

**Public Records Committee (PRC)**

Via Microsoft Teams

February 15, 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)	Andrea Williams
Assessor's Office	
Community & Human Services (DCHS)	Alex Conn, Jennifer Guy
District Court	
Elections	
Executive Services (DES)	Cindy Cawaling, Stacey Root
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), Ellie Rhodes, Valerie Vega, 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
Judicial Administration	Danielle Anderson
King County Council (KCC)	Janet Masuo, Craig McMurdo
<i>Executive Office (KCEO)</i>	Kaitlyn Wiggins
Local Services (DLS)	Greg Felton, Margo Christianson
Metro Transit	Caroline Darrow, Mirla Santiago
Natural Resources & Parks (DNRP)	
Prosecuting Attorney	
Public Defense (DPD)	
Public Defense (DPH)	Charlotte Nickels
Sherriff's Office	Kimberly Petty
Superior Court (KCSC)	Ronda Bley

1. Introductions

Norm Alberg called the meeting to order at 3:30 p.m.

2. Approval of Minutes

Norm called for a motion to approve the minutes from January 18, 2022. Danielle Anderson made the motion for approval, and Ellie Rhodes seconded the motion. The minutes were approved by unanimous vote.

3. Privacy Program Update

- The privacy maturity assessment contract just needs signatures to be finalized.

- The playbook for stakeholders will be related to the maturity assessment and is contingent on that for a start date. Besides stakeholders, the playbook will be for all Executive departments and the five departments chosen for a thorough review. KCSO is doing background checks for this to move forward.
- The Auditor was shown the work the Privacy Program has done over the past few years. Follow up and questions are anticipated soon.
- The Privacy Working Group will meet at the end of February. Cynthia will talk about KC RIGG at that meeting.
- KCIT data services will host a month-long event regarding open data. The Privacy Working Group's event will be 3/4/22.

#### 4. Public Records Program Update

The program may be slow to respond for a few months because of staff schedules. Shelby encouraged all to attend the open data events. The county has pushed for open data in the past.

#### 5. Social Media Guidance

- Warren Kagarise from KCIT reached out to Ellie and Shelby regarding the county's official social media accounts. There has been an uptake in issues regarding county employees' use of social media, including that personal account posts are being reposted on official county sites (such as a TikTok being posted on a county Facebook site). This is especially a concern with LinkedIn, when the county might pay for some employees' accounts.
- Warren will reach out to county social media account managers. There have not been communications to recruiters yet, but this is upcoming and being developed. The social media policy for those updating the account is being reviewed.
- County employees should refrain from posting county business on personal accounts for numerous reasons, including privacy and disclosure issues. A social media post made from a personal account is a public record if it 1) is in the scope of their official position; 2) furthers the county's interests; or 3) if it was directed by the county.
- The county uses Archive Social for capturing official media sites.
- There needs to be a balance with public records and free speech and privacy. Margo Christianson highlighted that social media's power is through spreading information.

#### 6. ARMMS Update

- The Records Management Program is excited for the new County Records Analyst, who will start on 2/28.
- The Law Enforcement records retention schedule was finalized and approved on 2/4/22. The most significant change was the extension for personnel records for peace and correctional officers. This is only expected to impact KCSO and DAJD.
- Ellie gave a presentation to the KCIT Customer Success Managers (CSM) on 1/19 regarding managing records in databases. There are specific considerations in database requirements if records management practices can be applied. Ellie has a tool to help determine if a database can be managed.
- The RM policy for exiting and transferring employees is due to be updated, ideally in Quarter 1. However, this is dependent on KCIT's offboarding changes. See item 7.

- [Records Management Program Highlights](#) have been posted. This includes performance measures for training numbers and unmanaged records in Content Manager. The program is working on putting these datapoints on a Power BI dashboard and will reach out to the PRC for feedback.
- The Archives CIP is going to be finished very soon. It is substantially complete and just needs perimeter security and move in dates. The acting county archivist has left the county. The recruitment for the permanent County Archivist is underway. There are also open positions for an assistant archivist and archives specialist. Optimistically the archives will be fully staffed by May of 2022.

The last KCRIGG meeting was on 1/31. The group continues process refinement and working on visibility. On behalf of KCRIGG, Cynthia has had some conversations with DHR leadership to identify a liaison and DHR representative for both KCRIGG and the PRC. DHR is working on identifying someone to serve in that capacity. The next KCRIGG meeting will be held on March 1<sup>st</sup>. Cynthia noted that the vacancy in the County Archivist position, as well as the experience gained over time has led to reconsideration of whether the County Archivist should continue to be a core member of KCRIGG. Since KCRIGG inquiries typically deal with active records, it seems unlikely that the County Archivist would have a significant stake or interest in the work of KCRIGG.

#### 7. KCIT Related Updated

In absence of a KCIT representative at this meeting, Cynthia provided a brief update on KCIT's offboarding process, informing members that the planned change to provide supervisors with access to departing employees' One Drive and Outlook accounts after they leave has been postponed. In communications Cynthia had with Tim Morrow, Tim had expressed that he expected this matter to be resolved soon.

The topic of centralize retention settings for Teams meeting recordings will be carried over to next meeting.

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

- Standby for the privacy playbook for stakeholders.
- All are encouraged to attend KCIT's open data events, especially the privacy one.
- County employee social media posts may have public records challenges, but this needs to include the employees' right to privacy and free speech. This is nuanced and fluid.
- Ellie has a tool to assess databases for records management consideration.
- The RMP will reach out for feedback regarding the CM highlights dashboard.
- Contact Cynthia if interested in working on the review and update of the Records Management for Exiting and Transferring Employees policy.

The meeting adjourned at 4:03 p.m.