

**PRC AGENDA**

Date:	September 20, 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	Andrea 2minutes	Check In	
2. Approval of minutes	Norm Alberg 3 minutes	Action	
3. Privacy Program Updates ➤ Privacy Maturity Assessment	Lorre Wijelath 5 minutes	Update, Inform	
4. Public Records Program Update	Stephanie Santos 5 minutes	Inform	
5. King County Records and Information Governance Group (KCRIGG) update ➤ Social Media guidance to all employees ➤ Texting/personal cell phone use ➤ Chat communication update	Cynthia 5 minutes	Inform, Invite Questions, Comments	
6. KCIT-related issues – ➤ ➤ Offboarding employee email and OneDrive Records	Shannon, Tim 8 minutes	Inform, Discuss	
7. ARMMS Updates ➤ Legal Hold List update ➤ Records Management Network Meeting- Aug. ➤ Destruction After Digitization form – Blanket DAD for Laserfiche project ➤ Disposition Process Improvement Project ➤ Archives Vacancies and CIP	Ellie Rhodes Anna Heinrichs Ryan Wadleigh Hannah Soukup 10 minutes	Inform	
8. PRC Annual Report ➤ Social Media Survey- results included in report ➤ Public Records Request JLARC Reporting - "" ➤ PRC Activities Narrative Report - Vote and revisions incorporated into final transmission	Norm 5 minutes		
9. Good of Order and Summarize Take-Away Messages	Norm Alberg 2 minutes	Information, Recap	



10. Adjourn	Norm Alberg	
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**Upcoming Public Records Committee meetings: August 16, 2022** [Work Plan Planner](#)