

Public Records Committee (PRC)

Via Microsoft Teams

July 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 (vice-chair)
Assessor's Office (DOA)	
Community & Human Services (DCHS)	Jennifer Guy
District Court (KCDC)	
Elections	Jackie Adams
Executive Services (DES)	
Executive Services: Records and Licensing (DES RALS)	Norm Alberg (chair)
Executive Services: Records and Licensing, Archives, Records Management, & Mail Services (DES RALS ARMMS)	Ellie Rhodes, 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)	Megan Mason, Tim Morrow
Judicial Administration (DJA)	Elizabeth Thelen
King County Council (KCC)	Janet Masuo
Executive Office (KCEO)	
Local Services (DLS)	Greg Felton, Margo Christianson, Craig McMurdo
Metro Transit (MTD)	Caroline Darrow
Natural Resources & Parks (DNRP)	Sara Fitzgibbons
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.

2. Approval of Minutes

Norm called for a motion to approve the minutes from June 17, 2022. Because there were two different documents for the minutes, the minutes were not approved and will be revisited at the next PRC meeting.

3. Privacy Program Update

The Privacy Maturity Assessment interviews are ongoing. The current focuses are in Public Health and KCIT. KCIT interviews will discuss software, phase gate owners in KCIT projects, discussions with individuals regarding the agile framework for solutions, etc. Interviews with the Sheriff's office, councilmember Balducci, and senior leadership are being staggered through the fall. The interviews are showing responsibility needs and gaps for the privacy program.

4. Public Records Program Update

[The Seattle Times has requested county employee retirement information from the state Department of Retirement Systems \(DRS\)](#). This is an annual and regular request. It is unknown exactly how many details the Times will publish – Stephanie will look into this. Historically, published information has been limited to higher paid employee salary information, although it has been published in its entirety for KCSO. See the above DRS link for the paperwork submitted from the Seattle Times, including how they intend to use the data. Because the request did not go to the county, employees are encouraged to go to DRS with concerns.

5. KCRIGG update

- Social Media guidance to all employees – The guidance has been produced and is out pending.
- Texting/personal cell phone use – The guidance is in draft and will be reviewed at the next KCRIGG meeting.
- Chat communication update – See the minutes from prior meetings, most notably March 15, 2022 for background and history. David Mendel, the CIO, Cynthia, and Tim have briefed the PAO on this issue. It may go up to the Executive Senior Leadership Team (SLT) for communications and guidance. Tim has volunteered to draft this guidance. SLT does not want county wide communications unless it comes from them, although individuals are welcome to share this information with their teams and as needed.

6. KCIT Related Updated

- Offboarding employee email and OneDrive records – issues with manager/supervisors getting access to exited employee records is ongoing. At this point, a supervisor needs to put in a KCIT ticket and get an HR signoff to get these records.
- Retention of Teams meetings recordings – This is resolved. The retention is 90 days.

7. ARMMS Update

- Legal Hold List – AROs are reminded to update the legal hold list. The PAO will provide information to the AROs as needed, ad hoc. AROs are encouraged to look for hold lifts.
- The next Records Management Network Meeting will be on 8/23. Invitations will go out soon.
- DAD for Laserfiche project – Anna Heinrichs has completed a blanket DAD for all HR records. The DAD is very safe and compliant; it covers all record types, protected medical information, fitness for duty, etc. This is an amazing accomplishment and Anna is rightly proud of this work. Contact Anna directly at laserfiche@kingcounty.gov for more information and access to the Teams site.

- Disposition Process Improvement Project – This was previewed at the last meeting. Consolidating the processes will be previewed at the next records network meeting.
- Archives Vacancies and CIP – After years, the CIP is resolved! Now there is a two year backlog of PRA and reference requests to be processed. [The Seattle Times tweeted](#) about getting their backlogged request about 1937 Seattle homelessness. About 30 pallets have been moved from the Records Center and back to the archives. There will be a rolling delivery of about 10 pallets per week. Zoom interviews for the assistant archivist positions are upcoming and new archivists are anticipated soon.

8. PRC Annual Report

The report was submitted after necessary reformatting. It will be available for the public soon.

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

- The minutes from June 17th are scheduled for approval at the next meeting. Valerie will resend them.
- The privacy maturity interviews are ongoing.
- Stephanie will review what the Seattle Times may publish about employees. Lorre will check in with Stephanie to make sure their information is aligned.
- KCRIGG guidance is coming soon for social media and texts.
- See the [Teams meetings recordings](#).
- Update the legal hold list as needed on the [PRC Teams site](#).
- See the [KCIT Data Access Request Form](#) for access to departed employee records as needed.
- Contact Anna with questions about the [HR blanket DAD](#).
- Contact Ryan with questions about the disposition update process.
- The archives are settling into a business-as-usual status by getting through requests, hiring, and rehoming their collection.
- The PRC report is in the executive's office.
- The process for offboarding and records access is ongoing.
- Neither Tim nor Shannon will be at the next PRC meeting.
- The next meeting will be 8/16/22.

The meeting adjourned at 4:07 p.m.