

Public Records Committee (PRC)

Via Microsoft Teams

October 21, 2025

3:30 – 4:30 pm

Attendance (virtual meeting):

Organization	Names
4Culture	
Adult & Juvenile Detention (DAJD)	
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 and Kelsey Urban
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)	Rochelle James, Hannah Soukup, Jacqueline Tabor, Valerie Vega, Ryan Wadleigh, Danielle Coyle,
Executive Services: Office of Risk Management Services (DES ORMS)	Kaitlyn Wiggins
Human Resources (DHR)	
Information Technology (KCIT)	Ellie Rhodes and Tisa Rose Escobar
Judicial Administration (DJA)	Danielle Anderson
King County Council (KCC)	
Executive Office (KCEO)	
Local Services (DLS)	Margo Christianson and Greg Felton

Metro Transit (MTD)	Jackie Stewart
Natural Resources & Parks (DNRP)	Sara Fitzgibbons
Prosecuting Attorney (PAO)	
Public Defense (DPD)	
Public Health (DPH)	Jonathan Bibler
Sheriff's Office (KCSO)	Kendall Cornejo
Superior Court (KCSC)	

1. Introductions

Chair Norm Alberg called the meeting to order at 3:31 pm. the office. He welcomed new members and recognized attendees in new roles: Jacqueline Tabor, now taking meeting minutes; Danielle Coyle, of King County Archives; Kendall Cornejo, of the King County Sheriff's Office; and Jackie Stewart in her new role with Transit.

2. Approval of Minutes

Chair Norm Alberg called for a motion to approve September meeting minutes. Tisa Rose Escobar introduced a motion to approve the minutes, and Rochelle James, seconded the motion. The vote was called, and the minutes were approved unanimously.

3. Updates:

- **Public Records Program** – Kaitlyn Wiggins provided an update on recent Public Records Program activities, including addressing the challenge of AI generated requests, the status of Executive Policy on charging for public records requests, and staffing challenges (currently the program is down 3 staff members).
- **KCIT** – Norm reported that Grace was at a conference and Cynthia had provided a written update to share: **AI Governance**, MS CoPilot Chat- There's a revised KCIT AI Policy being circulated currently, it is expected to be finalized and published before year end. The AI governance group that has been in existence for 2 years or so will be dismantled soon in favor of a new structure that includes an AI Center of Excellence (more the technical and utilization side) and an AI Governance Group that will attend to ongoing governance issues in both an IT context, and in a business context more generally. CoPilot Chat pilot continues, and readiness work continues with the

expectation of a Q1 2026 launch. There's currently consideration of the enterprise storage settings for the system.

- **KCRIGG** – Met October 9 and meets again November 14. Topics of discussion include AI governance, MS CoPilot (and storage setting in particular), data requests for “termed” employees, and user practices for MS Purview. A separate workgroup continues to meet the data requests issue, and there may be folks in the room who want to share more about that, but there's exploration of a few prongs of process improvement there, including a LEAN process that will kick off to better inform next steps.
- A question was raised about the current stage/status of the AI Policy? The Chair responded that it would likely be finalized by year end, but more details would need to come from Grace when she is back.
- Another question was asked about eDiscovery? Members were encouraged to reach out to Crystal Moua in the Public Records Program with questions about eDiscovery.

Following these updates, there was a robust discussion on a variety of related topics.

- **ARMMS Update-Records Management Program** – Ryan Wadleigh provided a program update, including a rebranding to the program as CRIMP, County Records Information Management Program. The Records Management Program has been around since the 1970's, and the team wanted to have a name that better reflects their work currently. Next week there will be an Agency Records Officer (ARO) Open House. Attendance is optional and CRIMP is looking for feedback on the name change and other topics.
- There have been some updates to our Dashboards/Power BI, which have led to an ask: disposition authorities information is not up to date, so Ryan encouraged AROs to lead an effort within their departments and divisions to check the list of disposition authorities (link was posted in the chat) to see if any updates are needed. The link posted is also here: <https://kingcounty.gov/en/dept/executive-services/data-information-services/records-management/roles>
- Ryan reported that the Legal Hold Compliance Policy will be expiring February 2026. He and CRIMP are currently working on revisions and will present a draft policy to the PRC in December or January. Ryan invited early feedback about the existing policy, posting the following link in the chat: <https://cdn.kingcounty.gov/-/media/king-county/depts/executive-services/policies/documents/lgl-15-1...>
- There's some indication that a decision will be made by year end on the Teams Chat enterprise storage setting.

- A question was raised in the chat about the AI governance policy in the works, and whether/when PRC would have the opportunity to review the draft. Norm captured this as a follow up action item.
- Pilot for the new Outlook has been rolled out. Ryan and Valerie are both participants in the pilot.
- **Archives update** – Hannah Soukup, King County Archivist, reported that October is Archives Month, and that there are some tours and events planned for the remainder of the month. She offered a signup spreadsheet for 30-minute tours of the Archives facility.
- Also in celebration of Archives Month, Archives staff are leading a zine workshop at Washington Hall, which is in their neighborhood. The event, scheduled for afternoon/evening of October 30 is geared toward ages 12 – 18, and all are welcome.
- Hannah then introduced the [Collection Management Policy](#) in use at King County Archives. She shared a link to the document in the chat and encouraged PRC members to rely on it as a reference regarding which records Archives will take. She noted that page 5 of the document includes information about the handling of potentially archival records, also discussing the agency versus public significance considerations. She made clear that agencies should not expect that they can retrieve records that have been accessioned by KC Archives. She explained that once they are in the legal custody of Archives, they are in purview and control of Archives. Finally, she shared some tips about preparing records for transfer to the King County Archives.
- Danielle Coyle, Assistant Archivist, and Hannah then presented it on the Archives Disaster Recovery Plan, which was recently developed, and which will be a living document subject to change as change is warranted and as needed to keep it up to date and as current as possible. A section was added about prevention of disasters and addressing good policy and practices, as well as procedures to avoid. Danielle also covered the importance of keeping handy contact information for key contributors to the disaster response, identifying their roles as well as their contact information. She shared a link to the Pocket Response Plan template (PReP): [PReP Template GovernmentAgencies 2024.docx](#). She reviewed the components of the plan that address an initial response to a variety of emergencies: Fire, earthquake, floods, etc., each of which have their own section. She also highlighted a section that speaks about post-disaster salvage and the importance of documentation. She also noted some other features of and improvements to the plan:
 - Digital assets: that was a new addition to the plan.
 - Facility maps and outside contractors' information

- Local contact information of vendors who can work with mold and pests as a first response
- Received a grant from risk management to update their current Disaster supplies next steps will be a survey of the collection and assess vulnerability of disaster.

Danielle offered members who oversee permanent records a 1-page guide for getting started on disaster planning for their work groups. She also emphasized the importance of training to the plan and making use of the PReP.

Hannah stated there will be some quick reference guides developed and shared next year.

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

- Norm will follow up with Cynthia and Grace to request a review copy of the AI governance policy.
- Agency Records Officer Open House is scheduled for October 28.
- PRC members are invited to participate in Archives Month activities.
- PRC members are encouraged to review their disaster response readiness relative to records.
- The next PRC meeting is scheduled for November 18, 2025.

The meeting adjourned at 4:14 pm.