

Public Records Committee (PRC)

Via Microsoft Teams

October 18, 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 |
| District Court (KCDC) | |
| Elections | Jackie Adams |
| Executive Services (DES) | Cindy Cawaling, Stacey Root |
| Executive Services: Records and Licensing (DES RALS) | Norm Alberg |
| Executive Services: Records and Licensing, Archives, Records Management, & Mail Services (DES RALS ARMMS) | Ellie Rhodes, Hannah Soukup, Valerie Vega |
| Executive Services: Office of Risk Management Services (DES ORMS) | Stephanie Santos |
| Human Resources (DHR) | Anna Heinrichs |
| Information Technology (KCIT) | Tim Morrow, Lorre Wijelath |
| 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, Caroline Darrow |
| Natural Resources & Parks (DNRP) | |
| 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

Norm Alberg called the meeting to order at 3:32 pm.

2. Approval of Minutes

Norm called for a motion to approve the minutes from September 20th. Anna Heinrichs introduced the motion and Ellie Rhodes seconded the motion. The minutes were unanimously approved.

3. KCRIGG update

- Social Media Guidance – The group has a [final draft of the social media guidance](#) in the general PRC Teams site and it is ready for PRC review. The guidance covers retention and disclosure responsibilities of employees who use social media. The risks depend on the circumstances, such as if the social media post is from an authorized county site or if it is county business posted from a personal site (i.e. LinkedIn).
- Text Messaging (SMS) Guidance – This is similar to the social media guidance and is near completion. It is also ready as a [draft](#) for PRC review. County staff are encouraged to use other communication methods (such as Outlook) and to keep SMS communications transitory. The retention for text message is challenging due to capturing issues. Verizon has been known to require subpoenas to produce the texts. Refer to your public records officer for guidance on texts.
- Versioning – This is a new issue that was mentioned at the previous PRC meeting. SharePoint, Teams, OneDrive, etc. create multiple iterations and versions of a document. The number of versions can go into the hundreds or thousands. Although these versions aren't really used from an operations standpoint, but they create a notable risk (and a mess) on the disclosure side. eDiscovery premium *may* have an option not to search versions.

4. KCIT Related Updated

Regarding the ongoing issue of chat retention, David Mendel and Tim Morrow will talk to the senior leadership team (SLT) about this on Friday 10/21. This discussion will include the history of the issue and what is recommended. Because it takes Microsoft 24 hours to 17 days to remove the chats, these need to be considered transitory like SMS texts. There is a known bug where chats can stick at least a year. There is no timeframe for addressing this bug.

5. Privacy Program Update

The Privacy Maturity Assessment is wrapping up. The consultant will join Lorre onsite for two days. This will include interviews (pending availability) or questionnaires with public records officers, risk management, all KCIT leadership, and groups related to ESJ. Norm and Cynthia have been invited to these meetings. There will then be an onsite workshop with the information security team before the county has a break in responsibilities. The consultant will take several weeks to create a report, including a presentation. Stephanie will be included in this discussion.

6. ARMMS Update

- DHR confirmed that the correctional officer personnel files and misconduct complaints records retention change (from 6 to 10 years) will be applied retroactively. This change applies to personnel files and misconduct records for any employee who, at any time, held a commissioned/correctional officer position, even if they are no longer in that position. Laserfiche is the new system of record for digital personnel files (many departments are still uploading active files) and will manage retention of personnel records accordingly. Paper personnel records, and digital records outside of Laserfiche still need to be managed manually. Misconduct records are not within the current scope of Laserfiche and, therefore, also need to be managed manually. There will be safeguards and flags for the disposition

authorities regarding these records and there is language to help identify these records. Contact Anna to confirm if records are for “uniformed staff” or not.

- Archives – This is the second to last week of bringing back records that were stored offsite during the archives building renovation. Matt Browning of the Records Center took photos of the new archives layout to update the website with. In early 2023, Hannah will reach out to some offices to confirm what records the archives do and don’t have in order to alleviate pain points for customers who don’t know where to go for what they need. The level of service and the awesomeness of the archives staff has been recognized.

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

- There is KC RIGG guidance for social media and texts on the [PRC Teams site](#).
- Try to keep SMS texts and chat records transitory.
- There will be a chat retention update after Tim Morrow meets with the SLT.
- The privacy maturity assessment will wrap up soon.
- Lorre is currently the interim CISPO.
- The retention increase for correctional officers and misconducts will be applied retroactively. Contact Anna to confirm the applying these changes.
- The archives will be fully rehoused soon.
- Anna Heinrichs is open to feedback for the single source [form for personnel records](#).
- The King Street move will be next month.
- It is archives month.

The meeting adjourned at 4:02 p.m.