

Public Records Committee (PRC)

Via Microsoft Teams

December 21, 2021

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)	
Assessor's Office	
Community & Human Services (DCHS)	Alex Conn, Jennifer Guy
District Court	
Elections	Shawn Abernethy
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)	Cynthia Hernandez (secretary), Ellie Rhodes, Valerie Vega, Emily Cabaniss
Executive Services: Office of Risk Management Services (DES ORMS)	Shelby Miklethun (vice-chair), Mirla Santiago
Human Resources (DHR)	Anna Heinrichs
Information Technology (KCIT)	Tim Morrow, Lorre Wijelath,
Judicial Administration	Danielle Anderson
King County Council (KCC)	Janet Masuo, Craig McMurdo
Executive Office (KCEO)	
Local Services (DLS)	Greg Felton
Metro Transit	Caroline Darrow
Natural Resources & Parks (DNRP)	
Prosecuting Attorney	
Public Defense (DPD)	
Public Defense (DPH)	Charlotte Nickels
Sherriff's Office	
Superior Court (KCSC)	Ronda Bliely

1. Introductions

Norm Alberg called the meeting to order at 3:31 p.m. This is the last PRC meeting of 2021.

Shawn Abernethy is joining the PRC to replace Janice Case in Elections because the records work has shifted to Shawn's unit.

2. Approval of Minutes

Norm called for a motion to approve the minutes from November 16, 2021. Ronda Bliely made the motion for approval, and Cynthia seconded the motion. The minutes were approved by unanimous vote.

3. Privacy Program Update

The Privacy Assessment Consulting RFP contract has not been signed, but hopefully will be in early 2022.

The [Privacy Performance Measures](#) are available for review. The measures were created for the specific recommendations to protect sensitive information. They also regard the connection between the PRC, Privacy Working Group, and Senior Leadership Team. Lorre is asking the PRC to review this on a substantive level. She is looking for beneficial additions and added clarity. She would especially like feedback for Recommendation 10. After the review, the PRC can have a fuller discussion about the measures and working with departments.

4. Public Records Program Updates

The Public Records Program staff is resettling to accommodate gaps. The ethics program needs more staff and there are other opportunities to work with public records around the county. The Equity Impact Review team includes PRC and public records officers from around the county. They meet monthly (with different facilitators) about public records charging. Charging will apply minimally across the depts to help access to public records. The team is working on standard work for charging, including the complexity and size of the search.

5. PRC Communications Discussion

The communications plans timeline has been pushed back.

6. Law Enforcement Personnel Files Retention

The state released a draft for the law enforcement retention schedule, which has a large number of changes. Most changes will not affect things, such as description updates. [RCW 40.14.070: Destruction, disposition, donation of local government records...](#) however does have notable updates. Peace and corrections officers' records retention has been extended to ten years after the employee leaves. At this point, peace and corrections officers do not include animal control or permitting staff. This retention extension is only expected to affect DAJD and the Sheriff's office. Ellie will reach out to them to discuss details. The schedule is open for review until December 31st.

7. ARMMS Update

- Records Management Program updates – Ellie has developed training materials for KCIT for the Customer Success Managers. This will help fill in the gaps and understandings about records and the need to manage them in any format and any software (databases, etc.). Thanks were given to Tim Morrow for assistance. This training will be introduced at their next meeting in January. There will also be online training for IT Project Managers to make sure the systems are able to manage the records they hold.
- Archives Program Updates – The CIP project continues. The biggest component left is security implementation.

- Reminder about Dispositions – Notifications for records eligible for destruction need to be responded to. These come from the Records Management Program (Ryan) and the Records Center (Scott). The Records Center especially needs to maximize its storage space.
- Content Manager Demos – Monthly Content Manager demos are continuing monthly. These will be announced in the Records Management newsletter. Demos are also available for groups on request.

8. KCIT Related Updated

Managers' access to their exiting employees' OneDrive and Outlook records has not been automatic. It is the employee's responsibility to manage their records before leaving, but managers are responsible for these records after the employee leaves. Managers are identified via PeopleSoft. KCIT is working to streamline this process for managers only. Requests for legal, disciplinary, etc. access will still need to go through KCIT. At this point, manager access to emails will be for two weeks and access to OneDrive will be for a year, via the managers' Outlook and OneDrive. Outlook may need to be restarted.

This will affect groups who are not familiar with this upcoming change. For example, the Public Records Program and Records Management Program will need to update their guidance and information. Communications plans are being developed. Tim Morrow will share information and forward relevant emails. This will be discussed at the next meeting.

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

- Review the [Privacy Performance Measures](#) and give any feedback to Lorre.
- There are opportunities to work with Public Records around the county. Contact Shelby for more information.
- Send questions about law enforcement records to Ellie.
- Respond to records disposition requests from the Records Center and the Records Management Program.
- Consider end of the year records management projects.
- Tim will share offboarding employee information and this topic will be continued.
- Shelby and Cynthia were acknowledged and thanked for their knowledge and contribution to the PRC, including managing these meetings. Valerie was thanked for writing these minutes.

The meeting adjourned at 4:06 p.m. Go Hawks!¹

¹ This does not necessarily reflect the thoughts of all PRC members.