

**PRC AGENDA**

Date:	February 15, 2022		
Time:	3:30 - 4:15 pm		
Location:	Teams Meeting – see meeting invite to join.		
<b>Agenda Item</b>	<b>Presenter</b>	<b>Objective</b>	
1. Introductions and check in	Norm Alberg 3 minutes	Check In	
2. Approval of minutes	Norm Alberg 3 minutes	Action	
3. Privacy Program Updates	Lorre Wijelath 3 minutes	Update, Inform	
4. Public Records Program Update	Shelby Miklethun 3 minutes	Inform	
5. Social Media Guidance <ul style="list-style-type: none"> <li>• LinkedIn Posts – responsibilities for managing if it furthers the employer’s interests</li> <li>• Do we need to create some guidance?</li> </ul>	Ellie Rhodes Shelby Miklethun 7 minutes	Inform, Questions?	
6. ARMMS Updates <ul style="list-style-type: none"> <li>• The County Records Analyst recruitment</li> <li>• Follow up on Law Enforcement records.</li> <li>• Ellie presented RM for databases to the CSMs on 1/19</li> <li>• Policy Revision for Records Management for Exiting and Transferring Employees (coming in Q1).</li> <li>• <a href="#">Records Management Program Highlights</a></li> <li>• Archives Vacancies and CIP</li> <li>• KCRIGG</li> </ul>	Ellie Rhodes Ryan Wadleigh Cynthia Hernandez 10 minutes	Inform	
7. KCIT-related issues – <ul style="list-style-type: none"> <li>• Offboarding employee email and OneDrive records</li> <li>• Retention of Teams meetings recordings</li> </ul>	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		

**Upcoming Public Records Committee meetings: March 15, 2022** [Work Plan Planner](#)