's office within five business days	100%	100%	100%	100%

*This program was formerly called the Board of Property Tax Appeals (BOPTA)*

Program includes:

Mandated Services	<input type="text" value="Yes"/>
Shared Services	<input type="text" value="Yes"/>
Grant Funding	<input type="text" value="No"/>

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation	The FTE for the PVAB program is an employee that works and is paid on the Clerk program.
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**130102-Board of Property Tax Appeals (BOPTA)**

BCC Priority Alignment: Accountable Government

**Program Budget Summary**

	FY22-23 Actuals	FY23-24 Actuals	FY24-25 Amended Budget	FY24-25 Projected Year-End	FY25-26 Budget	Budget-to-Budget:		Budget-to-3 Yr Avg:	
						\$ Variance	% Variance	\$ Variance	% Variance
<b>Beginning Fund Balance</b>	-	-	-	-	-	-	-	-	-
Taxes	-	-	-	-	-	-	-	-	-
Federal, State, Local, All Other Gifts	-	-	-	-	-	-	-	-	-
Charges, Fees, License, Permits, Fines	-	-	-	-	-	-	-	-	-
Revenue from Bonds & Other Debts	-	-	-	-	-	-	-	-	-
All Other Revenue Resources	-	-	-	-	-	-	-	-	-
Other Interfund Transfers	-	-	-	-	-	-	-	-	-
General Fund Support	-	-	12,000	222	12,000	-	0%	11,926	16116%
<b>Operating Revenue</b>	-	-	<b>12,000</b>	<b>222</b>	<b>12,000</b>	-	<b>0%</b>	<b>11,926</b>	<b>16116%</b>
<b>Total Revenue</b>	-	-	<b>12,000</b>	<b>222</b>	<b>12,000</b>	-	<b>0%</b>	<b>11,926</b>	<b>16116%</b>
Personnel Services	-	-	-	-	-	-	-	-	-
Materials and Services	7,887	10,046	12,000	8,700	12,000	-	0%	3,122	35%
Capital Outlay	-	-	-	-	-	-	-	-	-
<b>Operating Expense</b>	<b>7,887</b>	<b>10,046</b>	<b>12,000</b>	<b>8,700</b>	<b>12,000</b>	-	<b>0%</b>	<b>3,122</b>	<b>35%</b>
Debt Service	-	-	-	-	-	-	-	-	-
Special Payments	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-	-	-
<b>Total Appropriated</b>	<b>7,887</b>	<b>10,046</b>	<b>12,000</b>	<b>8,700</b>	<b>12,000</b>	-	<b>0%</b>	<b>3,122</b>	<b>35%</b>
Reserve for Future Expenditures	-	-	-	-	-	-	-	-	-
<b>Total Expense</b>	<b>7,887</b>	<b>10,046</b>	<b>12,000</b>	<b>8,700</b>	<b>12,000</b>	-	<b>0%</b>	<b>3,122</b>	
<b>Revenues Less Expenses</b>	(7,887)	(10,046)	-	(8,478)	-				

Notes:

No significant changes to this budget. The legislature has change the name of this program from Board of Property Tax Appeals to the Property Value Appeals Board



# County Clerk

## Elections






### Purpose Statement

The purpose of the Elections program is to provide voter registration, information, ballot delivery, official ballot drop sites, and election administration services to Clackamas County voters and local governments so they can participate in a secure, impartial, and transparent electoral process.

### Performance Narrative Statement

The Elections program proposed a \$3,076,171, a continuation in funding levels, and will maintain and strengthen technology and security, conduct the November 2025 Special Election, be prepared for the upcoming general election cycle (May 2026). These resources will serve all Clackamas County residents, candidates for elected office, those who file measures, and allowing local districts and jurisdictions to hold elections.

### Key Performance Measures

		FY 23-24 Actual	FY 24-25 Target	FY 24-25 Projected	FY 25-26 Target
 Result	Overall election cost per eligible voter.	\$1.47	\$1.32	\$1.94	\$1.49
 Result	Election personnel cost per 1,000 ballots processed.	\$717	\$446	\$940	\$652
 Result	% Elections open to observation	100%	100%	100%	100%
 Result	% Ballot correspondence sent to voter within two business days	100%	100%	100%	100%
 Result	% Election filings on the County's website within one business day	100%	100%	100%	100%

Program includes:

Mandated Services	<input type="text" value="YES"/>
Shared Services	<input type="text" value="NO"/>
Grant Funding	<input type="text" value="YES"/>

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation	The Elections Office has received UASI and EAC federal grant funding.
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130103-Elections

BCC Priority Alignment: Accountable Government

Program Budget Summary

	FY22-23 Actuals	FY23-24 Actuals	FY24-25 Amended Budget	FY24-25 Projected Year-End	FY25-26 Budget	Budget-to-Budget:		Budget-to-3 Yr Avg:	
						\$ Variance	% Variance	\$ Variance	% Variance
<b>Beginning Fund Balance</b>	-	-	-	-	-	-	-	-	-
Taxes	-	-	-	-	-	-	-	-	-
Federal, State, Local, All Other Gifts	8,004	3,141	-	-	-	-	-	(3,715)	-100%
Charges, Fees, License, Permits, Fines	93,141	296,287	-	-	-	-	-	(129,809)	-100%
Revenue from Bonds & Other Debts	-	-	-	-	-	-	-	-	-
All Other Revenue Resources	193,165	258,333	500,000	500,000	150,000	(350,000)	-70%	(167,166)	-53%
Other Interfund Transfers	-	-	-	-	-	-	-	-	-
General Fund Support	-	-	2,397,788	2,230,071	1,621,678	(776,110)	-32%	878,321	118%
<b>Operating Revenue</b>	<b>294,309</b>	<b>557,761</b>	<b>2,897,788</b>	<b>2,730,071</b>	<b>1,771,678</b>	<b>(1,126,110)</b>	<b>-39%</b>	<b>577,631</b>	<b>48%</b>
<b>Total Revenue</b>	<b>294,309</b>	<b>557,761</b>	<b>2,897,788</b>	<b>2,730,071</b>	<b>1,771,678</b>	<b>(1,126,110)</b>	<b>-39%</b>	<b>577,631</b>	<b>48%</b>
Personnel Services	598,533	566,346	824,288	855,555	986,065	161,776	20%	312,587	46%
Materials and Services	1,152,313	869,016	1,473,500	1,399,516	1,965,106	491,606	33%	824,824	72%
Capital Outlay	-	-	600,000	475,000	125,000	(475,000)	-79%	(33,333)	-21%
<b>Operating Expense</b>	<b>1,750,846</b>	<b>1,435,362</b>	<b>2,897,788</b>	<b>2,730,071</b>	<b>3,076,171</b>	<b>178,382</b>	<b>6%</b>	<b>1,104,078</b>	<b>56%</b>
Debt Service	-	-	-	-	-	-	-	-	-
Special Payments	202,849	145,711	-	-	-	-	-	(116,187)	-100%
Transfers	-	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-	-	-
<b>Total Appropriated</b>	<b>1,953,695</b>	<b>1,581,073</b>	<b>2,897,788</b>	<b>2,730,071</b>	<b>3,076,171</b>	<b>178,382</b>	<b>6%</b>	<b>987,891</b>	<b>47%</b>
Reserve for Future Expenditures	-	-	-	-	-	-	-	-	-
<b>Total Expense</b>	<b>1,953,695</b>	<b>1,581,073</b>	<b>2,897,788</b>	<b>2,730,071</b>	<b>3,076,171</b>	<b>178,382</b>	<b>6%</b>	<b>987,891</b>	
<b>Revenues Less Expenses</b>	<b>(1,659,386)</b>	<b>(1,023,312)</b>	<b>-</b>	<b>-</b>	<b>(1,304,493)</b>				

Notes:

The Elections Program (130103) is updating its ballot tally system, which has not been replaced in five years, with \$240,000 budgeted for new equipment under professional services. Additionally, \$125,000 is carried over from FY24-25 capital outlay for the ballot sorter project to complete facility modifications, including room remodeling for optimized workflow. These investments enhance efficiency, security, and reliability in election operations while ensuring the program remains equipped for future needs.



## County Clerk

### Recording




#### Purpose Statement

The purpose of the Recording program is to provide marriage license, wedding officiation, real property records access, and document recording services to the public so they can effectively research records, record documents, and obtain marriage licenses.

#### Performance Narrative Statement

The Recording program proposed a \$930,502 budget, a continuation of current funding levels. These resources will provide the public access so they can receive marriage licenses, have weddings officiated; and certify ownerships, interest, and definitions of property within Clackamas county.

#### Key Performance Measures

		FY 23-24 Actual	FY 24-25 Target	FY24-25 Projected	FY 25-26 Target
 Result	% Recorded documents returned within 10 business days	100%	100%	100%	100%
 Result	% Requests for certified documents fulfilled within two business days of request	100%	100%	100%	100%
 Result	% Recorded documents indexed within five business days of being recorded	75%	100%	30%*	100%

\*Recording Division has been understaffed Oct. 2024 - May 2025. Expect to be fully staffed by end of FY 24-25.

Program includes:

Mandated Services	<input type="text" value="YES"/>
Shared Services	<input type="text" value="NO"/>
Grant Funding	<input type="text" value="NO"/>

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation	The Recording Office records official documents on behalf of the County and citizens per ORS.
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130105-Recording

BCC Priority Alignment: Accountable Government

Program Budget Summary

	FY22-23 Actuals	FY23-24 Actuals	FY24-25 Amended Budget	FY24-25 Projected Year-End	FY25-26 Budget	Budget-to-Budget:		Budget-to-3 Yr Avg:	
						\$ Variance	% Variance	\$ Variance	% Variance
<b>Beginning Fund Balance</b>	<b>247,353</b>	<b>106,735</b>	<b>503,494</b>	<b>503,494</b>	<b>473,494</b>	<b>(30,000)</b>	<b>-6%</b>	<b>187,633</b>	<b>66%</b>
Taxes	-	-	-	-	-	-	-	-	-
Federal, State, Local, All Other Gifts	-	-	-	-	-	-	-	-	-
Charges, Fees, License, Permits, Fines	146,475	1,870,904	145,000	145,000	1,761,500	1,616,500	1115%	1,040,707	144%
Revenue from Bonds & Other Debts	-	-	-	-	-	-	-	-	-
All Other Revenue Resources	-	1,264	-	-	-	-	-	(421)	-100%
Other Interfund Transfers	-	-	-	-	-	-	-	-	-
General Fund Support	-	-	231,212	-	-	(231,212)	-100%	-	-
<b>Operating Revenue</b>	<b>146,475</b>	<b>1,872,168</b>	<b>376,212</b>	<b>145,000</b>	<b>1,761,500</b>	<b>1,385,288</b>	<b>368%</b>	<b>1,040,286</b>	<b>144%</b>
<b>Total Revenue</b>	<b>393,828</b>	<b>1,978,903</b>	<b>879,706</b>	<b>648,494</b>	<b>2,234,994</b>	<b>1,355,288</b>	<b>154%</b>	<b>1,227,919</b>	<b>122%</b>
Personnel Services	346,459	392,334	592,241	576,314	780,638	188,397	32%	342,269	78%
Materials and Services	135,779	124,112	126,253	117,100	149,864	23,611	19%	24,201	19%
Capital Outlay	-	-	-	-	-	-	-	-	-
<b>Operating Expense</b>	<b>482,237</b>	<b>516,446</b>	<b>718,494</b>	<b>693,414</b>	<b>930,502</b>	<b>212,008</b>	<b>30%</b>	<b>366,470</b>	<b>65%</b>
Debt Service	-	-	-	-	-	-	-	-	-
Special Payments	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-
Contingency	-	-	650,162	-	-	(650,162)	-100%	-	-
<b>Total Appropriated</b>	<b>482,237</b>	<b>516,446</b>	<b>1,368,656</b>	<b>693,414</b>	<b>930,502</b>	<b>(438,154)</b>	<b>-32%</b>	<b>366,470</b>	<b>65%</b>
Reserve for Future Expenditures	-	-	-	-	-	-	-	-	-
<b>Total Expense</b>	<b>482,237</b>	<b>516,446</b>	<b>1,368,656</b>	<b>693,414</b>	<b>930,502</b>	<b>(1,088,316)</b>	<b>-80%</b>	<b>366,470</b>	
<b>Revenues Less Expenses</b>	<b>(88,409)</b>	<b>1,462,457</b>	<b>(488,950)</b>	<b>(44,920)</b>	<b>1,304,492</b>				

Notes:

The Recording Program (130105) is moving 1.5 FTE Recording positions from the Office of the Clerk Program (130101) back for proper alignment. Recording software service agreement costs increased nearly 10% this past year, adding to expenses. Revenue remains strained due to the housing market's continued slowdown, impacting recording fees. Despite these challenges, the program remains committed to providing accurate and timely document recording services while adapting to financial and market conditions.



# County Clerk

## Records Management




### Purpose Statement

The purpose of the Records Management program is to provide custodial storage, preservation, and access services internally to County Departments so they can have confidence that their records are secure, preserved, easily accessed, and retained in compliance with Oregon State rules and laws. The program also serves as a passport acceptance facility for the US Department of State.

### Performance Narrative Statement

Records Management proposed a \$805,658 budget to provide custodial storage, preservation, and archiving of County records to insure compliance with Oregon State rules and laws. The resources serve departments and the public concerning County records. The Passport Services program is to provide complete passport application services to the public so they can request a US Passport from the US Department of State.

### Key Performance Measures

			FY 23-24 Actual	FY 24-25 Target	FY 24-25 Projected	FY 25-26 Target
	Result	% Permanent, hardcopy documents stored in Records Management will be converted to archival film	40%	48%	40%	60%
	Result	% Department Records Requests delivered within one business day	100%	100%	100%	100%
	Result	% Records destruction lists signed and returned within 30 calendar days of issuance	25%	70%	50%	70%

Mandated Services ☒ YES

Shared Services ☐ NO

Grant Funding ☐ NO

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation Oregon State Rules and Laws require that any records with a retention of over 99 years be converted to archival microfilm per ORS Chapter 166.



Program Budget Summary

	FY22-23 Actuals	FY23-24 Actuals	FY24-25 Amended Budget	FY24-25 Projected Year-End	FY25-26 Budget	Budget-to-Budget:		Budget-to-3 Yr Avg:	
						\$ Variance	% Variance	\$ Variance	% Variance
<b>Beginning Fund Balance</b>	-	-	-	-	-	-	-	-	-
Taxes	-	-	-	-	-	-	-	-	-
Federal, State, Local, All Other Gifts	-	-	-	-	-	-	-	-	-
Charges, Fees, License, Permits, Fines	-	-	747,368	759,761	805,658	58,290	8%	552,404	218%
Revenue from Bonds & Other Debts	-	-	-	-	-	-	-	-	-
All Other Revenue Resources	-	-	-	-	-	-	-	-	-
Other Interfund Transfers	-	-	-	-	-	-	-	-	-
General Fund Support	-	-	-	-	-	-	-	-	-
<b>Operating Revenue</b>	-	-	<b>747,368</b>	<b>759,761</b>	<b>805,658</b>	<b>58,290</b>	<b>8%</b>	<b>552,404</b>	<b>218%</b>
<b>Total Revenue</b>	-	-	<b>747,368</b>	<b>759,761</b>	<b>805,658</b>	<b>58,290</b>	<b>8%</b>	<b>552,404</b>	<b>218%</b>
Personnel Services	-	-	646,371	648,871	675,328	28,957	4%	459,038	212%
Materials and Services	-	-	100,997	110,890	130,330	29,333	29%	93,366	253%
Capital Outlay	-	-	-	-	-	-	-	-	-
<b>Operating Expense</b>	-	-	<b>747,368</b>	<b>759,761</b>	<b>805,658</b>	<b>58,290</b>	<b>8%</b>	<b>552,404</b>	<b>218%</b>
Debt Service	-	-	-	-	-	-	-	-	-
Special Payments	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-	-	-
<b>Total Appropriated</b>	-	-	<b>747,368</b>	<b>759,761</b>	<b>805,658</b>	<b>58,290</b>	<b>8%</b>	<b>552,404</b>	<b>218%</b>
Reserve for Future Expenditures	-	-	-	-	-	-	-	-	-
<b>Total Expense</b>	-	-	<b>747,368</b>	<b>759,761</b>	<b>805,658</b>	<b>58,290</b>	<b>8%</b>	<b>552,404</b>	
<b>Revenues Less Expenses</b>	-	-	-	-	-				

Notes:

#N/A



**130106-Records Management OLD**  
 BCC Priority Alignment: Accountable Government  
 Program Budget Summary

	FY22-23	FY23-24	FY24-25	FY24-25	FY25-26	Budget-to-Budget:		Budget-to-3 Yr Avg:	
	Actuals	Actuals	Amended Budget	Projected Year-End	Budget	\$	%	\$	%
						Variance	Variance	Variance	Variance
<b>Beginning Fund Balance</b>	-	-	-	-	-	-	-	-	-
Taxes	-	-	-	-	-	-	-	-	-
Federal, State, Local, All Other Gifts	-	-	-	-	-	-	-	-	-
Charges, Fees, License, Permits, Fines	657,269	654,120	-	-	-	-	-	(437,130)	-100%
Revenue from Bonds & Other Debts	-	-	-	-	-	-	-	-	-
All Other Revenue Resources	-	-	-	-	-	-	-	-	-
Other Interfund Transfers	-	-	-	-	-	-	-	-	-
General Fund Support	-	-	-	-	-	-	-	-	-
<b>Operating Revenue</b>	<b>657,269</b>	<b>654,120</b>	-	-	-	-	-	<b>(437,130)</b>	<b>-100%</b>
<b>Total Revenue</b>	<b>657,269</b>	<b>654,120</b>	-	-	-	-	-	<b>(437,130)</b>	<b>-100%</b>
Personnel Services	572,235	609,041	-	-	-	-	-	(393,759)	-100%
Materials and Services	273,288	85,041	-	-	-	-	-	(119,443)	-100%
Capital Outlay	-	-	-	-	-	-	-	-	-
<b>Operating Expense</b>	<b>845,523</b>	<b>694,082</b>	-	-	-	-	-	<b>(513,202)</b>	<b>-100%</b>
Debt Service	-	-	-	-	-	-	-	-	-
Special Payments	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-	-	-
<b>Total Appropriated</b>	<b>845,523</b>	<b>694,082</b>	-	-	-	-	-	<b>(513,202)</b>	<b>-100%</b>
Reserve for Future Expenditures	-	-	-	-	-	-	-	-	-
<b>Total Expense</b>	<b>845,523</b>	<b>694,082</b>	-	-	-	-	-	<b>(513,202)</b>	
<b>Revenues Less Expenses</b>	<b>(188,254)</b>	<b>(39,962)</b>	-	-	-				

Notes:

None





	FY22-23 Actuals	FY23-24 Actuals	FY24-25 Amended Budget	FY24-25 Projected Year-End	FY25-26 Budget	Budget-to-Budget:		Budget-to-3 Yr Avg:	
						\$ Variance	% Variance	\$ Variance	% Variance
<b>Beginning Fund Balance</b>	-	-	-	-	-	-	-	-	-
Taxes	-	-	-	-	-	-	-	-	-
Federal, State, Local, All Other Gifts	-	-	-	-	-	-	-	-	-
Charges, Fees, License, Permits, Fines	1,481	-	-	-	-	-	-	-	-
Revenue from Bonds & Other Debts	-	-	-	-	-	-	-	-	-
All Other Revenue Resources	-	-	-	-	-	-	-	-	-
Other Interfund Transfers	-	-	-	-	-	-	-	-	-
General Fund Support	-	-	-	-	-	-	-	-	-
<b>Operating Revenue</b>	<b>1,481</b>	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>1,481</b>	-	-	-	-	-	-	-	-
Personnel Services	-	-	-	-	-	-	-	-	-
Materials and Services	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-
<b>Operating Expense</b>	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Special Payments	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-	-	-
<b>Total Appropriated</b>	-	-	-	-	-	-	-	-	-
Reserve for Future Expenditures	-	-	-	-	-	-	-	-	-
<b>Total Expense</b>	-	-	-	-	-	-	-	-	-
<b>Revenues Less Expenses</b>	<b>1,481</b>	-	-	-	-				

Notes:

None