

**Public Records Committee (PRC)**

Via Microsoft Teams

February 18, 2025

3:30 – 4:30 pm

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

Organization	Names
4Culture	Erica Maniez
Adult & Juvenile Detention (DAJD)	
Assessor's Office (DOA)	
Community & Human Services (DCHS)	Chelsea Walch
District Court (KCDC)	
Elections (KCE)	Megan Mason
Executive Services (DES)	
Executive Services: Facilities Management (FMD)	Elizabeth Thelen, Anna Heinrichs
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, Tisa Rose Escobar
Judicial Administration (DJA)	Danielle Anderson, Gina Saucier
King County Council (KCC)	
Executive Office (KCEO)	Ames Kessler
Local Services (DLS)	Greg Felton, Jess Jones
Metro Transit (MTD)	Caroline Darrow
Natural Resources & Parks (DNRP)	Anna Greiner-shelton
Prosecuting Attorney (PAO)	
Public Defense (DPD)	Mon-Cheri Barnes
Public Health (DPH)	Charlotte Nickles, Jonathan Bibler
Sheriff's Office (KCSO)	Kimberly Petty
Superior Court (KCSC)	Ronda Bliely

1. Introductions

Norm called the meeting to order at 3:32 pm. Anna Greiner-shelton is attending for DNRP on behalf of Sara Fitzgibbons.

2. Approval of Minutes

Norm called for a motion to approve the minutes from January 21, 2025. Hannah Soukup introduced the motion, and Stephanie Santos seconded the motion. The minutes were approved.

3. Updates from:

- Public Records Program – The group is updating the Public Records Act (PRA) compliance policy. The draft policy will be discussed at the PRC within the new few meetings. It will be shared beforehand so there is time to review. It will update the roles and responsibilities of Public Records Officers and county employees and include information on the public records request appeals process.
- KCIT – Cynthia gave an update on the generative AI governance work on behalf of Grace Preyapongpisan. The AI governance rollout was pushed back to coincide with the software approval process. Both are now expected in May 2025.
- Privacy Program – The program is working with the GRC (Governance Risk Compliance) to get a third-party assessment for the programs to work together. The GRC includes security analysts. The goals of the two programs are to improve efficiency and standardize security and privacy, assess the tools used in the county, develop a risk identification tool, and implement a data classification and data loss prevention process.
- KCRIGG
  - i. KCIT will create some governance or policy on AI transcription. The PRC will be contacted to give recommendations for the governance/policy. Transcription is not turned on enterprise wide at the county, although considerations for turning the tool on should include that people have workarounds for creating transcription. The AI tool the county will rollout also relies on transcription, so there is some inconsistency on the issue. This topic has been discussed in detail in previous PRC meetings.
  - ii. There will be governance for the holds in the M365 environment. Currently, when staff leave the county, holds are placed on their accounts for two to three years. Although this goes against records management best practices, there could be perceived loss of “fidelity” if this is discontinued.
  - iii. Grace is working on use cases for an AI redaction tool pilot and is welcoming use cases about routine redactions. Video redactions are more difficult and not ideal for this pilot.

4. ARMMS Update

- Records Management Update – The state updated the transit retention schedule, which affects Metro. It is being updated in Content Manager now. The state will also give an update to the CORE schedule after the big update in October, but there is no estimated time frame. All the changes from the October update have been implemented except for three series – project files, capitol improvement project files, and executive communications. The Records Management Program is currently addressing project files. There will be an ARO open house on 2/20 and the topic will be policy updates. There will be a minor Content Manager upgrade this summer. The program will roll out a web drawer pilot this year. 20 million records are currently in Content Manager – a new record. 12 million have been dispositioned, making a total of 32 million managed records in Content Manager.

- Addressing Budget Challenges – Departments and divisions propose their budget in the summer; the budget is finalized by the executive office in September and the Council finalizes and passes it in October and November. The changes are usually small or modest through this process. The general fund has a smaller budget than it has historically, which most employees have been notified of. The Records and Licensing Division (RALD), including ARMMS, has a \$4.1 million budget cut. Currently the assessment and impacts of the cuts are being determined. After the impacts are determined, alternatives to cuts will be explored. For example, could these be moved to central service funds? Historically, impacts have been minimized, but these impacts will be significant.
- Archives Updates – Hannah requested that people share the Archives contact information when referring people to the archives instead of cc'ing the Archives. Some people assume that the cc means action has been taken and they do not need to follow up, or they may not need to follow up. Related, the Archives do not collaborate on Public Records Requests because the workflow is different and the requests are separate. Stephanie will share this request with Public Records Officers. Hannah can be contacted with questions on the process.

#### 5. PRC Business

- Vice Chair Vacancy – There is still a vice chair vacancy, which is a required position per the PRC code. The workload is not heavy, and the position is primarily as a backup to the chair (Norm). Contact Norm or Cynthia to express interest or get more information.
- 2025 Work Plan Items:
  - i. Policy updates coming: The Management of King County Public Records and Annexation Records Management Policy will be updated. This is being discussed at the ARO meeting on Thursday. All are encouraged to review and send feedback to Cynthia or Ryan.
  - ii. Web Drawer Test – PRC records will be used to pilot the process.
  - iii. Transcription Policy Input – this was discussed earlier in the meeting under KCRIGG updates.
  - iv. AI Governance – this was discussed earlier in the meeting under KCIT updates.
  - v. Public posting of records and potential implications – Staff need to consider where information is posted – on the public internet or internal intranet. When information is posted publicly, it is available for AI consumption and AI generation. A new county intranet is coming.
  - vi. New topic – Chat retention – this has been discussed at the PRC in the past. The state temporarily discontinued their automatic deletion of chats due to a large settlement. More information can be found at [Ferguson suspends auto-deletion of public records after \\$225K settlement | The Seattle Times](#). (Note: There are a limited number of Seattle Times articles without a subscription.) The Public Records Program will take an in depth review of the issue. As a reminder, use chats only for transitory records.

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

- The PRA Compliance Policy is being updated and will be brought to the PRC within the next one or two meetings.

- The Privacy program and GRC are looking for a third-party assessment to help with standardization and other collaborative improvements.
- AI governance was pushed back to May so it can be rolled out with the software approval process.
- KCIT will create an AI transcription policy /governance. The PRC should prepare to review and give feedback and advice.
- Any thoughts on ending holds on the accounts of employees leaving the county should be sent to Cynthia or anyone in KCRIGG.
- Send use cases on routine redaction to Grace Preyapongpisan and/or Cynthia for an AI redaction pilot.
- As a follow up from the CORE retention schedule updates, all but three series have been updated. Project Files will be addressed next. The post-CORE updates will come at some point.
- All are encouraged to review the policies scheduled for update and send feedback. This will also be the topic of the upcoming ARO open house.
- Budget cut impacts in RALS, including ARMMS and the Records Management Program, are being assessed. This will be a standing agenda item, even if there are no notable updates.
- People being referred to the Archives should be given contact information and the Archives should not be cc'd.
- Contact Norm if you are interested in the PRC vice chair position.
- Be mindful of what's put on the public site vs the intranet – what's on the public site is available and potentially used by AI generation.
- Chat retention will be discussed again and the Public Records Program will review the state's situation.
- The next PRC meeting is March 18<sup>th</sup>.