

Public Records Committee (PRC)

Via Microsoft Teams

March 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)	Chelsea Walch
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)	Stephanie Santos
Human Resources (DHR)	Anna Heinrichs
Information Technology (KCIT)	Alex Conn, Tim Morrow, Cheryl Ann Gunderson, Lyanne Ma, Shannon Smith
Judicial Administration (DJA)	
King County Council (KCC)	Joanna Loomis
Executive Office (KCEO)	Kaitlin Wiggins
Local Services (DLS)	Craig McMurdo
Metro Transit (MTD)	
Natural Resources & Parks (DNRP)	Sara Fitzgibbons
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 Bliey

1. Introductions

Norm Alberg called the meeting to order at 3:30 pm.

2. Approval of Minutes

Norm called for a motion to approve the minutes from February 21, 2023. Ellie Rhodes introduced the motion and Andrea Williams seconded the motion. The minutes were unanimously approved.

3. King County Records and Information Governance Group (KCRIGG) update

Cynthia reported on recent progress. She mentioned that the texting guidance developed by KCRIGG and led by Ellie Rhodes had been referenced in the just-published Records Management newsletter.

KCRIGG continues to address versioning issues, a topic that was raised and is being led by the Public Records Program. With public records requests, all versions need to be produced and the number of versions can range up to 50 thousand. KCIT controls the number of M365 versions and can turn the feature off. Stephanie Santos observed that no one wants to review 50K versions of the same record. Anna Heinrichs came to a RIGG meeting to discuss the personnel file request and request fulfillment process. RIGG found no further processing on this issue was needed. The next issue up for discussion will be security and non-standard/non-M365 apps and software. Cynthia invited input on the topic.

Anna asked if there is any guidance on using Teams v Zoom for internal meetings. Tim Morrow answered that Microsoft Teams is King County's standard means of collaboration and should be used whenever possible for calls, meetings, and webinars. Zoom should only be used for necessary and specific reasons, which may include telemedicine, virtual classrooms, virtual courtrooms, and community engagement where there are equity and access concerns for participants that do not have the ability to use Teams.

In a call for new items, Tim suggested a stand on eDiscovery capabilities, leading into the next agenda item.

4. KCIT Updates

Cheryl Ann Gunderson and Lyanne Ma from KCIT attended the meeting to discuss [Microsoft Purview](#). This program is partially a rebrand of the established Microsoft eDiscovery tool, but also has a number of new functionalities. Searching should be more robust and there are preservation methods for legal holds.

Those with access to Microsoft eDiscovery have access to Purview now. It will be officially launched mid-April, at which point more information will be shared. Stephanie says this is being brought to the PRC and KCRIGG because these use cases and users are almost all public records officers. The lines on who has access needs to be hammered down.

5. ARMMS Update

- April is records month. The Records Management Program (RMP) will have more communications and share activities to celebrate.
- The next RM Network Meeting will be on April 5th. Ellie will send out registration soon.
- The [text message FAQ](#) is on the RMP website. Mon-Cheri Barnes gave kudos for the text message guidance, which is being used for DPD.
- The disposition improvement pilot has included everyone who submitted disposition forms over the past year. The new process will give disposition authorities a 45-day window to take action instead of waiting for them to respond. Disposition training will be given soon. The existing disposition policy is lapsing and will be removed.
- Archives Program Updates – The Archives program is fully staffed, and the new team members are training and doing smaller projects, such as work on online exhibits. Hannah is continuing to appraise records.

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

- Lorre Wijelath will be at the next meeting with privacy program updates.
- The Public Records Program is business as usual.
- All are invited to share non-standard apps experience, such as with Zoom. DNRP and KCSO have examples.
- The records management perspective is that nonstandard apps make it more difficult to manage and produce records; therefore those who choose to use them are assuming a greater level of risk and responsibility than they would be if they were using only standard applications.
- In recent years, Teams has added several helpful new features that every King County employee may utilize for free; [view the current list of Teams conferencing solutions here](#). Questions? Please contact your KCIT [Customer Success Manager](#).
- The new Microsoft eDiscovery tool, Purview is coming in April.
- April is RM month.
- The RM network meeting is scheduled on April 5th.
- Disposition improvements and training are being rolled out.
- Ryan will share guidance/documentation with Anna Heinrichs about the 45-day window for automatic disposition.
- Archival appraisal is ongoing. Reach out to Hannah with any questions or concerns.
- The next PRC meeting is on April 18th.

The meeting adjourned at 4:04 p.m.