

Public Records Committee (PRC)

Via Microsoft Teams

April 19, 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 (DOA)	
Community & Human Services (DCHS)	Jennifer Guy
District Court (KCDC)	
Elections	Jackie Adams
Executive Services (DES)	Cindy Cawaling
Executive Services: Records and Licensing (DES RALS)	Norm Alberg
Executive Services: Records and Licensing, Archives, Records Management, & Mail Services (DES RALS ARMMS)	Ellie Rhodes, Jacqueline Tabor, 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 (DJA)	Danielle Anderson
King County Council (KCC)	Janet Masuo, Johanna Loomis
Executive Office (KCEO)	Kaitlyn Wiggins
Local Services (DLS)	Greg Felton, Craig McMurdo
Metro Transit (MTD)	Caroline Darrow, Mirla Santiago
Natural Resources & Parks (DNRP)	Sara Fitzgibbons
Prosecuting Attorney (PAO)	
Public Defense (DPD)	Mon-Cheri Barnes
Public Health(DPH)	Charlotte Nickels, Jonathan Bibler
Sherriff's Office (KCSO)	Kimberly Petty
Superior Court (KCSC)	Ronda Bliey

1. Introductions

Norm Alberg called the meeting to order at 3:32 p.m. Jacqueline Tabor, the new county records analyst introduced herself, as did Jaclyn "Jackie" Adams in Elections.

2. Approval of Minutes

Norm called for a motion to approve the minutes from March 15, 2022. Anna Heinrichs made the motion for approval and Sara Fitzgibbons seconded the motion. The minutes were approved by unanimous vote.

3. Privacy Program Update

At the last PRC meeting, Lorre stated the privacy contract was signed. Since then, there was a pre-meeting with BDO to discuss sequencing. She will connect with individuals in the PRC and the Privacy Working Group for this. KCIT and DHR are among the first departments who will be assessed.

Lorre also met with other privacy leaders in WA. PII at the county is still undefined. Ginger at the city of Seattle stated that everyone is responsible for privacy; while Lorre agrees she does think there needs to be guidance. There is a proposal, but they are waiting for BDO to confirm the bandwidth for this project.

4. Public Records Program Update

The program's team is still short staffed. The position description has been revamped and recruitment is ongoing. Please review and share the [position](#).

Chat records were discussed at the last meeting. It turns out there are a lot more chats in M365 than originally imaged. Chats are included in records requests for communications, etc. Contact Shelby to assist with these records searches. She is not certified for DJA and DPD records, but Shelby can offer guidance for these requests. To find chats within e-discovery, think of e-discovery as a menu. From the record type section, chats are their own type.

Contact Cynthia, Ellie, or Shelby for turning over JLARC information for the PRC annual report.

5. KCRIGG update

The group is doing their first trial run with the new template for processing issues. The two scenarios being tested are non-county owned social media posts and texting. They determined they need to think about the issues from their own subject matter knowledge, which is a very good exercise. It is very important to have different people involved in this process to gather multiple perspectives. Also the people involved in this issue should be there to tell their own story. This is ongoing and a standing PRC item.

Regarding texting and personal cell use, the group needs to determine the current standard, the current state, and where immediate improvements can be made. County phones are a "bear" for all departments; there are data loss issues. This is unrelated to the issue of using personal devices for professional texting.

Ellie highlighted that guidance from KCRIGG will need to have a defined audience and it needs to be determined who sends the guidance (such as from the group, DHR, or leadership).

6. ARMMS Update

- April is Records Management Month and the program has been working on events. The network meeting was last week. There are also weekly newsletters, games, trivia, and a feedback survey.
- The feedback survey was opened during the network meeting and will continue through April. The purpose is to find information to help improve services.
- Ryan is looking at improving the disposition process. He is looking at reducing the number of steps users and disposition authorities need to do for approve dispositions. This will include helping the archives the notable accession backlog.
- Cynthia is working with KCIT and Tim Morrow to update the exiting and transferring employees policy.

- The Washington Association of Public Records Officers (WAPRO) asked ARMMS to participate in their spring conference this May. Ellie will present on exiting employees from a records perspective in a large organization. This will include the role of public records officers, what guidance is provided, etc.
- The RMP is working on other continuous improvements for onboarding new employees. Last year auto-installation for Content Manager was started, and now we are testing a solution for automating accounts.
- The new county archivist, Hannah Soukup has started and the other archive positions are in process. The move in date for the new archives building is close and an estimated date is anticipated soon.
- The PRC annual report preparation will begin and will be discussed at the next meeting. It will likely be drafted in May and finalized in June to meet the July 2022 deadline.

7. KCIT Related Updated

This month's KCIT topics will be postponed until the next meeting due to attendance.

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

- The privacy assessments will come soon.
- There are good [opportunities](#) in the Public Records Program.
- Contact Shelby for chat searches or assistance with chat searches.
- Share JLARC info with Cynthia, Ellie, or Shelby for the PRC report.
- Take the [records survey](#) to provide feedback.
- There will be exiting employee updates soon.
- Ellie will present at the spring 2022 WAPRO event.
- All KCIT items from this meeting will be covered at the next meeting.

The meeting adjourned at 4:03 p.m.