Public Records Committee (PRC)
Via Microsoft Teams
October 17, 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)	Cynthia Hernandez, Ellie Rhodes, Hannah Soukup, Valerie Vega, Ryan Wadleigh
Executive Services: Office of Risk Management Services (DES ORMS)	Stephanie Santos
Human Resources (DHR)	Anna Heinrichs
Information Technology (KCIT)	Megan Mason, Tim Morrow
Judicial Administration (DJA)	
King County Council (KCC)	Janet Masuo, Johanna Loomis
Executive Office (KCEO)	Kaitlin Wiggins
Local Services (DLS)	Greg Felton, Margo Christianson
Metro Transit (MTD)	Mirla Santiago
Natural Resources & Parks (DNRP)	Sara Fitzgibbons
Prosecuting Attorney (PAO)	
Public Defense (DPD)	
Public Health (DPH)	Jonathan Bibler
Sheriff's Office (KCSO)	Kimberly Petty
Superior Court (KCSC)	

1. Introductions
   Norm Alberg called the meeting to order at 3:31 pm.

2. Approval of Minutes
   Norm called for a motion to approve the minutes from September 19, 2023. Hannah Soukup introduced the motion and Andrea Williams seconded the motion. The minutes were unanimously approved.

3. Updates from:
   - Public Records Program (PRP) – The program system has been down since the Friday before this meeting and they are working with KCIT and GovQA to fix this. Any requests or concerns about the system can be sent to Stephanie Santos or anyone in the Public Records Program. The Equity impact Review Charging Committee is wrapping up and implementation will begin soon. Kudos and thanks were given to all on the committee. The default will be to not charge for public records, but it may be done if needed. The PRP is also hiring. PRC members are encouraged to contact Stephanie if they are interested in helping with resume review, interview panels, etc.
   - KCRIGG – The group met and checked in after a hiatus. Kaitlyn Wiggins in the Executive Office has joined. KCRIGG is looking to address electronic data management plans. Contact Cynthia or anyone in the group to add your perspective on data management.
   - KCIT – Some still have the My Records feature in Outlook from KC ERMS (the predecessor to Content Manager). Records cannot be filed or managed with this tool anymore. Records in this folder are not responsive during records searches. It is unknown how many people still have this feature, how many are using it, or how much content is in these folders.

4. Privacy Program
   Lorre Wijelath will give a privacy update next month.

5. ARMMS Update
   - Records Management (RMP) – Instead of sharing filing numbers, the RMP has decided to share the names of users who file by quarter on the internal agency dashboard. Filing numbers can be available on request. The new onboarding and exiting policy is online. Thanks to all who helped with it. The new policy has not yet been incorporated into employee orientation or distributed to managers. The state updated schedules for State County Clerks, Superior Courts, District and Municipal Courts, and Social Services. Feedback from the county was taken into account. Content Manager will be updated to address the changes. Ellie will contact those if any questions arise related to updating county schedules with the changes.
   - Content Manager (CM) – Content Manager will be upgraded circa January 2024 with the version the RMP has been waiting for. The RMP will be testing the new version before rollout. There is also a call to help pilot web drawer. This is a feature that will post CM records online. This is usually used for public records requests. The feature is not set up to review records eligible for disposition, but disposition improvements are being addressed. Concerns were brought up about public records officers being able to review records before they are posted.
   - Archives – October is Archives Month. All are encouraged to attend and promote the archives tours.

6. Good of the Order and Summarize Take-away Messages
   - The PRP system is down. Questions or concerns can be sent to Stephanie or others in the Public Records Program.
   - The equity impact for charging for public records is moving to implementation.
   - The PRP is hiring. Contact Stephanie assist with the hiring process.
   - Contact Stephanie regarding the equity impact charging tool.

- Reach out to Cynthia or anyone in KCRIGG to add your perspective or experience to the group's projects.
- Be aware of any users who try to manage emails with the defunct My Records feature.
- You may be contacted by Ellie regarding schedule changes.
- Contact Ryan regarding Content Manager upgrades or to participate in the web drawer pilot.
- Lorre Wijelath will give a privacy program update at the next meeting.
- It is archives month.

The meeting adjourned at 3:58 p.m.