

Public Records Committee (PRC)

Via Microsoft Teams

July 18, 2023

3:30 – 4:15 pm

Attendance: All attendees joined the meeting remotely. Below are the attendees of the meeting:

Organization	Names
4Culture	
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, Tim Morrow
Judicial Administration (DJA)	
King County Council (KCC)	Janet Masuo, Johanna Loomis
Executive Office (KCEO)	Kaitlin Wiggins
Local Services (DLS)	Craig McMurdo
Metro Transit (MTD)	Mirla Santiago
Natural Resources & Parks (DNRP)	
Prosecuting Attorney (PAO)	
Public Defense (DPD)	
Public Health (DPH)	Jonathan Bibler
Sheriff's Office (KCSO)	Kimberly Petty
Superior Court (KCSC)	

1. Introductions

Norm Alberg called the meeting to order at 3:33 pm.

2. Approval of Minutes

Norm called for a motion to approve the minutes from June 20, 2023. Ellie Rhodes introduced the motion and Anna Heinrichs seconded the motion. The minutes were unanimously approved.

3. Updates from:

- Public Records Program – The program will be recruiting a new staff member; otherwise there is no notable news.
- KCRIGG – The group did not meet in July, but will next month. The issue of addressing nonstandard tools and applications in the county is ongoing. The call for new items is open.
- Privacy Program – There were no updates. The employee newsletter did have [an article on PII](#).
- KCIT – KCIT is putting together a list of common software programs that have the okay to use. For example, Grammarly has several hundred county users, but the program’s base company isn’t compliant with US laws. Tim Morrow is accepting information on common software programs.

4. PRC Annual Report Process

Cynthia Hernandez gave thanks to everyone who helped with the report by reviewing, voting, contributing, responding to surveys, and turning in information. The report is essentially a combination of three reports – the public records reporting to JLARC, the digital communications tools survey, and the PRC activities. The latter is led by the groups in the above item. The PRC role is to provide guidance in these activities. The report has moved to the executive office for submittal to the council, which is due mid-August.

5. Policy Update

The Records Management Program is updating the two policies for onboarding and exiting employee records management. The two policies have been combined as the [Records Management Compliance for Onboarding, Exiting, and Transferring Employees](#) policy. The new policy is more succinct and focuses more on policy and responsibility than procedural guidance. Guidance outside of the Records Management Program’s purview has been removed. There are updated and clarified definitions. There is room for customization as needed by the different Agency Records Officers and their departments. Send any feedback to Ellie and/or Cynthia within two weeks of this meeting.

6. ARMMS Update

- Upcoming Network Meeting – the next Records Management network meeting is tentatively scheduled for August 15th.
- Policy, Orders, Rules web page updates – ARMMS manages the [county policy page](#). Ryan has been doing analysis on who is visiting the page, who the audience, etc. Based on this information, the page has been reorganized into subpages and executive policies will be moved to the executive branch site.
- Archives Program Updates – There will be an archives parking lot party in September for the updated graffiti art on the archives building and nearby affordable housing done by 206Zulu. There will be a DJ, food trucks, local heritage institutions, and archives tours. For archives month in October, Hannah plans on another archives tour and an open house for county employees. Around the fall, she also plans on having training materials for records managers to help them pre-appraise archival and potentially archival records.

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

- Archival and potentially records are now being dispositioned in Content Manager. There will be separate disposition reports for archival and non-archival records
- The Public Records Program will be hiring

- The call for new KCRIGG items is open.
- KCIT is putting together a list of commonly used software, such as Grammarly. Contact Tim Morrow for more information.
- The PRC annual report is compiled, authorized, and on its way to the council. The final version will be posted online.
- Review the new records policy by August 1st and send any feedback to Ellie or Cynthia.
- Invitations for the records network meeting will go out soon.
- The archives will have party on Saturday, September 9th.
- There will be archival appraisal training this year.

The meeting adjourned at 3:58 p.m.