

PRC AGENDA

Date:	July 18, 2023	
Time:	3:30 - 4:15 pm	
Location:	Teams Meeting – see meeting invite to join.	
Agenda Item	Presenter	Objective
1. Introductions and check in	Norm Alberg 2 minutes	Check In
2. Approval of minutes - June	Norm Alberg 3 minutes	Action
3. Updates from: - Public Records Program - KCRIGG - Privacy Program - KCIT	Stephanie Santos Cynthia Hernandez Lorre Wijelath Tim Morrow, Shannon Smith 15 minutes	Inform, Update
4. PRC Annual Report Process - Transmittal to Council by mid August - Tracking Action vs. Work Plan	Cynthia Hernandez 8 minutes	Update
5. Policy Update- Records Management Compliance for Onboarding, Exiting, and Transferring Employees	Ellie Rhodes 10 minutes	Review, Action
6. ARMMS Updates - Upcoming Network Meeting – August 15 (tent) - Policy, Orders, Rules web page updates - Archives Program Updates – Parking Lot Party- September 9 with 206 Zulu- which refreshes graffiti work on bldg. Planning for Archives Month- tours of Archives for KC EEs.	Ellie Rhodes, Ryan Wadleigh, Hannah Soukup 5 minutes	Inform
7. Good of Order and Summarize Take-Away Messages	Norm 2 minutes	Information, Recap
8. Adjourn	Norm Alberg	

Upcoming Public Records Committee meeting: August 15, 2023