

Public Records Committee (PRC)

via Microsoft Teams

February 17, 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)	
District Court (KCDC)	
Elections (KCE)	Megan Mason
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
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, Tim Morrow, Kristi Korolak
Judicial Administration (DJA)	
King County Council (KCC)	

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

1. Introduction

Chair Norm Alberg called the meeting to order at 3:31 pm. He invited new members to introduce themselves. Rey Sugui was attending for DLS on behalf of Susan McCallister. Kristi Korolak was attending for KCIT. Allison Gordon was attending for DPD.

2. Approval of Minutes

Norm called for a motion to approve the January meeting minutes. Hannah Soukup introduced the motion, and Sara Fitzgibbons seconded the motion. The vote was called, and the minutes were approved unanimously.

3. Archives and Records and Information Management Updates

County Records and Information Management Program (CRIMP)

Ryan reported that the state is revising their CORE records retention schedule, which will affect Capitol Improvement Project records and other minor updates. CRIMP is reviewing and will be asking for feedback. The changes are expected to go into effect in June. After the changes go into effect, CRIMP will be implementing them in retention schedules and developing guidance and training targeted for project managers about how to manage Capitol Improvement Project records.

Bryannah Quander asked if the Roads Services Division and County Road Engineer should provide their feedback directly to the state, or should they provide the feedback to

CRIMP. Ryan answered that they should send any feedback directly to CRIMP, who will have a consolidated/coordinated response on behalf of the County. The county's deadline for providing feedback is March 20. CRIMP will be reaching out to agencies that manage capital improvement projects to ask for their feedback on the proposed changes.

Jackie Adams asked about the Executive-Communications schedule and when those changes to the state schedule will be determined as part of the next update. Ryan replied that no, the state is not including that series in their current update, but that it's still on their radar. Ryan mentioned that CRIMP might nevertheless move forward with guidance and/or training about these types of records given that it's been nearly 2 years since we first reported the issue. He also noted that one of the changes that the state has signaled they will be making to that series is that the cutoff for Executive-Level Communications is now completion/term of appointment rather than year end.

Ryan also reminded the attendees that WCAG (Web Content Accessibility Guidelines) will be going into effect as a requirement for King County in April. As part of this, a member of the King County Executive Office (Nate Olsen) might be coming to the PRC to discuss these changes as they relate to records. Ryan asked for feedback about that suggestion and nobody responded.

Ryan also gave a reminder that we are still waiting for most Agency Records Officers to respond to us to confirm the lists of disposition authorities and records management leads in their agencies. We will be sending out reminders.

King County Archives

Hannah has been working on appraisals and pre-appraisals, which involves going into Content Manager and the Records Center and looking at records to determine their archival value. Pre-appraisal gives the Archives an opportunity to identify different issues to inform records managers about as learning opportunities and for improvement. Her goal is to identify these issues before records meet their retention requirements.

One issue is that there are many boxes that contain records that are not in folders; records in boxes must be in folders. There is also an issue of boxes under the wrong Disposition Authority Numbers (DANs). Another common issue is related to records categorized under the Stakeholder Communications DAN (i.e. Executive-Level Communications); it is especially arduous when it comes to organizing these types of records. The Archives finds lots of inappropriate records in that category: including listserv emails, thank yous, prescription refills, performance evaluation notes, and other transitory or personal records. Mis-categorization creates many issues, including records that include PII or PHI that should not be publicly accessible. Another issue is about records with attorney-client privilege; sometimes it's the researcher that discovers these issues. Another significant issue is the use of

the Establishment/Development History of Agency/Programs DAN; that series is highly misused as a dumping ground for lots of records that do not fit there. Another issue is the DANs related to Capital Assets, Real Property and Acquisitions; these series have been confusing but the state has finally been setting some clear guidance – she advises people to get familiar with the updated schedules. If the County still owns the property then the records are not past retention, these records are active until the disposal of the property. Finally, the Archives continues to see lots of paper documents that have recently been created at King County in the last 5 years, and she wonders why they are being created and ask if there is a more efficient way to create and manage these records.

4. Updates from

Public Records Program: Stephanie Santos provided an update on recent Public Records Program activities. There are quite a bit Public Records Act-related items in legislative review, that we are constantly reviewing that could result in more exemptions. But there are not too many operational impacts of these. Currently they are focusing on developing the annual report of PRA activities, and she provided some statistics. The executive branch received 5,778 PRA requests in 2025, which is a 26% increase from the prior year and a 266% increase over the past decade. There were 38 claims/lawsuit for 2026, 14 new since 2025. The County has spent over 1 million dollars in legal costs and settlements related to public records requests.

Stephanie also gave kudos to KCIT for their support with providing data points, including that across King County there are 1 million emails and Teams Chat messages created each day.

Stephanie informed attendees of an upcoming PRO workshop that is being planned for March 24 from 1 to 4:00 pm and it will be an in-person meeting. Currently she is focusing on needs and risk and how we can prioritize and improve the program.

She also reminded that the job posting for the eDiscovery specialist in her group closes this Friday (February 20).

KCIT:

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

AI Governance — The first meeting of the voting members of the Enterprise AI Governance Committee, a subcommittee of the Business Management Council (BMC), is scheduled for February 20. At this meeting they will 1) verify voting members' support for the nominated, non-voting members of the committee; 2) will finalize the charter; and 3) will ask

voting members to consider their position on endorsing an AI use case for the Department of the Assessor (DOA).

CoPilot Chat — KCIT is ready to deploy CoPilot Chat and is waiting on Executive Office (EO) input before deploying. Deployment will take some time. Once we get the green light from the EO, KCIT will start the deployment process - and it may take as long as one to two weeks for Copilot Chat to be available to those who have been permitted access by their agency leadership.

In preparing for the deployment, KCIT has worked with agencies on the process to control access; And KCIT has worked with the County Records and Information Management Program (CRIMP) on Copilot Chat specific records management guidance that applies to both those covered by the state's Public Records Act (PRA) and those covered by GR 31.1; and KCIT has prepared a SharePoint page with terms of use, guidance, and links to training.

[Copilot Chat in the Government Community Cloud \(GCC\)](#)

Privacy Program – Ellie reported that the program did not have any current updates.

5. **KCRIGG and Enterprise Storage Settings Standardization**

Cynthia informed the group that KCRIGG met last Thursday. They discussed enterprise storage standards in place now, and Kate Suvlu gave a presentation on the settings and how they work now. Cynthia shared a document that describes the goal of developing a standard process for setting enterprise storage settings. PRC will have an opportunity to review it and by the PRC next meeting we might be able to take action on it.

The intent of presenting this document is to get feedback from the PRC as it's based upon Cynthia's intuitional knowledge and experience in her roles as PRC Secretary, KCRIGG Program Lead, and ARMMS Section Manager. She invited attendees to provide feedback on the proposal, including if there are gaps in process or logic please let Cynthia know. The following groups would be involved with the decision-making process: Executive Office, Chief Administrative Officer, Chief Information Officer, PRC, and KCRIGG. Final decisions will be made by the CIO and Executive Office; and the storage setting will be implemented by KCIT through multiple channels. Reminder that regardless of format, all records made with enterprise tools are subject to public disclosure in accordance with the public records act. Highlighting also that storage settings are not the same thing as retention requirements.

Tim Morrow asked Cynthia if she was taking the lead on this effort by taking this to leadership and getting their approval or looking for others to make that bridge? Cynthia responded that she is working through Grace so that KCIT leadership is informed and the Chief Administrative Officer is on board as well. Next month, the goal is to take action on the items on

this document. Cynthia acknowledged that it could take longer though, and we are laying a good foundation for moving forward.

6. **Good of the Order and Summary Take-Away Messages**

Norm summarized the key takeaways:

- The next PRC meeting is on March 17
- State CORE retention changes are being reviewed; to be effective in June 20. CRIMP needs feedback to the State by March 20
- ADA web compliance requirements will go into effect in April, Nate Olsen from KCEO might come to next PRC meeting to discuss
- CRIMP is still looking to confirm roles like disposition authorities; please provide updates to Ryan – look out for reminders
- Archives made a compelling plea to take care of your records and stay organized - prevent the preventable
- PRO workshop will be March 24, in-person from 1 to 4 at King Street
- Link in the chat about CoPilot Chat from KCIT - [Copilot Chat in the Government Community Cloud \(GCC\)](#)
- From the last presentation: link about storage settings that PRC will be sending a formal recommendation to Executive Office [IssueWorksheet-StandardizingStorageSettingDecisions.docx](#) will be on the March Meeting agenda

7. **Adjourn**

The meeting was adjourned at 4:22