

Public Records Committee (PRC)

Via Microsoft Teams

May 20, 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)	
Boundary Review Board (BRB)	
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)	Cynthia Hernandez, Rochelle James, 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)	Tisa Rose Escobar, Grace Preyapongpisan, Ellie Rhodes
Judicial Administration (DJA)	Danielle Anderson
King County Council (KCC)	Johanna Loomis
Executive Office (KCEO)	
Local Services (DLS)	Margo Christianson, Greg Felton, Jess Jones
Metro Transit (MTD)	Mirla Santiago, Caroline Darrow
Natural Resources & Parks (DNRP)	Sara Fitzgibbons
Prosecuting Attorney (PAO)	
Public Defense (DPD)	
Public Health (DPH)	Jonathan Bibler, Charlotte Nickles
Sheriff's Office (KCSO)	Kimberly Petty
Superior Court (KCSC)	

1. Introductions

Norm Alberg called the meeting to order at 3:31 pm. Norm announced RALS is no longer a target for budget reduction.

2. Approval of Minutes

Norm called for a motion to approve the minutes from April 15, 2025. Jackie Adams introduced the motion, and Sara Fitzgibbons seconded the motion. The minutes were approved.

3. Updates from:

- Public Records Program – The group has been working to a more sustainable public disclosure system in the county. This includes a policy update, led by Kaitlyn Wiggins. The policy was shared with the PRC at the April meeting, giving the group about a month to review it. The policy was also shared with public records officers (PROs) and some language about training responsibilities for the PRO was clarified. Norm called for a vote on the policy and it was approved by the PRC.
- KCIT – Grace Preyapongpisan gave an overview and update on Microsoft Copilot, Microsoft’s generative AI tool. Microsoft is expected to roll the tool out in mid-June, although that timeline is fluid. The county anticipates enabling the tool countywide to anyone with a Microsoft 365 license a few weeks after Microsoft’s rollout, although the state is planning to delay utilizing it. There is significant evaluation, testing, and feedback collection on the issue. This includes determining backend automatic data retention, records retention, and risk mitigation. Grace has appreciated the numerous and different perspectives. Executive Braddock is interested in AI and wants the county AI policy to be consistent with county values. It is part of the [King County Executive 200-Day Plan](#). There was a discussion on a number of topics.
 - i. Rollout delay – Although some government agencies, including Washington, are delaying rollout until they feel more prepared, Grace is unsure how long the County could and should delay. Ultimately, this decision is with the CIO and the County executive.
 - ii. Mitigating risk – This includes not having sensitive data being put on the open internet. Copilot chat would help with this because otherwise staff could be using unsanctioned generative AI tools. Although the county may be able to lockdown some of this usage, chasing unsanctioned tools can be like “whack-a-mole.” Every risk has a counter risk.
 - iii. Retention – There are risks to a backend automatic blanket retention, including the possibility that it could be changed. Ultimately, there needs to be trust that people are using the correct tools and following the retention schedule based on the content of the records they create and manage.
- Privacy Program – The GRC and privacy program continue to work on a number of initiatives and projects. They are testing a GRC platform to improve efficiency. Ellie Rhodes is working on a PII definition and gives thanks to Shelby Miklethun for assistance with code. A PII definition was part of the King County Auditor’s recommendations several years ago. Other auditor recommendations that Ellie is addressing include looking into data loss prevention and data classification tools. Microsoft Purview has a tool to scan and classify sensitivity and confidentiality.
- KCRIGG: The CoPilot Chat Discussion was the only item discussed at the group’s last meeting. This included a demo from Katie Suvlu and discussing issues covered above in the KCIT update. Other ongoing topics will be discussed soon.

4. ARMMS Update

- Records Management Program – The records management policy was submitted in April for executive approval. The state is expected to rollout updates for the auditor, treasurer, and assessors, as well as CORE updates to follow up from the October 2024 update. Other upcoming projects include more retention schedule data on the dashboard and Content Manager updates to address bugs and a few smaller items.
- PRC Annual Report/Digital Communications Survey – The annual report is comprised of a digital communications survey, PRA/JLARC activities, and PRC activities. The parts of the report have different deadlines, but it is roughly put together in June and July and due to council in August. Given the recent AI discussions, the digital communications survey may have more information than previous years. There is a [SharePoint site with approved software tools](#), which may be helpful reference when collecting this information.
- Archives update – Hannah Soukup has two upcoming archives tours scheduled for county staff and interns. All are encouraged to reach out to Hannah to schedule a tour, which can help enforce the importance of good records management. The [2024 archives annual report](#) is complete and available internally on SharePoint. Hannah gave thanks to all their work in records management. The archives are also looking into strategic plan implementation and impact and data analytics.

5. Call for Issues/Awareness/ Concerns

- Dept./Agency Updates or Sharing – Megan Mason encourages all to share records related projects through the county and general work they are doing. Elections is working on records management for physical records and has been able to remove several filing cabinets. Various groups, including the Archives, have addressed backlogs, which is always a records win. The Sheriff's Office has been working on online CPL application system records disposition, a telemessaging/SMS archiving pilot, and an emphasis on records best practices and training. Ryan and team were given kudos for assistance on a number of projects through the county and across offices.
- Exec Office Support for Countywide Records Management - Norm has been discussing records management in the county with the Executive Office. Cynthia and Ryan have joined some of these discussions. The topics include finalizing the records management policy, leadership support and accountability, and required annual training.

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- RALS budget cuts are no longer a concern.
- After having a month to review the Public Records policy, the PRC voted to approve the policy.
- There was an in-depth overview and discussion of Microsoft's generative AI tool. It is expected to be rolled out by Microsoft in June and turned on county-wide about two weeks later. A lot of information and feedback is being collected. County readiness for generative AI depends the ability to provide records management guidance and on the risk of staff using unsanctioned tools.

- Ellie will share more privacy information and requests time at the next meeting to go over items that may include PII definitions, new platforms, and classification for sensitivity.
- The state will have retention schedule updates for the auditor, treasurer, assessors, and CORE retention schedules.
- The PRC Annual Report is coming up. Watch for more information and information requests from Cynthia.
- Reach out to Hannah Soukup for an archives tour.
- The Archives annual report is finalized and available for review.
- The executive office is having discussions on how to support records management.
- Records triumphs should be celebrated. Backlogs are huge and always a win.
- Kudos were given to all their work in records, with Ryan Wadleigh and the Records Management Program being highlighted by a few people.
- The next PRC meeting is on June 17th.

The meeting adjourned at 4:24 pm.