

Public Records Committee (PRC)

Via Microsoft Teams

December 17, 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)	
District Court (KCDC)	
Elections (KCE)	Megan Mason
Executive Services (DES)	
Executive Services: Facilities Management (FMD)	Elizabeth Thelen, 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)	Ellie Rhodes
Judicial Administration (DJA)	Danielle Anderson
King County Council (KCC)	Johanna Loomis
Executive Office (KCEO)	
Local Services (DLS)	Margo Christianson
Metro Transit (MTD)	Caroline Darrow, Mirla Santiago
Natural Resources & Parks (DNRP)	Sara Fitzgibbons
Prosecuting Attorney (PAO)	
Public Defense (DPD)	
Public Health (DPH)	Charlotte Nickles
Sheriff's Office (KCSO)	
Superior Court (KCSC)	

1. Introductions

Norm called the meeting to order at 3:32 pm. Megan Mason is joining the PRC for the first time as a member of KCE, having previously been in KCIT.

2. Approval of Minutes

Norm called for a motion to approve the minutes from November 19, 2024. Stephanie Santos introduced the motion, and Hannah Soukup seconded the motion. The minutes were approved.

3. Updates from:

- Public Records Program – The KCIT Public Records Officer position will be filled soon. There are media petitioned updates to the public records “model rules” - WAC (Washington Administrative Code). The county does not adopt the WAC, but does use it as reference. The updates are open to informal public comment until January 8, 2025. All are encouraged to review the proposed changes, which can be seen at <https://www.atg.wa.gov/rulemaking-activity>.
- KCIT – In Grace’s absence, Cynthia offered a brief report: the development of a generative AI governance structure and process is ongoing. One of the goals is to identify gaps that don’t fall neatly into the existing KCIT governance structures, but to at the same time optimize existing structures. Grace Preyapongpisan has been asked to and will share begin sharing or allowing others to share King County guidance on the topic more publicly early next year or before. Grace or Cynthia continue to be open to AI use case examples. For example, the Executive Office PSB & Budget are interested in the difference between Copilot and ChatGPT. (Note: currently Copilot in the Bing browser is approved for the King County enterprise-when other conditions are met-Chat GPT is not). There were no privacy program updates.
- KCRIGG – Cynthia reported that the group did not meet last week and used its regular meeting time to work on documentation and reviewing work in progress. Transcription is an open inquiry that is still being considered, and a policy is anticipated from KCIT in 2025. Both KCRIGG and PRC will have an opportunity to contribute to and review that policy. MS Purview search and hold features also represent ongoing work and an open inquiry, but KCIT has had to put other priorities ahead of it at this time. Cynthia mentioned that there was recently a discovery request regarding county practices with Teams communications /chat retention.
- Proviso Response Update –Cynthia provided a brief update: the Proviso response report has been finalized and transmitted to Council.

4. ARMMS Update

- State CORE Schedule Updates – Of the 202 series that were updated in the state’s October CORE schedule update, 199 have been implemented. The state is already working on revisions based on feedback, so the final three series (capitol project files, project files, and executive level communications) will be updated after those revisions. There have also been updates to the county clerk schedule, which affects DJA. There is also a draft revision to the transit schedule; Ryan shared the draft updates with Metro and feedback is due by 12/27.
- The Records Management and PRC websites have been migrated to the new version of Sitecore. The content of the websites is functionally the same as it was. Please send website feedback to Ryan or Valerie for the RM and PRC sites respectively – especially regarding broken links.
- The Records Management policies will be updated and take the proviso into account.
- Archives Updates – Hannah continues to work on appraisal and giving tours. These tours can help provide context for work people do, especially with records.

5. PRC Business

- Andrea Williams is stepping back from the vice-chair role in the PRC. Contact Norm or Cynthia if you are interested in this role. The vice-chair acts as a backup for the chair (Norm).

It is not a progressive role in that it will not lead into a chair role, but it is a good opportunity for growth leadership.

- New Calendar Item – Cynthia will send a new invite for these meetings in 2025. It will be at the same frequency (every four weeks), but the length will be extended to an hour. Cynthia cannot remove the current calendar item but will remind you to delete it.
 - 2024 Work Plan Items
 - a. There will be policy updates for [Management of King County Public Records](#) and [Annexation Records Management Policy](#). Margo Christianson would like to help with the annexation policy. There will also be input for the transcription policy mentioned above in the KCRIGG update. Cynthia discussed reviewing policies as a group.
 - b. Web Drawer Test – The Records Management Program will pilot this Content Manager feature with the PRC records. These were initially posted on the public website for accessibility before SharePoint or Teams were utilized. Whenever records are posted online, they are accessible to the public – including any AI tools. Using web drawer – which would display the records directly from Content Manager – minimizes the copies of records that need to be tracked and managed.
6. Good of the Order and Summarize Take-away Messages access.
- Grace Preyapongpisan will discuss a KCIT specific AI tool in the future.
 - The KCIT Public Records Officer position will be filled nigh.
 - All are encouraged to review the media petitioned changes to public records law.
 - A generative AI governance body structure is ongoing.
 - Send any AI use cases to Grace or Cynthia.
 - A transcription policy is anticipated.
 - The proviso is complete.
 - The state is updating a number of retention schedules.
 - Feedback on the Records Management and PRC sites should be sent to Ryan and Valerie.
 - Contact Cynthia for engagement in policy updates.
 - Contact Norm and/or Cynthia to express interest in the PRC vice-chair position. It is a good opportunity for further engagement and leadership.
 - Watch out for a new PRC meeting invite.
 - Everyone should be aware of what we put out publicly, especially with a rise in AI.
 - Happy new year! Norm sent out appreciate to ARMMS and everyone who participates in the PRC.

The meeting adjourned at 4:10 p.m.