

**Public Records Committee (PRC)**

Via Microsoft Teams

January 16, 2024

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 Walsh
District Court (KCDC)	
Elections	Jackie Adams
Executive Services (DES)	Cindy Cawaling
Executive Services: FMD (Facilities)	Elizabeth Thelen
Executive Services: Records and Licensing (DES RALS)	Norm Alberg
Executive Services: Records and Licensing, Archives, Records Management, & Mail Services (DES RALS ARMMS)	Ellie Rhodes, Hannah Soukup, Valerie Vega, Ryan Wadleigh
Executive Services: Office of Risk Management Services (DES ORMS)	Stephanie Santos, Kelsey Urban, Katelyn Wiggins
Human Resources (DHR)	Jessie Carter
Information Technology (KCIT)	Megan Mason, Shannon Smith
Judicial Administration (DJA)	Danielle Anderson
King County Council (KCC)	Johanna Loomis
Executive Office (KCEO)	
Local Services (DLS)	Craig McMurdo, Margo Christianson, Greg Felton
Metro Transit (MTD)	Mirla Santiago
Natural Resources & Parks (DNRP)	Sara Fitzgibbons
Prosecuting Attorney (PAO)	
Public Defense (DPD)	Mon-Cheri Barnes
Public Health (DPH)	
Sheriff's Office (KCSO)	Kimberly Petty
Superior Court (KCSC)	Ronda Bliey

1. Introductions

Norm Alberg called the meeting to order at 3:33 pm. Kelsey Urban, the deputy director for ORM joined the meeting as a guest to talk about the proviso.

2. Approval of Minutes

Norm called for a motion to approve the minutes from December 19, 2023. Hannah Soukup introduced the motion and Sara Fitzgibbons seconded the motion. The minutes were unanimously approved.

3. Updates from:

- Public Records Program (PRP) – The program is now fully staffed with Katelyn Wiggins joining from KCEO. Kellianne Cutright of OLR will act as the public records officer for KCEO.
- KCRIGG – The group met and discussed artificial intelligence (AI) and what it means for Records Management. They also discussed how backend holds are managed in the M365 environment. Database records and the need for specific guidance was also discussed.
- KCIT – AI is also being discussed in KCIT. Two people are needed for a Teams or SP site renewal.

4. Proviso

Kelsey gave a recap of the proviso, which is essentially a funding (\$100K) levied by Council against ORMS budget until proviso provisions are fulfilled. A report is required from an external consultant. This report covers records management in most of the county and it will review items like training and best practices. The report will include recommendations. There is a tight timeline and an extension may be requested. A taskforce has been put together and includes many people in the PRC.

Proviso Task Force	
DES ORMS	Kelsey Urban, Stephanie Santos
DES RALS	Cynthia Hernandez
KCIT	Megan Mason, Tim Morrow
DHR	Nate Valderas
KCSO	Kimberly Petty, Geoffrey Thomas
Elections	Jackie Adams
Assessor's Office	Rich Watson
PAO	Mari Isaacson
KCC	Johanna Loomis, Stephanie Cirkovich, Melani Hay

Others in the PRC may be asked to assist the taskforce. Questions should be sent to Kelsey or Cynthia Hernandez. All help has and will be much appreciated.

5. ARMMS Update

- Network Meeting – The Records Management Program had a network meeting on January 10. It included new guidance documents and other updates. Databases were a big part of the discussion. Database records need to be managed according to the content of the records; there is no single retention for databases. More database guidance and discussions are expected.
- Archives Program Updates – The program is recruiting for an assistant archivist. There have been a number of issues with records getting wet, likely due to the weather. With wet records, the best thing to do is to put them in the freezer. Contact the archives for more guidance on records recovery. The archives have new student workers to put together an online exhibit.

- CM Upgrade – Ryan is working on the upcoming Content Manager upgrade, which informally happens every two years. Right now, there is a lot of testing and planning. There are not many changes, but there will be guidance for the changes that do happen. Watch out for more news in the few months.
- Policy Updates – Two executive records policies are set to expire. They will be updated and will take the guidance from the proviso report into account.

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

- The Public Records Program is now fully staffed.
- Kellianne Cutright will cover KCEO records requests for now.
- AI discussions are happening and will continue to happen.
- The proviso taskforce has been set up.
- An extension may be requested for the proviso report.
- Database records need to be managed according to their content and function. Contact the Records Management Program for guidance.
- The archives are recruiting for an assistant archivist.
- Contact the archives or the Records Management Program for guidance on wet and damaged records.
- A Content Manager upgrade will rollout soon.
- Records policies will wait for proviso report to take their recommendations into account.
- The next PRC meeting is February 20.

The meeting adjourned at 4:00 p.m.