

**PRC AGENDA**

Date:	May 17, 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 ➤ Welcome Hannah Soukup, County Archivist	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 ➤ Reminder: employees relinquish control once they create a record in a county system	Shelby Miklethun 3 minutes	Inform	
5. Check In About Emerging Concerns ➤ Chat functionality	Norm 7 minutes	Invite Discussion	
6. KCRIGG update ➤ Social Media guidance to all employees ➤ Texting/personal cell phone use ➤ New Issues? – Chat guidance?	Cynthia Hernandez 5 minutes	Inform, Invite Questions, Comments	
7. KCIT-related issues – ➤ Offboarding employee email and OneDrive records ➤ Retention of Teams meetings recordings	Shannon, Tim 10 minutes	Inform, Discuss	
8. ARMMS Updates ➤ RM Survey - closed and processing ➤ 2 New Retention Schedules out for consideration ➤ Disposition Process Improvement/Training ➤ WAPRO Presentation ➤ Onboarding new employees to CM ➤ Archives Vacancies and CIP ➤ Annual Report Prep – due dates.	Ellie Rhodes Ryan Wadleigh Cynthia Hernandez Hannah Soukup 5 minutes	Inform	
9. Good of Order and Summarize Take-Away Messages	Norm Alberg 2 minutes	Information, Recap	
10. Adjourn	Norm Alberg		