

Public Records Committee (PRC)

via Microsoft Teams

January 20, 2026

3:30 – 4:30 pm

Attendance (all attendees attended the meeting remotely):

Organization	Attendee Names
4Culture	
Adult & Juvenile Detention (DAJD)	
Assessor's Office (DOA)	Jonathan Larson
Boundary Review Board (BRB)	
Community & Human Services (DCHS)	Chelsea Walch
District Court (KCDC)	
Elections (KCE)	
Executive Services (DES)	Cindy Cawaling, Anna Heinrichs
Executive Services: Facilities Management (FMD)	Elizabeth Thelen
Executive Services: Records and Licensing (DES RALS)	Norm Alberg
Executive Services: Records and Licensing, Archives, Records Management, & Mail Services (DES RALS ARMMS)	Hannah Soukup, Jacqueline Tabor, Valerie Vega, Ryan Wadleigh, Cynthia Hernandez, Rochelle James, Alycia Ensminger, Danielle Coyle
Executive Services: Office of Risk Management Services (DES ORMS)	Kaitlyn Wiggins, Stephanie Santos
Human Resources (DHR)	Jaclyn Adams
Information Technology (KCIT)	Ellie Rhodes, Tisa Escobar
Judicial Administration (DJA)	Danielle Anderson, Gina Saucier
King County Council (KCC)	

Executive Office (KCEO)	
Local Services (DLS)	Margo Christianson, Greg Felton
Metro Transit (MTD)	
Natural Resources & Parks (DNRP)	
Prosecuting Attorney (PAO)	
Public Defense (DPD)	Allison Gordon
Public Health (DPH)	Jonathan Bibler
Sheriff's Office (KCSO)	Kendall Cornejo
Superior Court (KCSC)	Ronda Bliely

1. Introduction

Chair Norm Alberg called the meeting to order at 3:31 pm. He invited new members to introduce themselves: Jonathan Larson who is representing DOA, Allison Gordon who is a new Project Manager from Public Defense and Alycia Ensminger from Archives who was a guest and will present about an AI learning opportunity she had recently.

2. Approval of Minutes

Norm called for a motion to approve the December meeting minutes. Sara Fitzgibbons introduced the motion, and Danielle Anderson from DJA seconded the motion. The vote was called, and the minutes were approved unanimously.

3. Administrative Reminders

Norm reminded attendees that only voting members can approve minutes and vote on other issues requiring a vote, and that non-voting members are always welcome to attend and engage in discussion at PRC meetings.

4. Updates from

Public Records Program: Stephanie Santos provided an update on recent Public Records Program activities. If there are any revisions needed for the Public Records Officer lists, please contact Stephanie with those changes.

PRA Executive charging policy was signed on November 24, 2025, and the Public Records Program will be offering 2 training courses on how to implement the charging policy. Phase I,

1/22/26 and 1/27/2026. Their hope is for those deemed necessary who are in attendance the expectation as of February 2, 2026, all Executive Branch Offices according to the new policy apart from KCSO. They have been asked to provide training about Public Records Act and Ethics to the new Executive Office Administration on January 27 and 29, and they would like to include County Records and Information Management Program to present about records management responsibilities as well. Addressing the compliance of PRP increasing in volume and complexity of public requests and our system has not been updated and hoping in Q1 to have a Public Records Officer retreat – will solicit ideas to cover issues to gauge how could we optimize service. And what do our internal and external customers need from us.

Norm asked when the workshop will be. Stephanie responded that the projection is for the end of Q1 of this year.

KCIT:

Ellie Rhodes reported for KCIT items on behalf of Grace who was absent:

KCIT AI Governance: The proposed member list for the Enterprise AI Governance Committee (a subcommittee of the BMC (Business Management Council)) has been shared with BMC to review. Grace is targeting an inaugural meeting of the voting members of the Enterprise AI Governance Committee in the next 2 to 4 weeks. During the first meeting, the committee will work towards finalizing its charter and non-voting membership and roles and begin the endorsement process for a handful of AI use cases. The Executive Office has posted a position for an AI & Technology Policy Lead Advisor. Grace expects that the person hired into this position will play an important role in the AI governance committee(s).

CoPilot Chat

The deployment continues to be at pause, pending confirmation of Executive Office (EO) Support. Stephen Heard will be meeting with a representative of the EO this week, so hopefully we'll have some news on this pending deployment soon.

Teams Chat Storage Configuration

(With the note that Cynthia may want to provide this update)

We have confirmed CIO approval to update the storage configuration for Teams Chats, and Modern Workplace is ready to implement the change. However, KCIT leadership would like to coordinate with the EO before implementing the change. At the next KCIT SLT meeting (1/20), Grace will ask Stephen Heard and Cheryl Binetti to confirm EO support and get input on how the EO would like to communicate implementation of the change.

Privacy Program – Ellie reported that they are finalizing the contract for their new privacy software, and in the process of implementing the Risk register.

Danielle Anderson raised a question about the privacy software: what other groups or committees are involved with that, and will there be a report out about this software? Ellie responded that One Trust is a tool to that the Privacy Program will be using Enterprise wide and roles and participants – security control and privacy division will work closely with KCIT.

KCRIGG:

Cynthia provided a brief history of decision making around Teams Chat storage settings – including that this topic was one of the issues that prompted the creation of KCRIGG back in 2020. Lately storage settings have been discussed frequently at KCRIGG, including CoPilot Chat storage settings. CoPilot Chat guidance has also been discussed. KCRIGG will work on developing for a recommendation a central vetting of a set of standards and a standardized approach to storage settings. Some of the criteria that will be included in the standardization process should include consideration of the ease of records access and retention, the number of records anticipated to be created, and retention requirements associated with the predicted most common uses of the tools. Once KCRIGG has a standard that they wish to propose, a more formal recommendation will be sought from the PRC. Cynthia noted that eventually there will be a checklist or worksheet to aid in the standard work around storage setting, and she mentioned that Grace has been a great partner when working with this issue.

Cynthia then took a few minutes to remind attendees of the relationship between KCRIGG and PRC and how the two groups are meant to work together. She invited more engagement with the issues of KCRIGG by PRC members, and she also invited PRC members to request access to the KCRIGG Teams Channel, if they wish to have access to meeting agendas, minutes, the charter, and other artifacts. She noted that membership of KCRIGG has some overlap with the membership of the PRC, which includes representation across Enterprise, as described in the authorizing ordinance and is now in code. Finally, she also invited PRC members to reach out if they want to attend KCRIGG.

5. ARMMS Updates

ARMMS Records and Information Management:

Ryan stated that there are links to guidance documents about Co-Pilot Chat and Teams Chat. They are not directly accessible by design on our website since they are subject to change. The Co-Pilot Chat Guidance is framed as Generative AI Guidance. It outlines its basic use as a tool to create and manage records with most common used retention schedules that are applicable. This ties into the decision about storage settings that will eventually be put in place on how long CoPilot Chat will stay in that system. The last page outlines the current process on how to retrieve information from CoPilot Chat to a retention schedule.

Teams Chat guidance best practice includes a mandate from the past administration that Teams Chat will be used for Transitory communications and there will be a 3-year storage setting with a workaround for getting Teams Chat into a more conducive environment. All of those are subject to change.

Legal Holds Compliance Policy is currently with the Executive Policy Review Group, the comment period ends tomorrow, and input is welcome. In general, we are looking forward to time to speak directly to the Executive Office and talk about records management. As a team we are relatively busy do a lot of planning and hope to be sharing more updates soon.

ARMMS Archives: Hannah introduced Alycia Ensminger who is the Education Specialist at Archives and who took a class on AI through the American Library Association. Hannah thought it would be interesting and helpful since we are constantly discussing the impacts and the liability of AI. Alycia thanked her and was glad that we have the funding and support to get this type of educational opportunity at King County. She discussed the training that was months long called the Innovation Lab Exploring AI, an education training that spanned attendees from all North America and even Mexico. Primarily archivists, librarians and record managers were the participants where they embrace experimenting with AI with a governmental lens based on community needs.

Presented 2 prototypes - first one was called Navi Navigation – here at King County we do so many referrals, and in this example, they created an information kiosk for them to click through to find resources. Although the study was librarian focused the example spoke of how someone could find food resources. The second prototype reviewing public catalogs for library and archives and identifying outdated information and language. This method is usually referred to as reparative description, not changing the information rather than updating the description that meets today's society's terminology. This is usually an undertaking that can take years for a librarian or records management professional and can assist on finding descriptions that contain biased language. The example she used was Sherlock Holmes and how the antiquated language that described this book could be updated in modern language. Although there is risk involved with AI there is an opportunity to be creative while using AI that can benefit the community.

6. 2026 Meeting Improvements

Norm stated that we want to make sure we are meeting the needs of the PRC members. We still plan to have a survey coming out, later in the year. The current architecture of the PRC is working right now. We are open to work groups and any topics during this meeting. Since we are in a season of ongoing change it's nice that we meet once a month to stay on the same page. Cynthia emphasized that we welcome non-voting members, and we welcome your

opinions and engagement of all members and attendees. She thanked Hannah and Alycia for bringing some fresh content.

7. Good of the Order and Summary Take-Away Messages

Norm summarized the key takeaways:

- The PRC Distribution List is still being updated: please notify us if you know of any updates
- The Public Records Program is also updating their ZZ Group so please notify Stephanie if you know of any updates as well.
- Training for PRA Charging process has upcoming dates of January 20 and 27, please attend if this applies to you.
- Teams Chat storage setting for 3 years is now pending and waiting for Executive Leadership approval.
- The Privacy Program is implementing a new tool called One Trust that will assist with Privacy and Security Assessments.
- If anyone is interested in sending a topic or attending KCRIGG, please contact Cynthia or Norm.
- If you have any feedback on Records and information Management guidance documents, please contact Ryan.
- Legal Hold Compliance Executive Policy went out for signature to Executive Leadership, approval pending.
- Cynthia and Norm are open to topics for the PRC and keep your eye out for a survey from PRC Committee, looking for topics and feedback.

8. Adjourn

The meeting was adjourned at 4:24.