

Public Records Committee (PRC)

Via Microsoft Teams

March 18, 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)	
Assessor's Office (DOA)	
Boundary Review Board (BRB)	Shelby Miklethun
Community & Human Services (DCHS)	Chelsea Walch
District Court (KCDC)	
Elections (KCE)	Megan Mason
Executive Services (DES)	Cindy Cawaling
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
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, Grace Preyapongpisan
Judicial Administration (DJA)	Danielle Anderson, Gina Saucier
King County Council (KCC)	
Executive Office (KCEO)	Ames Kessler
Local Services (DLS)	Margo Christianson, Bryennah Quander, Greg Felton
Metro Transit (MTD)	Mirla Santiago
Natural Resources & Parks (DNRP)	Sara Fitzgibbons
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 Bliey

1. Introductions

Norm called the meeting to order at 3:31 pm. Bryennah Quander is joining from the DLS map and record center after starting in January. Shelby Miklethun is joining on behalf of the Boundary Review Board after a long absence from the PRC. Welcome back, Shelby.

2. Approval of Minutes

Norm called for a motion to approve the minutes from February 18, 2025. Megan Mason introduced the motion, and Jackie Adams seconded the motion. The minutes were approved.

3. Updates from:

- Public Records Program – The group’s new policy is not yet ready for review.
- KCIT – There is still work on a longer term AI governance body. There is a generative AI draft charter, which will hopefully be launched with the software approval process.
- Privacy Program – The group is working to acquire a new governance risk and compliance platform tool, which will streamline the assessment process.
- KCRIGG – The group has not met and there are no updates. All issues are ongoing – transcription recommendation, holds in MS Purview, AI redaction tool; and a 2/3 year hold on departing employee records. Input from PRC members is welcome and can be sent to Cynthia Hernandez.

4. ARMMS Update

- Records Management Update – The program has finished reviewing and updating the project files category after the October CORE updates. The category has a 6 year retention and is not archival or potentially archival. The other two remaining series after the update are Capital Improvement Project files and Executive Level Communications. The state also has draft updates for schedules for county auditors, metro, assessors, and treasurers. Feedback and guidance from the state may be delayed due to their website migration. Reach out to Ryan Wadleigh with feedback or input on the schedules.
- Policy – A link to the [Management of County Records draft policy](#) was shared with the agenda for this meeting. The previous policy expired and the current draft took the proviso (discussed at prior PRC meetings) into account. This is an executive policy, but best practices would have it be adapted and used county wide. The draft was reviewed internally in ARMMS and with other parties, including the PRC. Norm stated it is comprehensive and foundational. During the meeting the PRC voted to move the policy forward to the Executive Policy review group, which is not the final step before it is finalized.
- Archives Updates – As a reminder, the county archives, not the state, are the official repository for archival county records. Only the Assessor’s Office should contact the state archives to transfer their archival and potentially archival records. When you reach out to with records to transfer to the archives, Hannah needs the retention schedule or DAN to appraise the records. She will only take records with an archival or potentially archival disposition. Hannah is also reaching out to the state for guidance on redactions. County agencies may need to redact or restrict information before it is transferred to the archives, which the archives need to know before that information is potentially available publicly.

5. PRC Business

- Vice Chair Vacancy – Norm announced there will be a PRC vice-chair by the next meeting.

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

- The AI governance draft charter is in progress and may launch with the software approval process.

- The Privacy Program is looking at a governance risk and compliance platform tool.
- The project files category can be used again.
- Reach out to Ryan with input or questions on the state's retention schedules and draft retention schedules.
- RM policy – This executive policy was voted on during the meeting and will move forward towards approval and finalization.
- Contact county and not the state archives for transferring archival and potentially archival records; have the retention schedule available when you contact the archives with records.
- There will be a vice-chair by the next meeting.
- The next PRC meeting is April 15th.