

Public Records Committee (PRC)

Via Microsoft Teams

May 21, 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) | |
| 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) | Cynthia Hernandez, Ellie Rhodes, Hannah Soukup, Valerie Vega, Ryan Wadleigh |
| Executive Services: Office of Risk Management Services (DES ORMS) | Stephanie Santos, Kaitlyn Wiggins |
| Human Resources (DHR) | Anna Heinrichs |
| Information Technology (KCIT) | Megan Mason, Grace Preyapongpisan, Tim Morrow |
| Judicial Administration (DJA) | |
| King County Council (KCC) | Johanna Loomis |
| Executive Office (KCEO) | |
| Local Services (DLS) | Margo Christianson |
| Metro Transit (MTD) | Alex Conn, 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) | |

1. Introductions

Cynthia Hernandez called the meeting to order at 3:31 pm. Grace Preyapongpisan of KCIT has joined the PRC at the recommendation of Shannon Smith. Grace has been the director of Data Strategy and Operations since March.

2. Approval of Minutes

Cynthia called for a motion to approve the minutes from April 16, 2024. Ellie Rhodes introduced the motion and Stephanie Santos seconded the motion. The minutes were unanimously approved.

3. Updates from:

- Public Records Program – The Public Records summit three weeks ago was a success. Stephanie is open to feedback and ideas regarding the summit from people who did or did not attend. The program is working to provide guidance regarding the Cousins court decision. This would require clarification on why a request was closed and that the requestor knows this. The requestor also has a one year statute of limitations to seek legal review.
- KCRIGG – Grace has joined KCRIGG. The group is interested in AI use cases and are open to examples. They continue to explore placing holds and searching in Purview. The database records guidance is out. Transcription is discussed below in item 4.
- Proviso Response – Progress is ongoing with the consultant, Freedoc. They are reviewing the materials collected and submitted on county records practices, including from the separately elected departments. The recommendations are expected to be helpful. Thus far the feedback has been positive. Their work is expected to be finished by the end of June. The report to the Council will probably be submitted in in the fall. The status of the extension request is unknown.
- KCIT – Grace gave an AI update. The AI guidance draft is ongoing and “hit a snag” regarding KCIT’s position on the use of generative AI tools. Grace and Lorre Wijelath gave a presentation to Megan Clarke and other directors on anticipated use cases and their risks. They presented five different options for positions with varying levels on a range between prohibition and permissiveness. Stephanie asked about language regarding records expectations. At this moment there is not any, but it will be considered. One of the guidelines is to keep a log of the prompts and output, which would be part of the public record. The draft is expected to be finalized and shared with KCIT leadership by the end of this month. There was no update on the public folders project discussed at the last PRC meeting.

4. Transcription

MS Teams has a transcription feature that does real time transcription during meetings, which creates a record that is ‘verbatim,’ but with much potential for inaccuracies. The Executive Office has had KCIT keep this feature off due these inaccuracies. At one point, transcription was only available to turn on or off at an enterprise level. Now this can be turned on for individual offices, although it a cumbersome process to administer requests for its use. KCIT continues to discourage its use at the Executive Office’s request. The Auditor’s Office is the only office who has been authorized to use this feature. Ellie is working with the state for clarity on retention of transcriptions, however they are generated. Many had thought they would be considered transitory, but staff of the state has clarified that they are required to be retained with other records of the meeting, and that meeting-specific categories on the state retention schedules explicitly include transcriptions and recordings. The transcript is a different record from a recording and both need to be retained. Most meeting transcriptions are kept for two years

under General Communications and Meeting Records, but there are longer retentions for some types of meetings. Like other records, the retention of the transcriptions are not based upon the format, but the function of the record. The default technical behavior for recordings is that they are kept for 90 days in a "Recordings" folder on the OneDrive of the individual that started the recording. and need to be copied elsewhere to be retained. Transcriptions are likely not saved with the meeting recording and also need to be located and stored properly. This depends upon how the transcription was created. Part of the discussion was on identifying when transcripts are transitory. When a record in any format is [transitory](#) depends on a number of factors. Contact the Records Management Program for more guidance.

5. ARMMS Update

- RMP – The RM Network Meeting was held on the May 8. It covered new Content Manager features, the records dashboard updates, new guidance documents for digital photos and guidance for deletion requests for transitory records in Content Manager. The latter is unrelated to routine Content Manager consignments and dispositions. AI was also discussed at the meeting regarding general understanding, ethical concerns, and records considerations. An ARO open house is next Wednesday.
- Archives Program Updates – A new Archives Specialist has been hired. There are no updates on the DAM, and Archives has recently drafted a Strategic Plan, about which PRC will be more fully informed at a future meeting.
- CM Upgrade – Ryan is updating internal SOPs and processes, making general improvements (such as deletion requests), automatic onboarding, and addressing how holds are kept in the system. There are no specific updates at this point.
- The public records annual report is due to the Council on August 15. Cynthia will send out communications to gather information for this. It includes the Annual Digital Communications Survey, Public Records Activities/JLARC, and PRC Annual Report.

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

- Welcome Grace Preyapongpisan.
- The PRP will provide guidance on the Cousins public records court decision.
- KCRIGG and Cynthia are looking for AI use cases.
- The proviso response is ongoing and the outcome is expected to be positive. The extension status is still being determined and the anticipated submission to Council is September/October.
- An AI guidance draft is expected to Megan Clarke by 5/31 with consideration of generative AI. Language about records and public records will be determined.
- MS Teams transcription can be turned on for individual groups and does not need to be enterprise wide.
- Transcriptions and recordings of meetings are part of the meeting record and need to be retained per the relevant retention series. They need to be copied and saved outside of the default folder within 90 days.
- There is guidance for [digital photos](#) and [deletion requests](#).
- There is an ARO open house next week. Contact Ellie to get an invitation if you did not already get one.
- Johanna Loomis asked about a requirement in the privacy code and will do individual research.
- The PRC annual report is due August 15th. Watch out for communications from Cynthia.

The meeting adjourned at 4:17 p.m.