

PRC AGENDA

Date:	January 18, 2022		
Time:	3:30 - 4:15 pm		
Location:	Teams Meeting – see meeting invite to join.		
Agenda Item	Presenter	Objective	
1. Introductions and check in	Norm Alberg 3 minutes	Check In	
2. Approval of minutes	Norm Alberg 3 minutes	Action	
3. Privacy Program Updates <ul style="list-style-type: none"> Audit response progress PWG priorities in the coming year Ellie to follow Alex as liaison between PRC and PWG 	Lorre Wijelath 7 minutes	Update, Inform	
4. PRC Communications Update	Shelby, Margo 3 minutes	Inform	
5. KCRIGG Progress Update <ul style="list-style-type: none"> Meeting report out Ops Cabinet Raising issues to KCRIGG 	Cynthia Hernandez 7 minutes	Inform, Discuss	
6. ARMMS Updates <ul style="list-style-type: none"> RM network meeting The County Records Analyst recruitment is in progress and anticipation for a new team member in February some time Follow up on Law Enforcement records. Ellie will reach out. Ellie presenting RM for databases to the CSMs on 1/19 Policy Revision for Records Management for Exiting and Transferring Employees (coming in Q1). Archives Vacancies and CIP 	Cynthia Hernandez 10 minutes	Inform	
7. KCIT-related issues – <ul style="list-style-type: none"> Offboarding employee email and OneDrive records Retention of Teams meetings recordings 	Shannon, Tim 10 minutes	Inform, Discuss	
8. Good of Order and Summarize Take-Away Messages	Norm Alberg 2 minutes	Information, Recap	
9. Adjourn	Norm Alberg		