

Public Records Committee (PRC)

Via Microsoft Teams

January 18, 2022

3:30 – 4:15 pm

Attendance: All attendees joined the meeting remotely. Below are the attendees of the meeting:

Organization	Names
Adult & Juvenile Detention (DAJD)	
Assessor's Office	
Community & Human Services (DCHS)	Alex Conn, Jennifer Guy
District Court	
Elections	Devon Lang
Executive Services (DES)	Cindy Cawaling
Executive Services: Records and Licensing (DES RALS)	Norm Alberg (chair)
Executive Services: Records and Licensing, Archives, Records Management, & Mail Services (DES RALS ARMMS)	Cynthia Hernandez (secretary), Valerie Vega, Emily Cabaniss, Ryan Wadleigh
Executive Services: Office of Risk Management Services (DES ORMS)	Shelby Miklethun (vice-chair)
Human Resources (DHR)	Anna Heinrichs
Information Technology (KCIT)	Lorre Wijelath, Megan Mason, Tim Morrow
Judicial Administration	Danielle Anderson
King County Council (KCC)	Janet Masuo, Craig McMurdo
Executive Office (KCEO)	Kaitlyn Wiggins
Local Services (DLS)	Greg Felton, Margo Christianson, Cheryl Binetti
Metro Transit	Caroline Darrow
Natural Resources & Parks (DNRP)	Sara Fitzgibbons
Prosecuting Attorney	
Public Defense (DPD)	
Public Defense (DPH)	Charlotte Nickels, Tyler Entrekin
Sherriff's Office	
Superior Court (KCSC)	Ronda Bliely

1. Introductions

Norm Alberg called the meeting to order at 3:32 p.m. Devon Lang is sitting in for Elections.

2. Approval of Minutes

Norm called for a motion to approve the minutes from December 18, 2021. Rhonda Bliely made the motion for approval, and Alex Conn seconded the motion. The minutes were approved by unanimous vote.

3. Privacy Program Update

Lorre gave an audit response update.

- Step 13, that KCIT should create and execute an inventory for the personal information, should be done at the next meeting.
- Step 12 is creating a PII definition for the county. The definition is being updated for resident privacy and the PAO will need to review the new wording.
- Lorre will work with Ellie regarding the data purge requirements for step 11, especially retention.
- Step 10 will be the actual program. Negotiation is ongoing and should be resolved within the next few weeks.

Privacy priorities for all the county, including digital and physical records, will grow as the program develops, pending resources. Privacy Working Group (PWG) priorities will be highlighted in the coming year. Huge thanks were given to Ellie for stepping in to be the liaison between the PRC and PWG. Cynthia reminded all to be mindful of privacy, PII, et. in all formats.

4. PRC Communications Discussion

Shelby and Margo will meet next week to discuss PRC communications. There have been delays but they anticipate sending something out by the end of the month.

5. KCRIGG Progress Update

There was no team meeting this month. All are encouraged to review the KC RIGG [slides](#) in the PRC Teams channel. This is roughly the same information presented to the Ops Cabinet. KCRIGG is a body of experts of risk, public disclosure, records, archives, privacy, and IT. The team is working on incorporating HR to the process. Issues are brought to KCIRGG on a case-by-case basis. Anyone on the team can be contacted regarding an issue that covers the intersections of KCRIGG topics. The above linked presentation has the KCRIGG position roster. The current members are Cynthia, Emily, Ellie, Shelby, Megan, and Lorre. Norm and Shannon Smith can also be contacted.

6. ARMMS Update

- The Records Management Program team had their first RM network meeting of the year. It had a good turnout and included a Content Manager demo and encouragement tips for cleanup and enforcing best practices. All present were encouraged to make commitments to actions so they can control what they can into the 3rd year of the pandemic.
- The recruitment in progress for a new County Records Analyst. The anticipated start date is some time in February.
- Ellie will give an update on law enforcement records to those who have reached out. This primarily affects the Sheriff's Office and corrections officers, although HR will be impacted as well.
- Ellie will give a presentation on RM databases for the KCIT Customer Service Managers on 1/19. The training is developed for database records management.
- The RM policy for Exiting and Transferring Employees will be due for revision this April. There is a five-year expiration date for policies. See the KCIT offboarding employees conversation below for more details.
- Archives – There is no notable CIP update. Kudos were given to Emily for stepping into this position and taking on so much responsibility. Open archives positions will be posted soon.

7. KCIT Related Updated

As a follow up from the last PRC meeting, Tim Morrow discussed offboarding employee records access. When an employee leaves the county, their supervisor will have access to their emails and OneDrive for two weeks. In that period, the employee's status is technically active. Supervisors will likely be identified from the offboarding request or PeopleSoft; KCIT will reach out for clarification as needed. The supervisor will receive directions from KCIT when the records are available. Access to OneDrive will likely be a link and there will be directions for adding the employee's email folders to the supervisor's Outlook. Other access to departed employee records is the same – you will need to submit a ticket. The RMP will provide guidance for managing records in the two-week period.

There is now an option to record 1:1 unscheduled Teams meetings and phone calls (including out of county calls). All in the meeting will get visual or audio warnings that recording has begun. The recordings will be kept in a OneDrive Recordings folder. KCIT retains these records for three years, which may be different from retention schedule requirements. A ticket needs to be submitted for employees to have this option. Sample ticket language is *"Please add [users] to the group that allows 1:1 recording in Teams for unscheduled meetings."*

8. Good of the Order and Summarize Take-away Messages

- Be aware of KCRIGG related topics and concerns and send them to the KCRIGG team.
- Preview the KCRIGG slides on the Teams site.
- PRC communications are anticipated by the end of the month.
- There are upcoming changes to offboarding employee records and policies.
- All are encouraged to watch for different uses of the word "retention." It may just be about retaining, or it could relate to the records retention legal obligations.

The meeting adjourned at 4:10 p.m.