

Public Records Committee (PRC)

Via Microsoft Teams

April 18, 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, Megan Mason, Lorre Wijelath
Judicial Administration (DJA)	Danielle Anderson, Elizabeth Thelen
King County Council (KCC)	Joanna Loomis, Janet Masuo
Executive Office (KCEO)	Kaitlin Wiggins
Local Services (DLS)	Craig McMurdo, Cheryl Binetti
Metro Transit (MTD)	Caroline Darrow, Mirla Santiago
Natural Resources & Parks (DNRP)	Sara Fitzgibbons
Prosecuting Attorney (PAO)	
Public Defense (DPD)	
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 March 21, 2023. Anna Heinrichs introduced the motion and Danielle Anderson seconded the motion. The minutes were unanimously approved.

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

- Versioning issue – the group continues to address issues and risks when there are multiple versions of a record. The Public Records Program is the lead for this work, seeking guidance from and through KCRIGG.
- IT Security and non-standard apps and software – This issue is related to security for programs that are not standard county software or Microsoft based. Zoom is one often-used example of this type of software. This is moving slower than other issues because key staff for this item have other priorities. Contact Cynthia, or anyone in KCRIGG if you have examples or information to contribute to this topic.
- Purview – The next issue KCRIGG will address is access to Microsoft Purview. Purview is the successor to eDiscovery. Public records officers have access to eDiscovery software, but so do others, such as HR or KCIT staff. KCRIGG’s work will consider authorities to use Purview, as well as other procedural matters.
- Call for other items – The call for other items remains open. Reach out to anyone on the KCRIGG team to propose a topic - Cynthia, Hannah, Ellie, the Public Records Program (Crystal, Jax, Stephanie), Norm, Shannon Smith, or Nate Valderas.

4. KCIT Updates

This item was not covered because the KCIT staff who lead this topic were not present.

Cynthia expressed interest in the KCIT SMS survey results. Lorre Wijelath was able to give some context. KCIT security staff regularly discussed SMS risks, such as PII or PHI being communicated via an insecure channel. They decided to send a survey before creating guidance for this issue. This is not a high priority for Megan Clarke, the chief information officer. Lorre can be contacted for more information.

5. ARMMS Update

- RM Network Meeting – the Records Management Program had a network meeting in early April. Many issues at the meeting had been discussed in previous PRC meetings, such as hold guidance, social media guidance, and disposition process information.
- Disposition Improvements Update – Ryan gave a demo for the new process and the new form has successfully been released. One of the major changes is that there is a 45-day window to respond to consignments before disposition moves forward. The PRC Teams site has a [list of pending consignments](#).
- Archives Program Updates – The new archives staff are being trained and Hannah is working through archive backlog. The archives are open to the public and can be visited 10am to 3pm on Tuesday and Wednesday, or by appointment. County staff are encouraged to send the public to the archives or the archives website. Jackie Adams expressed gratitude for the archives research guides, on behalf of Elections.

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

- Privacy Program – Lorre is working through structural shifts and vacancies in the security team. She recommended a chief privacy officer to Megan Clarke, as recommended by the consultant, BDO. Lorre is not anticipating notable updates on BDO’s recommendation until the summer.

- The Public Records Program - The program is finally fully supported and they are working to resume normal business.
- Microsoft Purview will be the new discovery software.
- Contact KCRIGG with examples of nonstandard software, or to suggest other issues.
- April is Records Management month.
- Archives records are for the public.
- A new CISPO position has been posted.
- There will be a soft unofficial open for the King Street office.
- The PRC board will begin putting together the PRC annual report.
- Lorre will introduce Megan Clarke to KCRIGG.
- The next PRC meeting will be on May 16.

The meeting adjourned at 3:54 p.m.