

**Public Records Committee (PRC)**

Via Microsoft Teams

February 20, 2024

3:30 – 4:15 pm

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

Organization	Names
4Culture	
Adult & Juvenile Detention (DAJD)	
Assessor's Office (DOA)	
Community & Human Services (DCHS)	
District Court (KCDC)	
Elections	Jackie Adams
Executive Services (DES)	Cindy Cawaling
Executive Services: FMD (Facilities)	Elizabeth Thelen
Executive Services: Records and Licensing (DES RALS)	Norm Alberg
Executive Services: Records and Licensing, Archives, Records Management, & Mail Services (DES RALS ARMMS)	Cynthia Hernandez, Ellie Rhodes, Hannah Soukup, Valerie Vega, Ryan Wadleigh
Executive Services: Office of Risk Management Services (DES ORMS)	Stephanie Santos, Kelsey Urban, Kaitlyn Wiggins
Human Resources (DHR)	Anna Heinrichs
Information Technology (KCIT)	Megan Mason, Tim Morrow, Katie Suvlu
Judicial Administration (DJA)	Danielle Anderson
King County Council (KCC)	Johanna Loomis
Executive Office (KCEO)	
Local Services (DLS)	Greg Felton
Metro Transit (MTD)	Mirla Santiago
Natural Resources & Parks (DNRP)	Maureen Dahlstrom
Prosecuting Attorney (PAO)	
Public Defense (DPD)	
Public Health (DPH)	Tyler Entrekin, Jonathan Bibler
Sheriff's Office (KCSO)	Kimberly Petty
Superior Court (KCSC)	Ronda Bliely

1. Introductions

Norm Alberg called the meeting to order at 3:30 pm. Maureen Dahlstrom attended on behalf of Sara Fitzgibbons in DNRP. Katie Suvlu from KCIT attended the meeting to discuss Teams eDiscovery collaboration and transcription.

2. Approval of Minutes

Norm called for a motion to approve the minutes from January 16, 2024. Ellie Rhodes introduced the motion and Ronda Bliey seconded the motion. Anna Heinrichs abstained. The minutes were approved.

3. Updates from:

- Public Records Program (PRP) – A number of local public records bills have been proposed. The PRP is especially interested in three specific ones. There is a study for improvements to public records, modifications to the Public Records Act (PRA), and a bill that would address the time spent on vexatious requests. Staff are encouraged to track how much time they spend on public records work. Kaitlyn Wiggins discussed an upcoming ordinance for Council consideration that is modeled after a City of Seattle policy. It would address the way the PRP handles multiple requests from one requestor. This will ideally be sent to the Council in August. The PRC is invited and encouraged to provide feedback. Contact Kaitlyn for more information.
- KCRIGG – The group will meet tomorrow and is discussing AI, legal and other holds in the M365 environment, and Teams transcription. KCRIGG members are learning about AI and generative AI metadata and content. There is not a lot of guidance or policies about this topic. They are also continuing to discuss the process of holds being placed on M365 user accounts. A new topic is transcription in MS Teams, which was requested by Sara Fitzgibbons in DNRP. This was discussed before c. 2021. This feature was shut off centrally at the county. Maureen Dahlstrom explained that it would make it easier to manage meetings and take meeting minutes. KCIT can turn the feature on or off by department, but that would be more difficult to manage and it could create discrepancies when people from different offices have meeting. Offices that manage a lot of sensitive information, such as PHI in DPH, would need to ensure sensitive information is redacted from the transcriptions. There would also be concerns about the accuracy of the transcription. This feature is allowed in Zoom, which is still used by some in the county.
- KCIT – AI continues to be discussed at KCIT. Katie Suvlu joined the meeting to discuss eDiscovery collaboration. The Modern Workplace in KCIT would like to create a community of users where eDiscovery users can collaborate and ask each other questions. A Purview/eDiscovery Teams channel does exist, but does not have a lot of use. The channel could be placed under the PRC Teams site, although that might not be the best place for it. The idea was well received and the discussion will continue. Katie also provided a lot of information about Teams transcriptions in the KCRIGG discussion. Cynthia suggested that the question of collaboration space for MS Purview/eDiscovery users was adjacent to the M365 processes already being considered by KCRIGG.

4. Proviso Response

Kelsey Urban, Deputy Director of the Office Risk Management, reported on the progress being made on the records-specific proviso response. The proviso is an ask from council about county records management, retention, and other records practices. A consultant is being hired to collaborate on the proviso response, as is required by the proviso. The consultant will compare county policies and practices against best practices and provide recommendations. The April 15 deadline has informally been extended to August 15. This could overlap with the PRC annual report, but ideally the bulk of the proviso work will be done before that.

5. Digital Asset Management

The archives team has developed a [digital asset management \(DAM\) policy](#). This will eventually turn into a workflow that other agencies can use for their digital archival records or records with long retention. It will also lead to a trusted digital repository (TDR) for archival records. The topic will probably go to KCRIGG. All are encouraged to review the document and send any feedback or thoughts to Hannah Soukup, County Archivist.

6. ARMMS Update

- Ellie Rhodes reported that the Records Management Program (RMP) continues to address feedback received at the last records network meeting. One of these will be an open house for AROs and DAROs to discuss challenge or other topics. This will probably be monthly.
- Hannah Soukup provided an Archives Program update: Besides the Digital Asset Management Plan, the program has successfully filled a vacancy for an Assistant Archivist. Tasia Williams, an Archives Specialist working for King County Archives has been promoted into the role after a very competitive and talent-rich recruitment. The role Tasia is now vacating will be posted soon. The Archives [Instagram](#) feed is now open.
- Ryan Wadleigh provided an update on Content Manager: A Content Manager (CM) upgrade will roll out in March, along with a server upgrade. Ryan is also working on improving CM onboarding for new employees. He will reach out to AROs with a list of office-specific job titles to identify who does and does not need access to CM.

7. Good of the Order and Summarize Take-away Messages

- There are some upcoming public records house bills.
- All are encouraged to track time spent on public records requests.
- Contact Kaitlyn Wiggins regarding the public records ordinance. A formal feedback process for the ordinance will be addressed.
- All are encouraged to bring new topics to KCRIGG.
- Reach out to Katie Suvlu or Tim Morrow regarding the Teams eDiscovery channel.
- Teams transcription will be discussed at KCRIGG. It would be difficult, but possible, to have the feature on or off for different departments.
- The proviso response work is ongoing, and the consultant RFP will be issued soon. The original proviso response due date of 4/15 has been informally pushed back to 8/15. Contact Kelsey Urban with questions about the proviso.
- Review the Digital Asset Management Plan and send any feedback or thoughts to Hannah.
- Watch out for open houses from the Records Management Program.
- Tasia Williams is the new assistant archivist. The assistant archivists, Tasia and Danielle Coyle, will be invited to the next PRC meeting to introduce themselves.
- All are encouraged to check and follow the KC Archives Instagram account.
- The Content Manager software upgrade is scheduled for 3/27.
- Watch out to messages from Ryan about who needs access to Content Manager.
- The next PRC meeting is March 16.

The meeting adjourned at 4:17 p.m.