

**PRC AGENDA**

Date:	March 21, 2023	
Time:	3:30 - 4:15 pm	
Location:	Teams Meeting – see meeting invite to join.	
<b>Agenda Item</b>	<b>Presenter</b>	<b>Objective</b>
1. Introductions and check in	Norm Alberg 2 minutes	Check In
2. Approval of minutes - February	Norm Alberg 3 minutes	Action
3. King County Records and Information Governance Group (KCRIGG) update <ul style="list-style-type: none"> <li>Versioning issue – work in progress</li> <li>Personnel File Request process – review complete</li> <li>Next Up- IT Security and non-standard apps and software</li> <li>Call for other items</li> </ul>	Cynthia Hernandez 10 minutes	Inform, Invite Questions, Comments
4. KCIT-Updates <ul style="list-style-type: none"> <li>Microsoft Purview, eDiscovery tool</li> </ul>	Shannon, Tim 8 minutes	Inform, Discuss
5. ARMMS Updates <ul style="list-style-type: none"> <li>RM Month in April</li> <li>RM Network Meeting – Early April</li> <li>Text Message FAQs on RMP website</li> <li>Disposition Improvements</li> <li>Archives Program Updates</li> </ul>	Ellie Rhodes, Ryan Wadleigh, Hannah Soukup 12 minutes	Inform
6. Good of Order and Summarize Take-Away Messages <ul style="list-style-type: none"> <li>Privacy Program</li> <li>Public Records Program</li> </ul>	Norm 7 minutes	Information, Recap
7. Adjourn	Norm Alberg	

**Upcoming Public Records Committee meeting: April 18, 2023**