

**PRC AGENDA**

Date:	April 19, 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 ➤ Introduce Jacqueline Tabor, CRA	Norm Alberg 3 minutes	Check In	
2. Approval of minutes	Norm Alberg 3 minutes	Action	
3. Privacy Program Updates ➤ Privacy Assessment Contract	Lorre Wijelath 7 minutes	Update, Inform	
4. Public Records Program Update ➤ Team status and recruitment ➤ Process Change for PROs on chats and recovered deleted items	Shelby Miklethun 10 minutes	Inform	
5. KCRIGG update ➤ Process testing ➤ Social Media guidance to all employees ➤ Texting/personal cell phone use	Cynthia Hernandez 5 minutes	Inform, Invite Questions, Comments	
6. ARMMS Updates ➤ Records Management Network meeting ➤ RM Survey ➤ Disposition Process Improvement ➤ Records Management for Exiting and Transferring Employees ➤ WAPRO Presentation ➤ Onboarding new employees to CM ➤ Archives Vacancies and CIP ➤ Annual Report Prep	Ellie Rhodes Ryan Wadleigh Cynthia Hernandez 5 minutes	Inform	
7. KCIT-related issues – ➤ 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		

Upcoming Public Records Committee meetings: May 17, 2022 [Work Plan Planner](#)