

Public Records Committee (PRC)

Via Microsoft Teams

November 19, 2024

3:30 – 4:30 pm

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

Organization	Names
4Culture	
Adult & Juvenile Detention (DAJD)	
Assessor's Office (DOA)	
Community & Human Services (DCHS)	Chelsea Walch
District Court (KCDC)	
Elections	
Executive Services (DES)	Cindy Cawaling
Executive Services: FMD (Facilities)	Anna Heinrichs
Executive Services: Records and Licensing (DES RALS)	Norm Alberg
Executive Services: Records and Licensing, Archives, Records Management, & Mail Services (DES RALS ARMMS)	Cynthia Hernandez, Hannah Soukup, Valerie Vega, Ryan Wadleigh
Executive Services: Office of Risk Management Services (DES ORMS)	Stephanie Santos, Kaitlyn Wiggins
Human Resources (DHR)	Jackie Adams
Information Technology (KCIT)	Grace Preyapongpisan, Ellie Rhodes
Judicial Administration (DJA)	
King County Council (KCC)	
Executive Office (KCEO)	
Local Services (DLS)	Margo Christianson, Craig McMurdo, Greg Felton
Metro Transit (MTD)	
Natural Resources & Parks (DNRP)	Maureen Dahlstrom
Prosecuting Attorney (PAO)	
Public Defense (DPD)	Mon-Cheri Barnes
Public Health (DPH)	Jonathan Bibler
Sheriff's Office (KCSO)	
Superior Court (KCSC)	Ronda Bliey

1. Introductions

Norm called the meeting to order at 3:32 pm. Ellie Rhodes is now attending the PRC as the Privacy Program manager.

2. Approval of Minutes

Norm called for a motion to approve the minutes from October 15, 2024. Stephanie Santos introduced the motion, and Anna Heinrichs and Hannah Soukup seconded the motion. The minutes were approved.

3. Updates from:

- Public Records Program – The KCIT public records officer/agency records officer position will close at 11:59 p.m. today and hopefully it will be filled soon.
- KCIT
 - a. Gen AI Governance Work – Grace Preyapongpisan attended an AI governance workshop last Friday, hosted by Slolom. Cynthia Hernandez and Ellie also attended. KCIT is working to have an AI governance group by 2025; the group would review AI use cases.
 - b. Privacy Program – Ellie is new the privacy program and is familiarizing herself with the group and processes. She, or someone in her stead, will continue to attend the PRC and KCRIGG.
- KCRIGG – The group will meet tomorrow and they continue to address concerns about AI, holds, and transcription. Holds in the MS Purview environment have been discussed for almost a year. It is a dense and technical topic. KCRIGG has perspectives from different groups so there is well rounded representation on their recommendations. The group strives to supplement the work of other groups. New topics or concerns for KCRIGG can be sent to Cynthia or anyone in the group.
- Proviso Response Update – Some minor edits have been requested on the final report before it is transmitted to council. However, the bulk of the work is done and the final report will be shared with the PRC.

4. ARMMS Update

- Records Management Program (RMP) Changes – The group is adjusting to Ellie’s vacancy. However, there are no changes to customer services and the program will continue to assist with records management and Content Manager. Ryan Wadleigh is now managing the program.
- State CORE Schedule Updates – the RMP is continuing to work through the state’s major retention schedule updates. There are still five series (from about 200) updates that need to be reviewed in depth by the program. Details on the updates and changes will be covered in the next records management newsletter.
- Policy updates – the Management of King County Public Records and Annexation Records Management Policy are both expired, but they can be considered unofficial policies until they are updated. There is currently a review of what changes and edits are needed to the policies before they are reinstated. If anyone is interested in assisting with the updates, reach out to Cynthia or Ryan.
- PRC web site – the site will be migrated to Sitecore 10 before the end of the year. Valerie welcomes any concerns, requests, or ideas for the website. The site is expected to have an “about the PRC” blurb, a list of voting members, a link to the charter, meeting records, and annual reports. The meeting records will also be part of the upcoming web drawer Content Manager pilot, where records in program are shared online.
- Archives Updates – All are encouraged to check out the online special exhibit, [Accessibility, Centered: A History of Disability Services in King County – Bytes and Boxes](#). Alycia Ensminger applied for the grant, got funding for thousands of dollars, and hired two students (one of

whom is now working as an Archives Specialist) to create the exhibit. She received major kudos from Hannah, Cynthia, and Norm for this amazing work and dedication to accessibility. The archives also received guidance for document accessibility. Reach out to Hannah for a tour of the archives, which is available to county staff. Visiting the archives can help people understand the importance and context of managing their records.

5. Good of the Order and Summarize Take-away Messages access.

- The KCIT public records officer position will close shortly after the meeting, but applications are still encouraged.
- Work is being done to create an AI governance body.
- Ellie is the new privacy program manager and will provide program updates at the PRC. Ellie will also make sure the privacy program is represented at KCRIGG.
- Cynthia reviewed the KCRIGG process and is open to new issues. Progress is ongoing on transcription and holds.
- The proviso report will be transmitted to the council and shared with the PRC after some minor edits.
- The RMP is adjusting to a vacancy, but there should be no changes for the customers.
- The CORE retention updates are ongoing and there are only a few series that still need to be reviewed.
- The records management policies are currently expired. Reach out to Cynthia or Ryan if you are interested in contributing to the policies.
- The PRC website will be upgraded in December. Reach out to Valerie or Ryan if you have any thoughts on the site.
- Check out the disability exhibit from the archives. Kudos to Alycia Ensminger for this work.
- Reach out to Hannah for a tour of the archives.
- Cynthia gave kudos to ARMMS and ARMMS leadership. Ryan and Ellie comanaged the RMP for five years and now Ryan is managing it solo. Hannah has put together a strong archives team who she can she trust. Thanks also to Norm for his leadership in RALS.
- The PRC calendar meeting invitation is for 45 minutes, although the meetings have been tentatively extended to an hour. Reach out to Cynthia with feedback on the length of the meeting invite.

The meeting adjourned at 4:05 p.m.