

Public Records Committee (PRC)

Via Microsoft Teams

February 21, 2023

3:30 – 4:15 pm

Attendance: All attendees joined the meeting remotely. Below are the attendees of the meeting:

| Organization | Names |
|---|---|
| 4Culture | Erica Maniez |
| Adult & Juvenile Detention (DAJD) | Andrea Williams |
| Assessor's Office (DOA) | |
| Community & Human Services (DCHS) | |
| District Court (KCDC) | |
| Elections | Jackie Adams |
| Executive Services (DES) | Cindy Cawaling |
| 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) | |
| Human Resources (DHR) | Anna Heinrichs |
| Information Technology (KCIT) | Megan Mason, Lorre Wijelath, Alex Conn |
| Judicial Administration (DJA) | Danielle Anderson, Elizabeth Thelen |
| King County Council (KCC) | Janet Masuo, Joanna Loomis |
| Executive Office (KCEO) | Kaitlin Wiggins |
| Local Services (DLS) | Greg Felton |
| Metro Transit (MTD) | Mirla Santiago |
| Natural Resources & Parks (DNRP) | |
| Prosecuting Attorney (PAO) | |
| Public Defense (DPD) | Mon-Cheri Barnes |
| Public Health(DPH) | Jonathan Bibler, Charlotte Nickels |
| Sherriff's Office (KCSO) | Kimberly Petty |
| Superior Court (KCSC) | Ronda Bliely |

1. Introductions

Norm Alberg called the meeting to order at 3:31 pm. Welcome Erica Maniez at 4Culture.

2. Approval of Minutes

Norm called for a motion to approve the minutes from January 17, 2023. Hannah Soukup introduced the motion and Andrea Williams seconded the motion. The minutes were unanimously approved.

3. King County Records and Information Governance Group (KCRIGG) update
Megan Mason will transition to a new position in KCIT and leave KCRIGG. The versioning issue is ongoing and the group is gathering information. The next issue will be personnel file requests, as requested by Anna Heinrichs. A new issue proposed by DCHS will address “non standard tools” regarding privacy, RM, info security, etc. These tools are generally non-M365 or KCIT supported software. The call for other items is always open.

4. Disposition Authority Process Improvement
Ryan has discussed this issue at several recent meetings. There have been many bottlenecks in the disposition process and a large number of records have been waiting for disposition because of said bottlenecks. The improvement process has been in the works for about a year. There will be a pilot to replace the four different disposition forms with a consolidated option in Content Manager. There will be 45 days to respond to the consignment before disposition moves forward. This process been ok'd by the PAO and has been successful in other government agencies. Watch out for targeted outreach for those who have been using the exiting form. This process will go live in April and there will be overlap as the old forms are transitioned out. Jackie Adams appreciates the Ryan's acknowledgement that these changes are 'spicy.' Elections especially has a lot of turnover and disposition authorities, so this will help them move forward with the consignment backlog. This is exciting.
See the [FAQs-Consolidated-Disposition-Form](#) and [FAQs-45-Day-Deadline-for-Review](#).

5. KCIT Related Updated
As stated above, Megan is going to a new position but will go on special duty 80/20% until the KCIT ARO position is posted. She will support KCIT records while the new ARO adjusts to the role.

6. ARMMS Update
 - New Legal Hold Guidance – There is new [legal hold guidance](#) which includes responsibilities, schedule information, and guidance on managing the records during and after the hold. Thanks went to Valerie for their work on this.
 - Retention Schedules – The [old PDF schedules](#) will be retired in about a month, during which time they can be downloaded as needed. These schedules are outdated and were replaced with a dashboard about a year and a half ago. The dashboard schedules can be easily and quickly updated. The PDFs were difficult to manage and update and took longer to make changes to.
 - a. The RMP (Records Management Program) works regularly to keep schedule information in Content Manager up to date and compliant with the state. Anna Heinrichs stated there are some HR schedules with different information from the state regarding 'grievances and investigations.' Also leave management retention for FMLA forms falls into both leave management and medical records. This makes these DHR records difficult to manage. Most discrepancies from the state happen when a number of schedules are merged and they inherit the longest retention period of the group. The other common reason is that retention was extended because of work done with the customer, such as DHR or PAO. Conversations about

these retention extensions can happen as needed. KCRIGG may be brought in and they have a DHR presence.

- Archives Program Updates
 - a. Two new hires are being onboarded. This is very exciting and they both have a lot of reference experience.
 - b. Hannah is doing a lot of appraisal. This will move records off of people's plates so they don't need to worry about PRA requests or managing these records.
 - c. A Seattle University freshman class went to the archives and got shown cool old records regarding the history of municipalities. Hannah got brownies.
 - d. The archives are worth the taxes, reports a satisfied customer.

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

- The Privacy Program updates include re-formulating the privacy working group, into two separate groups (1) a smaller group focused on implementing BDO recommendations and (2) changing the privacy working group cadence to a quarterly meeting. Lorre believes we will be looking to hire a privacy analyst in the next 6-12 months. Reach out to Lorre with questions.
- There is no notable Public Records Program news.
- KC RIGG continues to accept issues to address. Contact Cynthia or anyone in the group to escalate something.
- It is the ARO's responsibility to keep the holds list up to date and to keep the RMP informed of disposition authorities.
- Provide feedback on the disposition FAQs that Ryan shared: [FAQs-Consolidated-Disposition-Form](#) and [FAQs-45-Day-Deadline-for-Review](#).
- Review the new legal hold guidance as needed.
- Review and download old PDF schedules as needed.
- The discussion on DHR records retention will continue.
- Megan Mason is leaving her position, but will continue to provide support for a period.
- Erica at 4Culture was welcomed. The art 4Culture brings and shares was appreciated. Erica will work to bring a retention focus to the department.
- The next meeting will be on 3/21/23.

The meeting adjourned at 4:10 p.m.