

Public Records Committee (PRC)

Via Microsoft Teams

June 20, 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)	Hedda McLendon
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
Executive Services: Office of Risk Management Services (DES ORMS)	Jacqueline Gerardi
Human Resources (DHR)	Anna Heinrichs
Information Technology (KCIT)	Alex Conn, Tim Morrow
Judicial Administration (DJA)	Elizabeth Thelen, Danielle Anderson
King County Council (KCC)	Janet Masuo, Johanna Loomis
Executive Office (KCEO)	Kaitlin Wiggins
Local Services (DLS)	Greg Felton
Metro Transit (MTD)	Caroline Darrow
Natural Resources & Parks (DNRP)	Sara Fitzgibbons
Prosecuting Attorney (PAO)	
Public Defense (DPD)	Nathan Bays, Mon-Cheri Barnes
Public Health (DPH)	Charlotte Nickels
Sheriff's Office (KCSO)	Kimberly Petty
Superior Court (KCSC)	Ronda Bliey

1. Introductions

Norm Alberg called the meeting to order at 3:32 pm.

2. Approval of Minutes

Norm called for a motion to approve the minutes from May 16, 2023. Anna Heinrichs introduced the motion and Andrea Williams seconded the motion. The minutes were unanimously approved.

3. Public Records Program- Public Records Response Charges – Equity-Informed Review Versioning
Kaitlyn Wiggins and Jacqueline Gerardi gave a high-level overview of the charging standardization for executive branch public records requests, including the background, the equity informed process, and the implementation plan. The slides they shared are available on the PRC Teams site at [PRR Charging-Slide Deck PRC 06-20-2023.pptx](#).

The equity impact review committee was formed to address inconsistencies in charging for public records and to apply equity to the new standardization. The goal is to not charge for requests unless it is needed for complex requests. Requests are taken with the assumption that there will not be charges. A complexity calculator was created to determine if charges are needed. Allowable charges are nominal and not meant to cover the cost of the work done to fulfill the request. There will be trainings to public records officers about how to use the calculator, which can be found at [ComplexityCalculatorTemplate.xlsx](#). There may be additional communications with the requestor to gather information for the calculator. Internal equity impacts of the proposed charging structure were not considered when developing this process; the focus was on removing barriers to the public. Implementation is upcoming and it could be considered retroactively for open requests.

4. Updates from:

- Public Records Program – Business as usual.
- KCRIGG – It was determined that the group does not need to pursue the issues with Purview (formerly eDiscovery). They are continuing to look at the issue of records in non-standard tools, which may include Slack and Dropbox. The group will take a brief summer break, resuming in August or September.
- Privacy Program – There were no updates.
- KCIT – There were no updates.

5. PRC Annual Report Process

Cynthia gave an overview of the 2022 PRC Annual Report draft. There are moving pieces to the report and it will not be finalized until they all come together. The current draft can be viewed at [PRC-Annual-Report-2022.docx \(sharepoint.com\)](#). The report includes codes, meeting stats, context, and requirements. PRC members are welcome to review the current draft and send feedback to Cynthia.

Cynthia gave thanks to those who completed the survey on digital communications (previously known as the social media survey). Responses showed some technology has gone out of favor and that many tools are not good at retaining records. The responses showed a need for understanding public records. This may influence upcoming actions and work plans.

The report will be out for a finalized vote on 7/5 and close on 7/10. It will then go to Norm, then Caroline Whalen, then the council.

- June 2 – 16: Annual Survey of Social Media/Outreach Tools—Now Closed
- June 20 – PRC Intro to Annual Report Content
- July 6- Public Records Reporting all “Agencies” - (JLARC Report due to state 7/1)
- Transmittal to Council by mid August

6. ARMMS Update

- Agency Dashboards – Valerie gave an overview of the feedback on the [Advanced Agency Dashboard](#). Some requested additional information, such as disposition stats. Other feedback was about the layout and interface. There were some problems with knowing how

to use the dashboard. The next steps will incorporate that feedback to improve usability and add more information.

- Retention schedules update – There is a minor update to the online retention schedules. The state series name is now listed for reference. The categories in Content Manager always have more information than what is on the dashboard.
- Approved State Retention Schedule: There have been changes to the prosecuting attorney and air pollution schedules, but only the former is relevant to current county records. The state welcomes feedback on schedule changes and highly values what the county says.
- Policy Updates – As discussed at the last PRC meeting, two records policies are being merged – the onboarding and exiting/transferring employees policies. The final version is being drafted and will include tightened language and updated information. The draft will then go to DHR, the Public Records Program, and the PRC for review. All executive policies expire after five years. It is the policy issuer's responsibility to track these expirations.
- Retention Schedule Audit – Jacqueline Tabor is reviewing the schedule information in Content Manager and making sure it is consistent with the state information.
- Archives Program Updates – Appraisals are ongoing. Contact Hannah for more information. The archives are also addressing information requests as they happen. Greg Lange has given tours of the archives, which can be scheduled for county employees.

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

- Charging for public records has been minimized and standardized.
- Check out the records request [ComplexityCalculatorTemplate.xlsx](#). Training for the calculator is upcoming.
- KC RIGG items are open; the group will not meet in July.
- The PRC annual report vote will be open from 7/5 to 7/10 and will go to the council by August 15.
- The digital communications survey for the report is closed, but you can still take it or send information directly to Cynthia if needed.
- Feedback for the advanced agency dashboard is always open.
- Send schedule feedback to Ellie to transfer to the state.
- Records policies changes are upcoming.
- Reach out to the archives and Greg Lange for an archives tour.

The meeting adjourned at 4:15 p.m.