

**Public Records Committee (PRC)**

Via Microsoft Teams

July 15, 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)	Anna Heinrichs, 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)	
Information Technology (KCIT)	Tisa Rose Escobar, Tim Morrow, Grace Preyapongpisan, Ellie Rhodes
Judicial Administration (DJA)	Danielle Anderson, Gina Saucier
King County Council (KCC)	
Executive Office (KCEO)	Jess Jones
Local Services (DLS)	Greg Felton
Metro Transit (MTD)	
Natural Resources & Parks (DNRP)	Sara Fitzgibbons
Prosecuting Attorney (PAO)	
Public Defense (DPD)	Mon-Cheri Barnes
Public Health (DPH)	Jonathan Bibler
Sheriff's Office (KCSO)	Kimberly Petty
Superior Court (KCSC)	

1. Introductions

Norm Alberg called the meeting to order at 3:32 pm.

2. Approval of Minutes

Norm called for a motion to approve the minutes from June 17, 2025. Andrea Williams introduced the motion, and Rochelle James seconded the motion. The minutes were approved.

3. Updates from:

- Public Records Program – The group continues to work to a more sustainable system. For example, requests in GovQA typically go across multiple departments; cloning requests to the different departments will expedite services and allow departments to better account for the work they are doing. There are known MS Purview issues with recent updates. Contact the Public Records Program for troubleshooting assistance.
- KCIT – Grace is working to get as many eyes as possible on a generative AI disclosure statement, which is moving towards finalization. There is not yet a revised timeline for the generative AI Microsoft CoPilot chat rollout. Training needs, ability needs, and making sure that records can be managed all need to be addressed before the program is available countywide. Microsoft is working to decouple storage setting for Copilot Chat and Teams chats.
- Privacy Program –Ellie anticipates giving a presentation on the Privacy Program’s work with the GRC at the next meeting.
- KCRIGG – The group last met last week to discuss ongoing issues. AI continues to be addressed, and Cynthia and Ryan are part of the CoPilot Chat pilot group. AI created records will need retention guidance from ARMMS and the Public Records Program. Microsoft Purview issues include who can conduct searches, placing legal holds, and departed employee records. Thanks to all who have sent Cynthia feedback on departed employee records. There have not been any new developments. There is an agreement that departed employee records should be stored for a period of time, but the period is undetermined. As an advisory body, the PRC could give advice on this retention period. There was a discussion on if transferring employees’ records can be considered departed employee records for this issue. Although this has not been part of the discussion, most agreed that transferring employee records can be treated like departed employee records if the employee has a new account. Transcription is ongoing.

4. ARMMS Update

- Records Management Program – The records management policy has not been signed yet, but the Executive Office is willing to support records management and Lorraine Patterson-Harris has been a good champion. A [new position](#) has opened for the vacancy in the Records Management Program for a system application lead, devoted to Content Manager administration. It is open through 7/29. Other ongoing projects include dashboard retention schedule updates and a Content Manager upgrade.
- PRC Annual Report/Digital Communications Survey – Thanks to all who reviewed the draft report and voted. It has moved to the DES Director’s office on schedule. It is due at the Executive Office in early August before going to council by 8/15. The digital communications survey, which is one part of the report, had are no surprising info but all are encouraged to review the digital communications methods people are using at the county.
- Archives update – The group is continuing to appraise and reappraise records. One of the archives specialists is attending a 5 month workshop on the use of AI in archives and library regarding the description of archival materials.

5. Call for Issues/Awareness/ Concerns

- Hannah introduced a new issue, which is the inconsistent information on the county website. The Archives have been getting records requests from the public for records that the Archives do not keep. Marriage records are a notable example. This is frustrating for the public and the staff. Others reported similar issues. Hannah shared some website examples of inaccurate information on various county websites. This is a big issue that cannot be easily addressed, but it does need to be addressed. County staff need to represent information accurately, especially regarding records they are not responsible for. Danielle Anderson suggested a subgroup or subcommittee to address the issue. The Public Records Program is happy to update or correct information on their site. Tim Morrow brought up KCIT's Design and Civic Engagement group, who would take on reworking portions of the website. Cynthia is concerned about who would "own" the process, but acknowledged that a centralized and accurate directory would be ideal. Current events have given people a lot of reasons to make sure they have their necessary documentation and many of those people may also distrust the government, which makes this issue very topical.
- Cynthia has been asked to represent the county on a deposition regarding records retention standards going back to the 60s. Ryan may also be involved in this deposition.

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

- The Public Records Program continues to work on multiple improvements.
- There are known issues with MS Purview. Contact the Public Records Program for troubleshooting assistance.
- The generative AI disclosure statement on its way to approval.
- The CoPilot Chat target date is unknown. Grace continues to address endorsements, storage retention, and other issues.
- Ellie will give a presentation the privacy program's work with the GRC at the next meeting.
- KCRIGG items are ongoing, including the issue of departed employee records retention. The records of transferring employees with new accounts are generally treated like departed employees.
- The records management policy finalization is ongoing and the Executive office has expressed support.
- There is a [new Records Management Program position](#).
- The PRC annual report is moving towards finalization. Thanks to all who have helped move it forward.
- All are encouraged to review the digital communications aspect of the PRC report.
- Hannah brought up an issue of the county website having contradictory information about where to find records, which is frustrating for the public and county staff when people are sent in circles and unable to find records. A number of meeting attendees reported similar issues and would like to assist.
- Cynthia has been asked to represent the county on a deposition regarding records retention.
- Metro is also hiring for a [PRO PPMIII](#).
- The next PRC meeting is on August 19.

The meeting adjourned at 4:20 pm.