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### **2025-27 Reduction Options Exercise Memorandum**

The statutory mission of the Office of the Public Records Advocate (“the office”) is to:

- Provide resolution of disputed public records requests at the behest of public bodies or public records requesters;
- Provide training on public records laws and best practices;
- Provide guidance and advice on the public records law upon request, including policy development; and
- To serve as a voting member and executive director of the Public Records Advisory Council.

The office is a fully remote state agency with a statutorily mandated staff of two FTE. The office approaches the development and prioritization of reduction options while maintaining core programs and services by:

1. Leveraging the subject matter expertise of staff amidst a growing caseload; and
2. Eliminating expenditure on all non-essential supplies and services.

Oregon Public Records Advocate (OPRA)																
2025-27 Biennium																
2025-27 LAB					-	-	1,180,141	-	-	-	1,180,141					
Detail of Reductions to 2025-27 Legislatively Adopted Budget																
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Priority (ranked most to least preferred)		Agency	SCR or Activity Initials	Program Unit/Activity Description	GF	LF	OF	NL-OF	FF	NL-FF	TOTAL FUNDS	Pos.	FTE	Gov. Reduction Target Yes / No	One-Time Yes / No	Describe the reduction and associated impact on services and outcomes. Please identify the source of Other Funds reductions.
Dept	Prgm/ Div															
2.5 Percent OF		104	10400-010-01	General Program - 4275 PUBLICITY & PUBLICATIONS			1,234				\$ 1,234				Yes	Limited impact. However, the office is charged with the ability to undertake systemic evaluations, issue white papers, and draft model policies. It is equally important to publish this information to assist public records custodians understand the law and their obligations and update their practices appropriately.
		104	10400-010-01	General Program - 4175 OFFICE EXPENSES			3,000				\$ 3,000				Yes	As a fully remote office, office expenses are already limited. Any emergency needs may not be met with a reduction in funding
		104	10400-010-01	General Program - 4200 TELECOMM/TECH SVC AND SUPPLIES			500				\$ 500				Yes	Limited impact, although as the agency grows in workload and sophistication, it's technology needs to keep pace to meet our mandates.
		104	10400-010-01	General Program - 4325 ATTORNEY GENERAL LEGAL FEES			24,770				\$ 24,770				Yes	Limited impact, unless the office enters into litigation or other legal proceedings.
											\$ -					
											\$ -					
2nd 2.5 Percent OF		104	10400-010-01	General Program - 4325 ATTORNEY GENERAL LEGAL FEES			2,230				\$ 2,230				Yes	Limited impact, unless the office enters into litigation or other legal proceedings.
		104	10400-010-01	General Program - 4250 DATA PROCESSING			15,000				\$ 15,000				Yes	Limited impact, although as the agency grows in workload and sophistication, it's data processing needs to keep pace to meet our mandates.
		104	10400-010-01	General Program - 4150 EMPLOYEE TRAINING			10,333				\$ 10,333				Yes	As admitted attorneys, continuing legal education is vital to maintaining our licenses. Limiting available training in this regard, as well as general employee development, may impact employee knowledge while increasing out-of-pocket expenses
		104	10400-010-01	General Program - 4125 OUT-OF-STATE TRAVEL			525				\$ 525				Yes	Limiting participation in key recurring professional conferences will impact the agency's understanding of national best practices and innovations that can improve the work of our mission
		104	10400-010-01	General Program - 4700 EXPENDABLE PROPERTY			1,415				\$ 1,415				Yes	As the office is fully remote, we are reliant on our computer equipment and work cell phones. Any loss of equipment must be able to be replaced immediately to avoid any interruption of functions.
											\$ -					
											\$ -					
TOTAL					-	-	59,007	-	-	-	\$ 59,007	0	0.00			
Target (5%) Difference					-	-	59,007									
					-	-	(0)									