

**Public Records Committee (PRC)**

Via Microsoft Teams

July 16, 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)	Andrea Williams
Assessor's Office (DOA)	
Community & Human Services (DCHS)	
District Court (KCDC)	
Elections	Jackie Adams
Executive Services (DES)	Cindy Cawaling
Executive Services: FMD (Facilities)	
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, Valerie Vega, Ryan Wadleigh
Executive Services: Office of Risk Management Services (DES ORMS)	Stephanie Santos, Kaitlyn Wiggins
Human Resources (DHR)	
Information Technology (KCIT)	Megan Mason, Grace Preyapongpisan, Tim Morrow
Judicial Administration (DJA)	
King County Council (KCC)	Johanna Loomis
Executive Office (KCEO)	
Local Services (DLS)	Greg Felton, Jess Jones
Metro Transit (MTD)	Mirla Santiago, Caroline Darrow
Natural Resources & Parks (DNRP)	
Prosecuting Attorney (PAO)	
Public Defense (DPD)	
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 3:31 pm.

2. Approval of Minutes

Norm called for a motion to approve the minutes from June 18, 2024. Tim Morrow introduced the motion and Stephanie Santos seconded the motion. The minutes were unanimously approved.

3. Updates from:

- Public Records Program – The proposed ordinance discussed at the previous meeting is being reviewed by the DES Director’s office before finalization. The goal of the ordinance is to streamline and improve public records requests responses. Thanks to all who gave feedback.
- KCRIGG – The group met earlier today. AI will be discussed below in the KCIT update. Lorre Wijelath gave an update on holds on accounts – KCIT can confirm if there is a hold on an individual account by account type, but cannot provide a list of holds by name. This is for Outlook and OneDrive. Grace Preyapongpisan will confirm details on what KCIT can and cannot confirm. Discussions on transcription are ongoing. At this point the Auditor’s office is the only office who officially uses this service and their transcriptions are likely not to be part of the meeting record.
- Proviso Response – There are no major updates. Kelsey Urban and Cynthia Hernandez are coordinating the response for all county, including those outside of the Executive Office. Kelsey is the lead and Cynthia provides expertise. The report from the consultant, Freedoc, has been received. The report was glowing and states the county is a leader of large counties in records management. The report does include recommendations and there will be an implementation plan for them. The final report package will be shared with the PRC in August and will be sent to the Council around October.
- KCIT – Generative AI principles and guidelines are being finalized. There are plans and considerations for change management, deployment, and communications. On 7/3, Grace met with Megan Clarke and Monisha Harrell, who will cosponsor the guidance, to review the principles and guidelines. There was a positive response to the guidance and there will be some clarification and language cleanup. The goal is to finalize the principles and guidelines by the end of the month so they can be launched with the software approval process on the week of Sept 9. There are no notable updates on the public folders project; work is ongoing and it is moving along fine.

4. ARMMS Update

- State CORE Schedule Updates – The Washington state Records Management program has proposed changes to the CORE schedule for local government. Ellie has reviewed the changes and potential impacts, which will likely be significant. Many of the changes appear to be practical and in support of current county practices. Significant impact and changes will be thoroughly reviewed and assessed; this includes changes to capital project files, project files, and some meeting records. Hannah Soukup will be part of this review. Ellie may reach out for extension from the state to review. There will be a communication strategy to give updates.
- Archive Social – The Records Management Program received a question about website records. For Sitecore records, staff should only upload copies of records and manage the original record in Content Manager or a similar location because Sitecore is not appropriate for records storage. The county uses Archive Social to capture images of county websites at least daily, including official social media pages. Site pages are retained for six years and social media for three or six years. There is no need for county employees to capture

websites or keep website records. Reach out to Warren Kagarise to get access to these records.

- Content Manager Server Upgrades – Tomorrow morning Content Manager will be down for a few hours for server maintenance. This should generally improve infrastructure and searching performance.
- Archives Program Updates – Cynthia gave an update on behalf on Hannah, who is at NAGARA giving a presentation on policy. The archives are fully staffed, as reported at the last meeting. The new collection management system implementation is under way and is expected to be complete by year end, or maybe even October, which is Archives Month.
- Annual report – Thanks to all for support in finishing the annual PRC report and for voting on it in a timely manner. The report shows that the PRC is doing good work and making progress. There will be more details later.

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

- Grace asked about training on public records and retention schedules. The Records Management Program creates, hosts, and manages training, but it is sometimes not easy to get implemented. Some of this was covered in the report from the consultant.
- Cynthia will raise as an issue at KCRIGG that Washington State is being sued on their retention practices associated with chat messages. There is nuance between how the state and King County treat chats, but this is a reminder that chats are public record and need to be managed. People should work to keep chat records transitory.
- The PRP ordinance is moving forward with getting passed. Thanks to all for providing feedback.
- It was confirmed that KCIT can confirm holds on individual accounts by account type. Grace is confirming if more information can be provided.
- The proviso consultant response has been received. It will be finalized and there will be a plan for action items. The PRC will review it around August and it will go the council circa October.
- Generative AI guidance should be finalized at the end of the month or early August so it can be launched with the software approval planned for the week of September 9<sup>th</sup>.
- The public folders cleanup project is ongoing.
- The state CORE retention schedule update is significant. The RMP is doing in depth review and assessment on the impact. There will be communications from Ellie. All are welcome to review the [proposed changes](#), but there are no expectations to do so.
- Archive Social is what the county uses to capture websites. Reach out to Warren Kagarise for records.
- Records uploaded to Sitecore should be transitory duplicate records.
- Content Manager will be down for a few hours tomorrow morning.
- Thanks to all for speedy voting for the PRC annual report. There will be details later.
- Cynthia gave kudos to all for the good work that we do.

The meeting adjourned at 4:09 p.m.