

**Public Records Committee (PRC)**

Via Microsoft Teams

September 19, 2023

3:30 – 4:15 pm

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

Organization	Names
4Culture	Erica Maniez
Adult & Juvenile Detention (DAJD)	Andrea Williams
Assessor's Office (DOA)	
Community & Human Services (DCHS)	Chelsea Walch
District Court (KCDC)	
Elections	Jackie Adams
Executive Services (DES)	Cindy Cawaling
Executive Services: Records and Licensing (DES RALS)	Norm Alberg
Executive Services: Records and Licensing, Archives, Records Management, & Mail Services (DES RALS ARMMS)	Ellie Rhodes, Hannah Soukup, Ryan Wadleigh
Executive Services: Office of Risk Management Services (DES ORMS)	Stephanie Santos
Human Resources (DHR)	Anna Heinrichs
Information Technology (KCIT)	Alex Conn, Megan Mason, Shannon Smith
Judicial Administration (DJA)	Danielle Anderson
King County Council (KCC)	Janet Masuo, Johanna Loomis
Executive Office (KCEO)	Kaitlin Wiggins
Local Services (DLS)	Greg Felton, Craig McMurdo
Metro Transit (MTD)	Mirla Santiago
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)	Ronda Bliely

1. Introductions

Norm Alberg called the meeting to order at 3:30 pm.

2. Approval of Minutes

Norm called for a motion to approve the minutes from July 18, 2023. Ronda Bliely introduced the motion and Shannon Smith seconded the motion. The minutes were unanimously approved.

3. Updates from:

- Public Records Program (PRP) – The PRP will be wrapping up their Equity Impact Review project and moving into full implementation. Details are expected at next PRC meeting. The Executive Office and the PRP are reviewing the Public Records Compliance Policy to consider concurrent vs. consecutive processing of public records requests. This is just in the beginning stages.
- KCRIGG – There was no August meeting. The next meeting is on 9/26/23.
- KCIT – Lorre Wijelath has been confirmed as CISO. She will evaluate staffing, including backfilling her role as Privacy Manager. Departments continue to utilize the guidance provided by KCRIGG and PRC for Teams Chat retention. The KCIT Customer Success Team is available to provide support for any technical questions regarding Teams updates or new features in Chat.
- Privacy – The Privacy program evaluation will provide updates at a later date. There is no new information to provide at this time.

4. Dashboard Question Minutes

Ryan presented this topic in lieu of Valerie. There is an [Advanced Agency Dashboard](#), which has filing statistics by user and only the PRC/AROs have access to this information. He asked if this information should be available to the broader Records Management network. Some expressed discomfort with the idea. If anyone else has any responses to that question, please send them by email to Valerie or Ryan. A decision will be made by next meeting.

Ryan also reminded that AROs are responsible for appointing disposition authorities and records management leads within their agencies. This information can be accessed from the Users tab of the same dashboard and can be updated at any time by contacting Records Management.

5. Onboarding/exiting policy update

Two policies have been combined as the [Records Management Compliance for Onboarding, Exiting, and Transferring Employees](#) policy. The new policy is more succinct and focuses more on policy and responsibility than procedural guidance. Guidance outside of the Records Management Program's purview has been removed. There are updated and clarified definitions. There is room for customization as needed by Agency Records Officers and their departments. Ellie gave an update on the progress of the policy. It has been reviewed by the Executive Policy Review group and sent out for the Executives signature. A few general questions came up regarding HR related questions, which for the most part have been resolved, including about the consequences of non-compliance.

The policy does indicate non-compliance consequences regarding general records management non-compliance. The consequences for individual employees would be part of the supervisory system and up to supervisors, individual business practices, and departments developing internal procedures.

If other questions come out in interpreting the policy, folks are encouraged to reach out to Ellie or Cynthia Hernandez. The Records Management Program has updated the Onboarding and Exiting Checklists on their [website](#) to align with the new policy. Records Management is also updating the Records Management for Supervisors training in NeoGov, which is part of the Supervisor's Nuts and Bolts series. They will communicate all resources to the Records Management Network, through the PRC and Newsletters. For any questions regarding the new policy, contact Ellie or Cynthia.

## 6. ARMMS Update

- Records Management – The Records Management Program (RMP) hosted the Quarter 3 Records Management Network Meeting. Hannah Soukup, the King County Archivist, presented on the work of the Archives. The Records Management Program introduced a few new guidance documents intended to assist with creating file plans for shared or personal drives. These documents include including [File Planning Tools and guidance](#), [File Planning Roadmap.xlsx](#), [File-Plan-Template.docx](#), an [Agency Self Assessment Checklist](#) which identifies key elements of implementing exceptional records management, and [Content Manager Security and Access](#), which describes the elements that make it a Records Management System and how security is set up and managed. Ellie recapped a poll presented during the meeting which surveyed departments' status with physical records. The Records Management program was interested in how many agencies had physical records stored on-site, still create or received physical records, and the status of scanning those records. The RMP also wanted to encourage folks interested in scanning to contact their team regarding [Destruction After Digitization](#). This information would be beneficial to help direct the program's communications and guidance in the future. The [results of that poll](#) are on the Records Management Network Teams Site in the RM Network Meetings folder. The slide deck for the RM Network Meeting is available on the RM Network Teams site: [RMNetwork August 2023.pptx](#).  
The Records Management Program is currently auditing record series where the retention is modified from the state, instances where retention is increased for various business need, or where cutoffs were modified for clarity or applicability. The goal is to identify and document the reasoning for the modifications, where that information may be missing, to minimize risk that is inherent in retaining records longer than they need to be, and to align county schedule retention with the state where possible. As part of this audit the Records Management Program will be asking assistance from Agency Records Officers to help review these series and determine if the need for a modified retention is still necessary. Ellie will be reaching out to Agency Records Officers to help assist in the review and to provide any additional information.
- Archives – The Off the Wall event went very well. For October - Archives Month – they will be hosting tours for county employees of the county's historical records. The Archives continue to appraise, accession, and process records.

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

- The PRP is finalizing an Equity Impact Review project and will move into implementation soon.
- Lorre Wijelath has been confirmed as CISO.
- The Privacy Program will provide updates at the October 17 PRC meeting.
- Send any questions about the new Onboarding and Exiting Policy to Ellie or Cynthia.
- Notify Ryan of preference or concerns about expanding access to individual filing numbers; At the next meeting he will inform the PRC about the decision to remain with current access or expended access.
- Please review your agencies Depositions Authorities to ensure they are up to date.
- Be on the look out for communications and outreach regarding the retention audit.
- For agencies conducting 365 drive clean-ups, the RMP website has tools and information, contact the RMP as needed, and KCIT CSMs are a source for technical assistance.

The meeting adjourned at 4:15 p.m.