

**Public Records Committee (PRC)**

Via Microsoft Teams

June 21, 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 (vice-chair)
Assessor's Office (DOA)	
Community & Human Services (DCHS)	Alex Conn, Jennifer Guy
District Court (KCDC)	
Elections	Jackie Adams
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), Hannah Soukup, Valerie Vega, Ryan Wadleigh
Executive Services: Office of Risk Management Services (DES ORMS)	Stephanie Santos
Human Resources (DHR)	Anna Heinrichs
Information Technology (KCIT)	Lorre Wijelath, Megan Mason, Shannon Smith
Judicial Administration (DJA)	Danielle Anderson
King County Council (KCC)	
Executive Office (KCEO)	Kaitlyn Wiggins
Local Services (DLS)	Greg Felton, Margo Christianson
Metro Transit (MTD)	
Natural Resources & Parks (DNRP)	
Prosecuting Attorney (PAO)	
Public Defense (DPD)	Mon Cheri Barnes
Public Health(DPH)	Tyler Entrekin, 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: 31 pm. Andrea Williams was introduced as the new PRC vice-chair.

2. Approval of Minutes

Norm called for a motion to approve the minutes from May 17, 2022. Anna Heinrichs made the motion for approval and Charlotte Nickels seconded the motion. The minutes were approved by unanimous vote.

3. Privacy Program Update

Lorre reports the Privacy Maturity Assessment is moving forward. The document collection phase has ended, but some departments continue to turn them in. The process will move forward as interviews are planned. The interviews are being setup for July and August (pending summer vacation time). The interviews are being grouped so the consultant can get a better idea of how technology is used. The current order is KCIT, then DPH and DHR, then KCSO and Metro as their documents are turned over. There are also two council members interested in the Privacy Maturity Assessment interview – Balducci and Upthegrove. These interviews are roughly planned for the fall. After interviews, the consultant will have a better idea of how we handle our data and they will move on to leadership and leaders.

4. Public Records Program Update

Stephanie Santos is the program's interim manager as all adjust to Shelby's absence. There are knowledge gaps and capacity issues. The program requests grace and understanding as they settle and respond to requests.

5. KCRIGG update

- When KCRIGG was set up, they considered bringing in HR on an as-needed basis, but soon realized that it was often needed. Nate Valderas, HR Policy Advisor for the Department of Human Resources (DHR) has joined the KCRIGG working group.
- KCRIGG has developed their first recommendation and accompanying social media guidance. See the PRC minutes from 2/15/22 and 3/15/22 for details on employees using personal social media accounts for county business (especially LinkedIn), etc. This guidance was mostly developed by Ellie Rhodes, County Records and Information Manager then reviewed and advanced by all KCRIGG members. This was the first completed guidance with the new process, which works well. As a reminder, KCRIGG is an advising body with no independent authority.

6. KCIT Related Updated

- Shannon Smith reported for KCIT. The offboarding employee process is being finalized with Jeff Scheeringa, the DHR systems, operations, and analytics manager. Jeff will participate in a demo for this process for HR leadership. Although KCIT works on this process, it belongs to DHR.
- Microsoft has implemented the new 90-day retention policy of Teams meetings recordings. See the [Save Recorded Teams Meetings to Stream](#) training for the recommended process for saving these recordings past Microsoft's retention.

7. ARMMS Update

- Records Management Dashboard - Valerie shared a preview of the dashboard, which will replace the [RM/CM reports](#). The dashboard is being developed in consideration of April's Records Management survey responses. It has many of the same information as current reports, such as content manager activity, filing numbers, empty folders, etc., in addition to more details, such as Content Manager office rosters, holds, and live trends. Please send feedback and wanted information to Valerie or Ryan directly or to [records.management@kingcounty.gov](mailto:records.management@kingcounty.gov).

- Disposition Process Improvement/Training - The improvements are ongoing. All the disposition forms are being consolidated. The workflow is being improved to deal with potentially archival records, giving clearer response deadlines, and follow up actions. The stakeholders for this process are pending. Please send concern and feedback to Ryan. Anna Heinrichs asked if there is a plan for engaging PROs or PAO for holds when considering the auto-disposition option.
- Archives Vacancies and CIP – The Archives program are in their building! They are working with FMD to finish obtaining necessities before they can open again, which will likely happen in the fall. Exceptions for county staff and those working on the UW ESJ project are being considered. There are also two positions open for the assistant archivist position.
- Norm echoed kudos to the RMP from an email Caroline Whalen sent.

#### 8. PRC Annual Report

The PRC annual report is a consolidation of three past PRC reports – 1) Social Media Survey, 2) Public Records Request JLARC Reporting, and 3) PRC Activities Narrative Report. The deadlines are not flexible. It was stated the KCSO will likely continue to act autonomously regarding the PRA processing. Contact Cynthia for details. Below are the deadlines to ensure the report gets to the council on time.

- June 30 – PRA Report Due
- July 1 – Digital Comms Survey Closes
- July 5 – Report out to PRC for vote
- July 7 – Vote ends
- July 8 – Report finalized
- July 12 – Report due to Norm
- July 15 – Report due to DES DO.

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

- Lorre has a general timeline for interviews for the Privacy Maturity Assessment.
- Stephanie Santos is the interim manager for the Public Records Program.
- The KCRIGG guidance for social media is finalized.
- KCIT will meet with Jeff Scheeringa about offboarding employee records.
- There is [training](#) for saving recordings to MS Stream.
- The dispositions improvement process will be a standing item. Send feedback to Ryan.
- Send feedback for the RM dashboard to the Records Management Program.
- The RMP was given kudos from DES and DES RALS leadership.
- The archives has open positions.
- Turn in data to Cynthia for the PRC report(s) as requested.
- The next meeting will be 7/19/22.

The meeting adjourned at 4:13 p.m.