

Public Records Committee (PRC)

Via Microsoft Teams

September 20, 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)	
Executive Services: Records and Licensing, Archives, Records Management, & Mail Services (DES RALS ARMMS)	Cynthia Hernandez, Ellie Rhodes, Hannah Soukup, Valerie Vega, Ryan Wadleigh
Executive Services: Office of Risk Management Services (DES ORMS)	
Human Resources (DHR)	Anna Heinrichs
Information Technology (KCIT)	Tim Morrow
Judicial Administration (DJA)	Danielle Anderson, Elizabeth Thelen
King County Council (KCC)	Janet Masuo
Executive Office (KCEO)	Kaitlin Wiggins
Local Services (DLS)	Greg Felton, Craig McMurdo
Metro Transit (MTD)	Mirla Santiago
Natural Resources & Parks (DNRP)	Sara Fitzgibbons
Prosecuting Attorney (PAO)	
Public Defense (DPD)	Mon Cheri Barnes, Nathan Bays
Public Health(DPH)	Charlotte Nickels, Jonathan Bibler
Sherriff's Office (KCSO)	Kimberly Petty
Superior Court (KCSC)	Ronda Bliey

1. Introductions

Andrea Williams called the meeting to order at 3:33 pm.

2. Approval of Minutes

Andrea called for a motion to approve the minutes from June 21st. Anna Heinrichs introduced the motion and Alex Conn seconded the motion. Andrea called for a motion to approve the minutes from July 19th, 2022. Danielle Anderson introduced the motion and Ellie Rhodes seconded the motion. The minutes from both meetings were unanimously approved.

3. Privacy Program Update

The Privacy Maturity Assessment interviews are scheduled to be completed on 9/22/22. An in-person Privacy Summit with Department and County leadership is anticipated for the end of October. PRC members will be included. A final report from the interviews is expected in Quarter 1 of 2023.

The Privacy Program will be meeting with the Executive Senior Leadership Team for a status report in the middle of October. The new interim Chief Information Security and Privacy Officer (CISPO) is Scott Barber, after the former CISPO, Mike Kaser, left the county in early September.

4. Public Records Program Update

Sara Fitzgibbons announced that DNRP partnered with the PRP and KCIT to sponsor eDiscovery training. There is a limit of 10 people for the lab sessions and those seats have been filled.

However, there will be five sessions and the first two will be 90 to 120 minutes and anyone can join them. Contact Sara for details.

5. KCRIGG update

The group will meet tomorrow. Versioning problems with digital and physical records will be discussed. There was a conversation about versioning challenges. When considering these challenges, the group needs to consider that policies should not be created for a specific scenario, then applied universally.

Anna Heinrichs provided some examples. Versions can especially provide difficulty when you need to actually look at them. For example, Anna has needed to find an out-of-date contract to show it is out of date. For budgeting discussions, the council has worked with packets that have different page numbers. Laserfiche tracks versions very carefully. Anna uses a guide that always has the version and update log in page 2, which is very useful.

6. KCIT Related Updated

There is no news on MS Teams retention. Tim Morrow will follow up. The PRC continues to be concerned about chat retention.

7. ARMMS Update

- Records Management Program – The August network meeting had a poll asking about resources for RMLs and AROs. The feedback showed a need for more “train the trainer” resources and a shared Teams site. There is a new [blanket DAD](#) for non-archival records with a retention of six years or less. There is a new [glossary](#) or records terms and new [naming convention guidance](#). The RMP was given kudos for these new resources, which were a direct response to feedback.
- The disposition process improvement project is ongoing. Although there is no news to share, a lot of work is being done.
- Archives – Two new archivists, Kate Guyon and Danielle Coyle, were hired internally from the archives program. The two new vacancies are expected to be filled around November, pending HR. There are some loose ends to wrap up the years long CIP project. For example, there needs to be recycling and the air compressor is inside and loud. Hannah worked with OESJ for an ADA walkthrough, which brought up other issues that need to be addressed. The archives are 2/3 through the 10k linear feet of rehousing records and documents. The

archives are [no longer charging for uncertified copies](#). Patrons have been in the building. There will be a soft reopen in October.

8. PRC Annual Report

The report was submitted on time. The report process is open to Lean-like improvements. Cynthia gave a shoutout to Margo Christianson for communications assistance.

9. DHR Personnel Records Requests (not on agenda)

DHR put together a [new online form](#) for people not in HR to request personnel records as a one stop shop for personnel records request. This is very exciting. There is a two part approval process. The request first goes to the HR manager, who has five days to respond with one reminder after the third day. Then the request will go to Anna as for final approval. A six day maximum turnaround is anticipated for these requests. The requestor will get a packaged secure link with a password in their email. The link is only active for seven days. DHR is confident and comfortable with this security.

There is one employee's records per request. Contact Anna for large requests or batches. This is only for internal county requests. If the link "gets out" to the public, requests will be denied and requestors will be directed to public records requests. The information will be unredacted because only the public records officer can redact. PAO review would include subpoenas. Transparency for county employees and an announcement are ongoing. DHR is working on communications, which is technically under the broader Laserfiche project.

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

- The privacy interviews will finish soon.
- Contact Sara Fitzgibbons for eDiscovery training. Sara will look into options for observing the training without a login for hands on work.
- Contact Cynthia for KCRIGG items, including feedback and information on versioning. Cynthia will work with Anna and Kaitlin Wiggins to discuss their experience with versioning.
- There are new records resources online: the [blanket DAD](#), [glossary](#), and [naming convention guidance](#). Kudos were given to the RMP for these resources, especially Rochelle James for the naming conventions.
- Archives staff and improvements are ongoing.
- Kudos were given to Margo Christianson for communications assistance, notably with the annual report.
- Teams retention is pending. Tim Morrow will reach out for updates.
- DHR has a [new online form](#) for personnel file requests. Contact Anna for more information and resources, including a training video or other trainings.
- Contact Anna for access to the Laserfiche teams site.

The meeting adjourned at 4:15 p.m.