

Public Records Committee (PRC)

Via Microsoft Teams

January 21, 2025

3:30 – 4:30 pm

Attendance: All attendees joined the meeting remotely. Below are the attendees of the meeting:

Organization	Names
4Culture	
Adult & Juvenile Detention (DAJD)	Andrea Williams
Assessor's Office (DOA)	
Community & Human Services (DCHS)	Chelsea Walch
District Court (KCDC)	
Elections (KCE)	Megan Mason
Executive Services (DES)	Cindy Cawaling
Executive Services: Facilities Management (FMD)	
Executive Services: Records and Licensing (DES RALS)	Norm Alberg
Executive Services: Records and Licensing, Archives, Records Management, & Mail Services (DES RALS ARMMS)	Cynthia Hernandez, Hannah Soukup, Jacqueline Tabor, Valerie Vega, Ryan Wadleigh
Executive Services: Office of Risk Management Services (DES ORMS)	Stephanie Santos, Kaitlyn Wiggins
Human Resources (DHR)	Jackie Adams
Information Technology (KCIT)	Ellie Rhodes, Grace Preyapongpisan
Judicial Administration (DJA)	Danielle Anderson
King County Council (KCC)	
Executive Office (KCEO)	
Local Services (DLS)	Greg Felton
Metro Transit (MTD)	Caroline Darrow, Mirla Santiago
Natural Resources & Parks (DNRP)	Sara Fitzgibbons
Prosecuting Attorney (PAO)	
Public Defense (DPD)	Mon-Cheri Barnes
Public Health (DPH)	Charlotte Nickles
Sheriff's Office (KCSO)	
Superior Court (KCSC)	Kimberly Petty

1. Introductions

Norm called the meeting to order at 3:32 pm.

2. Approval of Minutes

Norm called for a motion to approve the minutes from December 17, 2024. Andrea Williams introduced the motion, and Megan Mason seconded the motion. The minutes were approved.

3. Updates from:

- Public Records Program – the PRA proposed ordinance has not yet been transmitted over to council.
- KCIT
 - a. Work on generative AI governance has slowed since the guidelines were released last fall. There are currently two work groups in progress – a longer term governance body and a subgroup to address the charter. Stephen Heard, the interim CIO will be involved in the charter review and approval.
 - b. A Microsoft Copilot and demo and pilot is being developed with PSB for AI use in the county. Cynthia asked about standards and restrictions for disclosing AI tool use. Grace answered that this is being addressed. What are the implications of including such a disclosure? Does it affect the credibility or authority of the information? Stephen Heard may be part of this discussion.
 - c. At this point, AI Prompts have no retention period but the prompts may be kept as part of another record that does have retention.
 - d. There is a lot of work behind the scenes with strategic planning and road mapping in the Privacy Program. Ellie will provide more updates for the PRC in the future.
- KCRIGG – The group is meeting next week and will address the ongoing topics - Concerns about AI, Holds in MS Purview, and Transcription. The “ripest” topic is Purview searches. There has been an open inquiry on “litigation holds,” which are placed on accounts when someone leaves the county (even if there is no litigation). Cynthia can provide more information on the process and protocols if needed. These automatic holds are not ideal from a records management perspective. Depending on when the departing employee leaves, records they deleted may actually be kept for years. Addressing this issue involves leadership training about records, discussed more later in the meeting. Any thoughts, use cases, or new items for KCRIGG can be sent to Cynthia.

4. ARMMS Update

- Records Management Update –The group is generally busy with business as usual. They are ramping up work with agencies, Content Manager use is going up, and a work plan for the year is being developed. There will be a minor upgrade to Content Manager at some point this year. The group will also update the executive policies. Tomorrow there will be an ARO open house about senior leadership support.
- Executive Senior Leadership Team Presentation – Countywide Records Management – Cynthia gave a presentation to leadership last week with assistance from Ryan, as part of DES providing an operational update with an emphasis on countywide RM maturity. Topics included progress since the county started a records maturity effort in 2014 and last year’s proviso. As a reminder, we worked with a consultant to review county records management practices against best practices. Department accountability and leadership were the two significant issues the consultant found needing improvement. Much of this can be addressed by making sure RM is integrated into standard work, job definitions, and training. Records management should be included in projects. Records management looks different in every department. Ryan gave a demo of the internal [records dashboard](#) to show the available data. The presentation was well received.

- The difference between KCRIGG and ARMMS was asked. Started in 2021, KCRIGG is a collaboration group under the sponsor of KCIT and Records and Licensing (RALS) – specifically Grace and Norm. It is led by Cynthia with representation from KCIT, KCIT Gov, Risk Management, archives, and they may bring in other authorities such as the PAO. They address issues that do not neatly fall under the purview of any of their groups. Usually someone has the authority to act – either provide guidance, policy, or no actions. KCRIGG has a lot of ARMMS representation, but Archives, Records Management, and Mail Services (ARMMS) is a separate section and a part of RALS. Relevant to the PRC and KCRIGG, the Archives house the historic record of the county; The RMP manages Content Manager, training, education, consultation, and expertise on records requirements in accordance with the law; the Records Center manages physical county records not past retention.
- Archives Updates – Hannah reports business as usual. Hannah continues to appraise records. If anyone is waiting for a response from the archives, they are encouraged to follow up.

5. PRC Business

- The vice-chair position for the PRC is still vacant. The vice chair spends more time outside these meetings with Norm, Cynthia, and Cynthia’s team (Ryan and Valerie). There is an opportunity to add to the agenda. Reach out to Norm and Cynthia for more information or to volunteer for the position.
- There is a new calendar item for these meetings.
- 2025 Work Plan Items:
 - a. Policy updates for Management of King County Public Records, Annexation Records Management Policy. Feedback is welcome. The policy updates will include an ARO definition, which has evolved. All are encouraged to review the current policy and provide feedback. If anyone is interested in the annexation policy – which covers transferring records when there are annexations or merger-like activities – it may be better to wait for the admin change. The PRA Compliance Policy is also due for an update in July 2025.
 - b. Web Drawer Test – Content Manager - piloting PRC records.
 - c. Transcription Policy Input - The Copilot tool will be less effective if we don't allow for transcription.
 - d. AI Governance.
 - e. Public posting of records and potential implications.

6. Good of the Order and Summarize Take-away Messages access.

- An AI Governance workgroup and sub-workgroup are being developed.
- M365 copilot demo and pilot are coming
- The Disclosure of AI tools is being discussed.
- At this point, AI prompts are transitory and have no retention, but it can easily be complicated than that.
- Contact Cynthia for more details or to discuss the “litigation holds” on accounts of people who have left the county. There is an emphasis on supervisors and training for departing employee records.
- Contact Cynthia or anyone in KCRIGG to bring new topics or provide information/use cases on existing ones.

- There will be a CM update this year.
- Cynthia gave a presentation to senior leadership on RM in the county, which was well received.
- Check out the RM dashboard.
- Reach out to Hannah if needed to follow up on any issues or discussions.
- The PRA proposed ordinance has not yet been transmitted to council.
- The PRC vice chair is open.
- Review the [policies](#) that will be updated if you are interested. Send feedback on the RM policy to Cynthia. She is especially looking for feedback on the ARO role and definition.
- Privacy program updates will come soon.
- The next meeting is on February 18th.

The meeting adjourned at 4:20 p.m.