

PUBLIC RECORDS COMMITTEE CHARTER

April 15, 2014

I PURPOSE

The King County Public Records Committee (PRC) is composed of representatives of all King County Executive Departments, as well as independently elected officials, superior and district courts. The PRC serves as a collective body of expertise and perspective to consider public records and records management impacts associated with county business. In this role, the PRC promotes employee awareness of public records and records management responsibilities, and advises the King County Council, the King County Executive, KCIT, and others as appropriate on policy matters associated with management of public records (both electronic and paper-based) including the development and maintenance of a complete countywide records and information management (RIM) solution.

II VISION

Public Records are recognized as valuable assets belonging to both King County and the citizens of King County, and as such are maintained in a manner that ensures their proper retention, destruction, preservation and access.

III GUIDING PRINCIPLES

1. Our representative form of government is founded on a belief that an informed electorate is the basis of a democratic society.
2. Access to information concerning the conduct of government must be assured as a fundamental and necessary precondition to the sound governance of a free society.
3. All public records shall be and shall remain accessible to the citizens of King County.
4. The historical records of the county are at risk of deterioration due to age and environmental degradation and that such documents require preservation in the public interest before they are irreparably damaged.
5. King County is responsible for the management of a multitude of different types of records in accordance with state and county law.
6. A countywide standard for the management of electronic public records is necessary to avoid inefficiencies related to the management and long-term accessibility of public records.
7. Identity theft is a public concern prompting agencies to seek methods for protecting personal identifying information on public records.
8. King

County is committed to managing its public records as a countywide resource and in a manner that meets legal record retention and disposition standards.

IV AUTHORITY

Ordinance 15608, as amended, codified in King County Code 2.14.010 and 2.14.020, is the legal authority for the Public Records Committee.

V GOALS

A primary responsibility of the PRC is to establish and maintain policies and guidelines to protect personal identifying information when records are posted on county web sites. Additionally, the Public Records Committee has established the following goals:

1. Review, comment and provide advice on County documents regarding public records management, including policies, public rules, ordinances, guidelines, best practices, etc.
2. Collaborate with County agencies and KCIT on technology-based communication tools as they are deployed to ensure matters associated with records creation and management are known and addressed.
3. Provide guidance on the planning and implementation of a countywide records storage management plan and a countywide electronic records management system.
4. Provide guidance on the development of policies and guidelines for the permanent preservation of the county's historical records.
5. Provide guidance for the development of policies and guidelines regarding posting records on county web sites.
6. Provide on-going, two-way communication across the County to ensure employees are aware of issues and responsibilities regarding records creation and management

VI GOVERNANCE AND MANAGEMENT STRUCTURE

1. MEMBERSHIP

Members of the committee include representatives from the following departments, independently elected officials and the courts:

- a. County Council
- b. Prosecuting Attorney
- c. Sheriff
- d. County Assessor
- e. County Executive
- f. Elections
- g. Office of Performance, Strategy and Budget
- h. Superior Court
- i. District Court
- j. Executive Departments
 - i. King County Information Technology
 - ii. Community and Human Services
 - iii. Permitting and Environmental Review
 - iv. Executive Services
 - v. Natural Resources and Parks
 - vi. Public Health
 - vii. Transportation
 - viii. Adult and Juvenile Detention
 - ix. Judicial Administration
 - x. Public Defense

The following staff positions are designated as standing members of the PRC due to their expertise in their respective subject areas: King County Executive Branch Public Records Officer, KCIT Director of web-based services, and the Archives, Records Management and Mail Services Manager. The Archives, Records Management and Mail Services Section, Records and Licensing Services Division, Department of Executive services will provide staff support to the PRC.

2. OFFICERS

Officers of the committee shall include the Chair, Vice Chair and Secretary. Officers shall perform those duties customarily assigned to the offices held.

- a. Chair: The Director of the Records and Licensing Services Division shall be the chair of the PRC. The Chair shall preside at meetings of the PRC and shall otherwise be responsible for the conduct of the business of the committee. The Chair will appoint a vice chair, who will be a committee member, and a Secretary, who may be a staff support person from the Department of Executive Services.

- b. As Chair of the committee, the Director of the Records and Licensing Services Division may delegate the duties of chair to the Deputy Director, Records and Licensing Services Division.
 - c. Vice Chair: The vice chair will serve as Chair in the absence of the Chair.
 - d. The Secretary shall be responsible for preparing the meeting agendas and the meeting minutes and for distributing them to all members at least a week prior to the next meeting. The Secretary shall see that all notices are duly given to all committee members; maintain a list of members; and perform other duties incidental to the office of Secretary.
3. SUBCOMMITTEES
- a. At any meeting of the PRC, the members may address tasks, take action on issues or assign deliverables by the creation of a Public Records Subcommittee. A member must chair all PRC subcommittees; all recommendations, opinions, research and deliverables of the subcommittees will be presented to the PRC for review, adoption and approval for action. PRC subcommittees are created as the PRC deems appropriate. Individuals may participate in multiple subcommittees.
 - b. The subcommittee chair shall be appointed by the PRC Chair.
 - c. The Chair of the PRC shall be an ex-officio member of all subcommittees. At the Chair's discretion, the Vice Chair may be asked to serve in this capacity.
 - d. Meetings of each subcommittee may be called by its Chair or by the PRC Chair. Subcommittees shall meet as often as is necessary to conduct business.
 - e. All subcommittees of the PRC shall prepare written reports to be submitted at the PRC meeting summarizing the actions taken by the subcommittee.
4. PROCEDURES
- a. The Chair will regularly convene meetings of the PRC to discuss public records management issues facing county government.
 - b. The Public Records Committee shall prepare a report on the status of its work to be presented to the King County Executive, the Business Management Council and the King County Council as often as necessary but at least once a year not later than March first. The report will summarize the activities of the committee in relation to the goals stated above, and make programmatic and policy recommendations as to how King County can best manage, preserve and provide access to its public records.
5. MEETINGS

Meetings of the PRC shall be held at least once per quarter as determined

by the Chair. Members are expected to attend all scheduled meetings. To provide consistency and efficient conduct of business and to facilitate broad representation of the membership, each PRC member may appoint an individual to act as their assigned designee empowered to speak in the member's absence. On request of the member, a designee may receive all communications and materials that pertain to the work of the committee.

6. AMENDMENTS

This Charter shall be amended by a two-thirds majority vote of the PRC members present and voting at any duly called meeting or special meeting of the PRC called for that purpose. Each proposed amendment shall be made available prior to the meeting at which it is presented and voted upon. Each proposed amendment shall specify the date it is to become effective.