

PRC AGENDA

Date:	March 15, 2022		
Time:	3:30 - 4:15 pm		
Location:	Teams Meeting – see meeting invite to join.		
Agenda Item	Presenter	Objective	
1. Introductions and check in	Shelby Miklethun 3 minutes	Check In	
2. Approval of minutes	Shelby Miklethun 3 minutes	Action	
3. Privacy Program Updates	Lorre Wijelath 7 minutes	Update, Inform	
4. Public Records Program Update <ul style="list-style-type: none"> ➤ Team status and recruitment ➤ GOV QA expansion opportunity ➤ Process Change for PROs on chats and recovered deleted items 	Shelby Miklethun 10 minutes	Inform	
5. Social Media Follow Up <ul style="list-style-type: none"> ➤ Discussions at PWG, KCRIGG and KCIT ➤ PAO guidance to be sought ➤ Guidance to all employees? 	Ellie Rhodes Shelby Miklethun 5 minutes	Inform, Invite Questions, Comments	
6. ARMMS Updates <ul style="list-style-type: none"> • Records Management Program Highlights • Archives Vacancies and CIP • KCRIGG 	Ellie Rhodes 5 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	Shelby Miklethun 2 minutes	Information, Recap	
9. Adjourn	Shelby Miklethun		

Upcoming Public Records Committee meetings: April 19, 2022 [Work Plan Planner](#)