

Public Records Committee (PRC)

Via Microsoft Teams

March 19, 2024

3:30 – 4:15 pm

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

Organization	Names
4Culture	Erica Maniez
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: 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)	Danielle Coyle, Cynthia Hernandez, Ellie Rhodes, Hannah Soukup, Valerie Vega, Tasia Williams, Ryan Wadleigh
Executive Services: Office of Risk Management Services (DES ORMS)	Stephanie Santos
Human Resources (DHR)	Anna Heinrichs
Information Technology (KCIT)	Megan Mason, Shannon Smith
Judicial Administration (DJA)	Danielle Anderson
King County Council (KCC)	Johanna Loomis
Executive Office (KCEO)	Ames Kessler
Local Services (DLS)	Margo Christianson
Metro Transit (MTD)	Mirla Santiago
Natural Resources & Parks (DNRP)	Sara Fitzgibbons
Prosecuting Attorney (PAO)	
Public Defense (DPD)	Mon-Cheri Barnes
Public Health (DPH)	Jonathan Bibler
Sheriff's Office (KCSO)	Kimberly Petty
Superior Court (KCSC)	Ronda Bliely

1. Introductions

Norm Alberg called the meeting to order at 3:33 pm. Ames Kessler has joined the PRC from the Executive Office. Cynthia introduced the assistant archivists, Danielle Coyle and Tasia Williams. Danielle has been at the archives for years and has been working as the Assistant Archivist for one year. Tasia Williams started as an Archives Specialist last year and was recently hired as the Assistant Archivist after a competitive process.

2. Approval of Minutes

Norm called for a motion to approve the minutes from February 20, 2024. The minutes will be amended to include an abstention from Anna Heinrichs. With that edit, Anna Heinrichs introduced the motion and Stephanie Santos seconded the motion. The minutes were unanimously approved.

3. Updates from:

- Public Records Program (PRP) – There will be an in person Public Records Officer summit on April 30. The agenda will be finalized soon.
- KCRIGG –The group is currently discussing AI, holds, database records, and transcription. Transcription was not discussed at the last meeting. The Records Management Program (RMP) will meet with KCIT Project Managers to go over records for databases, including what the RMP is concerned about and the issues they keep an eye out for with new database projects. Shannon reported that there is a cadence when moving to a new system that should include the proper disposition of records in the old system. This should be included with new projects. [Database records management guidance](#) is available on the RMP website. AI discussions include pros and cons and what the uses could be. Elections is concerned about AI, including potential issues with deep fakes. Elections translators also use AI to assist with translations (such as 100 page voter guides), although the professional translator fine tunes the result. Shannon will follow up with Elections for these issues.
- KCIT – The new version of Outlook has created conflicts with Content Manager filing. The new Outlook may have been turned off centrally, but there have not been communications about this. Shannon took action to provide additional information after the meeting.
 - Users should submit a ticket to Cherwell so CSS is aware of the issue. They may also revert to classic Outlook with directions at [this link](#). The toggle to go to New Outlook was removed in January.The transition to new Teams had varying smoothness, and it should settle soon.

4. Project Update

The request to extend the Proviso deadline to the end of the year has been submitted and the status is unknown. However, Cynthia reports they are operating as if the extension has been approved because the original deadline of April 15 was not feasible. The RFP proposal for a consultant, as required by the Proviso, was out for three weeks and a consultant was selected from Freedoc. Meetings with the consultant will begin soon. Details on the Proviso can be found in [previous minutes from this year](#).

5. ARMMS Update

- RMP – There will be an ARO open house tomorrow at 10 am. This will be similar to open hours from the PRP. The event will cover what the role of ARO is. PRC members who are not AROs may attend.
- Archives Program Update – Hannah Soukup highlighted some of the projects Danielle and Tasia are working on. Tasia submitted a grant for digitizing recorded documents and will submit another grant to NARA. (Alycia Ensminger in the archives also submitted a grant to digitize the materials related to the history of disability in King County; students working on the grant pulled over 400 items.) Danielle is the primary property research contact and is also updating the disaster recovery plan. Hannah is hoping to hire a new archives specialist

in May and is expecting another competitive process. All are encouraged to look at the Digital Asset Management [DAM policy](#) which was introduced at the last meeting.

- CM Upgrade – Upgrades will begin on Thursday. Content Manager will be down starting at 8am on Friday 3/22 and will be back online 8am on Tuesday 3/26. A notice will be sent out tomorrow. Watch out for more information and upcoming demos. Ryan also sent AROs a list of job titles to help identify who needs access to CM. Any information would be very helpful.

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

- Welcome to Ames Kessler of KCEO and the assistant archivists, Danielle and Tasia.
- Abstentions will be included in future PRC minute approval when they happen.
- There will be a Public Records Officer meeting in person on 4/30/24.
- The RMP will present on database records to the PRM on 4/8/24.
- [Database records management guidance](#) was shared.
- Shannon Smith will follow up with Elections on AI translations.
- Shannon will follow up on new Outlook and CM filing issues.
- A consultant for the Proviso has been confirmed. Meetings are upcoming.
- The first ARO open house is tomorrow. The meeting was sent to AROs and could be forwarded to others.
- All are encouraged to follow the [King County Archives Instagram account](#).
- Check out the DAM and send any feedback or thoughts to Hannah.
- Content Manager will be down ~ Fri-Mon for the upgrade.
- Respond to Ryan regarding job titles and CM access.
- The next PRC meeting is April 16.

The meeting adjourned at 4:00 p.m.