

**Public Records Committee (PRC)**

Via Microsoft Teams

August 20, 2024

3:30 – 4:30 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)	Evan McKittrick
District Court (KCDC)	
Elections	
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, Hannah Soukup, Valerie Vega, Ryan Wadleigh
Executive Services: Office of Risk Management Services (DES ORMS)	Stephanie Santos, Kaitlyn Wiggins
Human Resources (DHR)	
Information Technology (KCIT)	Grace Preyapongpisan
Judicial Administration (DJA)	
King County Council (KCC)	
Executive Office (KCEO)	
Local Services (DLS)	Greg Felton, Margo Christianson
Metro Transit (MTD)	Mirla Santiago, Anna Heinrichs
Natural Resources & Parks (DNRP)	Sara Fitzgibbons
Prosecuting Attorney (PAO)	
Public Defense (DPD)	Mon-Cheri Barnes
Public Health (DPH)	Jonathan Bibler, Charlotte Nickels
Sheriff's Office (KCSO)	Kimberly Petty
Superior Court (KCSC)	

1. Introductions

Norm Alberg called the meeting to order at 3:32 pm. Jackie Adams is now working at DHR.

2. Approval of Minutes

Norm called for a motion to approve the minutes from July 16, 2024. Hannah Soukup introduced the motion and Ellie Rhodes seconded the motion. The minutes were unanimously approved.

3. Updates from:

- Public Records Program – There is a trend in requests for separately elected divisions [RCW 40.14.026 \(04\)](#) logs. There is not total compliance with the RCW across the county – the report is available but some data is missing. The county is working to compliance. There are no public records violations regarding the compliance concern. The ordinance discussed at prior meetings is awaiting transmittal to council. The team is continuing modernization efforts by updating the toolkit, onboarding PROs, and staying open to feedback. Contact anyone in the PRP or Kelsey Urban if Stephanie Santos is unavailable.
- KCRIGG – The group met recently and continue to address the issues discussed at previous meetings. AI will be discussed in the KCIT update below. Cynthia met with Cheryl Ann Gunderson in KCIT to discuss holds in M365. They are tracking database records concerns, but no action is needed. At this point, the transcription project is paused; the executive office has confirmed transcription will not be turned on enterprise wide. A new social media policy was introduced, which the group will start to address. Anyone with interest or experience in social media is welcome to contact KCRIGG.
- KCIT – Generative AI will have three phases in deployment from September to early 2025, starting with communications. This will cover the use case approval process and independent effort for software rollout. The second phase will cover preparation, configuring tools and systems, and begin the review process for any of the approval requests. Lorre Wijelath or Grace may discuss more details in the September PRC meeting. There were no updates on the Public Folders Cleanup Project.

#### 4. ARMMS Update

State CORE Schedule Updates – the state will rollout the CORE general schedule updates in early October. The draft changes were discussed and shared at the last PRC meeting. Ellie determined there are functionally three types of change: 1) no impact, the changes are in the range of language updates; 2) medium impact, updates in retention or clarification; and 3) significant updates that are impactful to the customers or complex to address, such as with construction project files or grant records. Ellie will create a prioritization plan to mitigate risk and lighten the workload on the customer. There will be communications to AROs and other impacted customers. Retention changes will be retroactive.

#### 5. PRC Meeting Logistics & Records

- The PRC meetings were set at monthly 45 minute meetings several years ago. In anticipation of more topics, Cynthia proposed extending the meetings to an hour. No concerns were brought up and this will move forward.
- PRC Minutes – Public requests for PRC minutes have needed redactions for topics such as deliberative process. This started a discussion on the amount of details these minutes need. Does potentially redacted information need to be in the minutes? Would high level minutes be a determinant? There are no requirements for the details needed in the minutes. Some stated that high level details are useful for various reasons, such as when someone cannot attend a meeting or to review a timeline. Valerie pointed out that the minutes could be less detailed without being sparse. It was requested that people consider what kind of details are useful.
- The public facing website will be updated as part of the countywide website update. This is a good time to review what the website does or does not need. For example, unredacted minutes and agendas are routinely posted on the public website after the meeting.

Deliberative items are very often discussed and this is likely to go up, which is a reason to not post minutes automatically. However, not being transparent is counter to our values and purposes. Ryan will look into how many hits the website gets.

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

- There is a trend of asking for logs related to RCW 40.14.026 (04). The county is working to improve compliance with the RCW, but there are no public records violations.
- The ordinance discussed at previous meetings is in progress.
- Contact Cynthia or anyone in RIGG regarding social media or other topics to bring to KCRIGG.
- There will be a go/no go on rolling out the generative AI guidance and principles communications, which will be the first of three phases. Lorre Wijelath or Grace may discuss the items in more details at the next meeting.
- Kudos to Cynthia for foreseeing the need for KCRIGG.
- The CORE retention schedule update is expected in early October. The changes range from minimal to significant and complex. Ellie is working to mitigate risk and lighten the load in implementing the changes.
- Watch out to communications on the schedule updates. Contact Ellie if you have any questions.
- The PRC meetings will be extended to hourly in the upcoming meetings. Contact Cynthia with any concerns.
- When reviewing the PRC minutes, it is requested that people consider how useful they are and what details are needed. As part of the review, please bring up anything that is deliberative or may need redaction.
- There will be no specific changes in the way the minutes are written at this time.
- Contact Valerie or Cynthia with concerns or thoughts about the PRC public website. Norm, Ellie, or Andrea may also be contacted for this.
- Margo asked for an update about charging for public records requests. The default is that there is no charge, but there's a calculator and a process for determining when charging can happen.

The meeting adjourned at 4:13 p.m.