

Public Records Committee (PRC)

Via Microsoft Teams

December 19, 2023

3:30 – 4:15 pm

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

Organization	Names
4Culture	
Adult & Juvenile Detention (DAJD)	
Assessor's Office (DOA)	
Community & Human Services (DCHS)	Chelsea Walch
District Court (KCDC)	
Elections	Jackie Adams
Executive Services (DES)	Cindy Cawaling
	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, Ellie Rhodes, Hannah Soukup, Valerie Vega, Ryan Wadleigh
Executive Services: Office of Risk Management Services (DES ORMS)	Jacqueline Stewart
Human Resources (DHR)	Anna Heinrichs
Information Technology (KCIT)	Megan Mason, Tim Morrow, Lorre Wijelath
Judicial Administration (DJA)	
King County Council (KCC)	Johanna Loomis
Executive Office (KCEO)	Kaitlin Wiggins
Local Services (DLS)	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 3:32 pm. He invited attendees to introduce themselves if they were new to the meeting or in new roles. Elizabeth Thelen spoke first and noted that she has moved from DJA to DES FMD, Jackie Stewart introduced herself as new to the PRC and covering for Stephanie Santos, Public Records Program Manager, and Johanna Loomis reported that on November 25, she took over Janet Masuo's role as PRC Rep and

Records Manager for the King County Council. She also mentioned that Janet retired after working for decades at the county.

2. Approval of Minutes

Norm called for a motion to approve the minutes from October 17, 2023. Anna Heinrichs introduced the motion and Ellie Rhodes seconded the motion. The minutes were unanimously approved.

3. Updates from:

- Public Records Program (PRP) – The program is piloting office hours and has received good feedback from the public records officer community about this. The program recently offered a training regarding the domestic violence exemption. There were no personnel updates.
- KCRIGG –KCRIGG has opened an inquiry into an issue raised by Sara Fitzgibbons pertaining to legal holds in M365. There are questions about if there are notifications made to employees when their accounts have holds placed on them. There have been some impacts to departing employees who have tried to manage their records and have difficulty doing so because of holds that have been placed but were not known to them. There will also be an inquiry on the use of Artificial Intelligence (AI), and a consideration of whether a policy is needed or would be beneficial.
- KCIT – There were no notable KCIT updates, but they are also focusing on AI.

4. New Business

Norm gave an overview of the \$100,000 proviso the council passed against the Office of Risk Management. This proviso, and similar ones placed on separately elected offices, cover the executive branch, legislative branch, department of elections, office of the prosecuting attorney, and department of assessments. The provisos require a report to the council on April 15, 2024 that includes a host of items related to records and information management, including best practices for records retention and records policies, a list of software used for public records, and other items. It also requires that we work with an external consultant with records and retention expertise, especially on elements that compare current practice to best practice, and policy review and recommendations. In order to get the report to council on time, the internal deadline is March. Kelsey Urban, Deputy Director of the Office of Risk Management is the lead for the proviso response work. Cynthia Hernandez, Archives, Records Management, and Mail Services Manager, will provide expertise and consultation to the process, working closely with Kelsey and the Task Force that will be developed. While Kelsey works on identifying task force members and convening the task force, Cynthia's initial task is to find potential consultants with Washington state retention expertise who can work in this timeline. Any leads or tips are invited and appreciated. Proviso details can be found in the [PRC teams site](#). Jaclyn Adams of Elections expressed her support, as did other members. A lot of substantive teamwork will be needed to meet the proviso requirements. The impetus is unknown.

5. Privacy Program - Update

Lorre Wijelath gave an update on the privacy program. She has a new position as the chief information security officer and will be hiring for a new program manager for the privacy program. For background, an audit from the auditor's office had a number of requirements and the privacy maturity assessment happened. The privacy program manager's responsibility was

to address the requirements and recommendations from the audit and the assessment. The auditor's requirements are unrealistic considering the staffing changes in the privacy program and the requirements may be redefined, such as the countywide PII inventory. The report to the auditor has been postponed to July 2024. Norm wonders if Lorre needs anything from the PRC. Lorre responded that the privacy working group will likely restart in a smaller scale.

6. ARMMS Update

- Records Management (RMP) – the next network meeting will be January 10. Topics will include new year's cleanup, possibly the proviso, and other fun records topics. Tomorrow there will be a year end records demo, which all are welcome to attend.
- Content Manager – An upgrade and news will come soon.
- Archives – There are a lot of reference requests. Feel free to reach out to Hannah with questions or as a follow up to other communications. The archives tours in October went well and thanks to all who attended. Archives visits can give good perspective on why records management is important.

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

- Welcome to all the old faces in new roles and new members.
- AI discussions will happen as part of KCIT's work and the KCRIGG inquiry.
- The proviso will remain a standing agenda item until the work is complete. Reach out to Cynthia or Norm with questions.
- Contact Cynthia with consultant recommendations or tips, specifically one with expertise in government records management in the context of Washington State Law.
- Lorre is working to hire a new privacy program manager. The posting is expected in January and it is expected to be filled in about 60 days.
- A privacy update will go to the auditor in July.
- There is a year end records demo on December 20.
- There will be a records network meeting on January 10.
- Reach out to Hannah for archives tours.
- The next PRC meeting is on January 16.

The meeting adjourned at 4:01 p.m.