

Public Records Committee (PRC)

Via Microsoft Teams

January 17, 2023

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
Assessor's Office (DOA)	
Community & Human Services (DCHS)	Alex Conn
District Court (KCDC)	
Elections	Jackie Adams
Executive Services (DES)	Dane Sloan
Executive Services: Records and Licensing (DES RALS)	Norm Alberg
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)	Jacqueline Gerardi
Human Resources (DHR)	
Information Technology (KCIT)	Megan Mason, Tim Morrow, Lorre Wijelath
Judicial Administration (DJA)	Danielle Anderson
King County Council (KCC)	Janet Masuo, Joanna Loomis
Executive Office (KCEO)	Kaitlin Wiggins
Local Services (DLS)	Greg Felton, Craig McMurdo, Margo Christianson
Metro Transit (MTD)	Caroline Darrow
Natural Resources & Parks (DNRP)	Sara Fitzgibbons
Prosecuting Attorney (PAO)	
Public Defense (DPD)	Mon-Cheri Barnes, Nathan Bays
Public Health(DPH)	Tyler Entrekin, Jonathan Bibler
Sherriff's Office (KCSO)	Kimberly Petty
Superior Court (KCSC)	

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 December 20, 2022. Andrea Williams introduced the motion and Danielle Anderson seconded the motion. The minutes were unanimously approved.

3. KCRIGG update

The first two issues the group processed: social media and text messages are now complete, with new guidance for each topic. The next topic KC RIGG will address is versioning, and then personnel file requests. The group is open to new issues. Contact Cynthia or any of the KCRIGG members to propose a topic for them to address.

4. Public Records Program Update

The PRP is making progress on their backlog and staffing issues. Stephanie Santos has accepted the program manager position, and hiring is ongoing.

5. Privacy Program Update

The new CIO, Megan Clarke, started onboarding today. Her TED talk, [On being Perfectly Imperfect](#), is recommended. Some of her early tasks will be hiring the new CISPO and meeting with some PRC members. Lorre continues to be the acting CISPO.

The privacy maturity assessment has concluded and the county received deliverables, which include county wide and department wide privacy maturity reports. Lorre is working on guidance and action items from the report. This will start with county code and defining privacy. Lorre hopes to hire a privacy analyst to assist her work.

6. ARMMS Update

- Disposition Process Improvements Update – This is ongoing. Ryan is meeting with targeted impacted customers and working on training and communications about the process update. He requests that the AROs review the [disposition authorities](#) to make sure the list is up to date.
- Year end processes – As a reminder, this is a good time to close out end of year projects, sending boxes to the Records Center, make folders for 2023 communications, etc., and to remind your team to do the same. All are welcome to reach out to the Records Management Program for guidance or help on projects, processes, etc.
- The state released [three new consultation draft schedules](#). The changes appear to be significant and include series moving onto new schedules and retention changes. Several departments will be impacted, possibly including the district court, superior court, PAO, and KCSC. Reach out to Ellie or directly to the state with feedback on the changes by February 24, 2023.
- Archives Program Updates
 - a. Hannah is appraising records and open for meetings and communications for appraisals. Reach out to Hannah or the archives for appraising.
 - b. Two new hires for the archives are in progress and hopefully there will be staffing news by next week. The archives have not been fully staffed in years.
 - c. The archives will soon be open another day of the week soon for walk-ins.
 - d. Hannah will teach a class at Seattle University on public records and their importance.
 - e. The archives website has been significantly revamped. Let Hannah know if you can't find something.

7. KCIT Related Updated

Ryan and Ellie went to a demonstration related to retention in Microsoft apps and are working with KCIT to determine guidance for Microsoft product created records.

8. PRC Website Logistics

Valerie asked for feedback and opinions on uploading PRC minutes and agendas to the public website. This is also generally a good time to review the website before the upcoming Sitecore migration. It was determined that people do like referring to old meeting notes on the website, which are also available on Teams. Tyler Entrekin pointed out that as a public committee, there could be repercussions for not posting our activities. Retention does need to be applied to older meeting records, which are potentially archival.

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

- The PRP, privacy program/KCIT, and the archives are in the process of adding or onboarding new staff.
- All are encouraged to watch the new CIO's ted talk.
- The privacy maturity assessment from BDO is concluded. Guidance and action items are forthcoming.
- It is requested that records officers review the disposition authorities and to contact the RMP to make changes.
- This is a good time to finalize and start records projects for records tied to annual activities.
- There are three new consultation draft schedules. Contact Ellie or the state with feedback by 2/24/2023.
- Reach out to Hannah or the archives for appraisals.
- Agendas and minutes will continue to be posted on the public website.

The meeting adjourned at 4:00 p.m.