

Public Records Committee (PRC)

Via Microsoft Teams

May 16, 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)	Crystal Moua
Human Resources (DHR)	Anna Heinrichs
Information Technology (KCIT)	Alex Conn, Megan Mason, Shannon Smith
Judicial Administration (DJA)	Elizabeth Thelen
King County Council (KCC)	Janet Masuo
Executive Office (KCEO)	Kaitlin Wiggins
Local Services (DLS)	Craig McMurdo, Margo Christianson, Greg Felton
Metro Transit (MTD)	Caroline Darrow, Mirla Santiago
Natural Resources & Parks (DNRP)	Sara Fitzgibbons
Prosecuting Attorney (PAO)	
Public Defense (DPD)	Nathan Bays
Public Health (DPH)	Jonathan Bibler, Charlotte Nickels
Sherriff's Office (KCSO)	Kimberly Petty
Superior Court (KCSC)	

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 April 18, 2023. Anna Heinrichs introduced the motion and Hannah Soukup seconded the motion. The minutes were unanimously approved.

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

- Versioning issue – This issue is being finalized. The Public Records Program and the PAO worked together to discuss options about Microsoft programs saving many versions of a file. All those versions are responsive to records requests, but it was determined that only the most recent version of the responsive record will be shared unless versions are specifically requested.
- IT Security and non-standard apps and software – this item is ongoing.
- Next Up – the next item KC RIGG will take on is Purview and access to Purview, the successor to Microsoft eDiscovery. Both HR and the Public Records Program use Purview.
- Call for other items – KC RIGG is always open to consider new issues.

4. KCIT Updates

There are no notable updates that were not discussed in the above KCRIGG item. Shannon Smith answered some questions about exiting employee records availability. Margo Christianson said Roads is experiencing a lot of exiting employees and asked if there was any change in accessing exiting employee emails. Shannon stated there hasn't been that she knows of and that Margo can follow up with her customer success manager for details (Patrice Frank for DLS).

5. PRC Annual Report Process

Cynthia will begin compiling the three-part PRC annual report. 1) She will send out a survey about digital communication applications usage around June 2nd. PRC members should be aware of this survey, but do not necessarily have any actions due. 2) At the next PRC meeting on June 20th, Cynthia will try to have the PRC Action on Annual Report Content ready to review so there doesn't need to be email follow up. 3) There will a report of public records request activity due on July 6th. This is essentially a duplicate of the report agencies need to turn in to JLARC by July 1st, which is a state requirement. The full report is due to the council in mid-August.

6. ARMMS Update

- Agency Dashboards – This interactive report replaces much of the old manual Content Manager reports Ryan used to share. The new dashboard is ready for a soft rollout and can be viewed [here](#). Please send any feedback to Ryan.
- Policy Updates – Ellie reports that the RMP is updating the policies for management of county records, exiting employees, and onboarding employees. The latter two may be merged. There will also be definition updates, tightening of language, and removal of obsolete processes.
- Retention Schedule Audit – this new audit will focus on discrepancies with the state schedules – specifically when there has been an increase in the retention period or archival value. Many of these changes were done at the discretion of a prior county archivist. Hannah, the current county archivist, is reviewing these at the state and department level. Staff will be involved in the conversation if Hannah is considering a change in archival designations.

- Archives Program Updates – The archives are managing requests for information and having discussions about the end of the records lifecycle. There are high school students doing research at the archives on water and salmon and for making HIV/AIDS posts for the archives Instagram account for June pride month. There will also be a table at the Georgetown steam plant this Friday for infrastructure week.

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

- Privacy Program – there was no news at this meeting.
- The Public Records Program –Katelin Wiggins, the KCEO ARO, gave an update on the equity informed charging project for public records costs. The team was formed in 2019 to standardize charging for public records requests. They have worked to minimize and eliminate charging for public records when possible. Katelin wanted to know how many details the PRC wants on this update. It was determined that a higher level is probably best for the PRC.
- Contact a member of KCRIGG to bring new issues to the group.
- The versioning issue has been addressed and is being finalized.
- There is no change to KCIT's process in managing departed employee emails. Talk to your customer management success for details.
- All PRC should be aware of the PRC annual report and be ready for any action items.
- Check out the [agency dashboard](#) and send feedback to Ryan Wadleigh.
- Reach out to Hannah on archival values of nonarchival records.
- The archives will be at the Georgetown steam plant on Friday, 5/18.
- The next PRC meeting will be on June 20, 2023.

The meeting adjourned at 4:02 p.m.