

**Public Records Committee (PRC)**

Via Microsoft Teams

September 17, 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)	Evan McKittrick
District Court (KCDC)	
Elections	
Executive Services (DES)	
Executive Services: FMD (Facilities)	Elizabeth Thelen, Anna Heinrichs
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)	Jackie Adams
Information Technology (KCIT)	Grace Preyapongpisan, Megan Mason
Judicial Administration (DJA)	Danielle Anderson
King County Council (KCC)	
Executive Office (KCEO)	
Local Services (DLS)	Jess Jones
Metro Transit (MTD)	Mirla Santiago, Caroline Darrow
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 3:31 pm. Anna Heinrichs is now in DES FMD, doing work with Unifier.

2. Approval of Minutes

Norm called for a motion to approve the minutes from August 20, 2024. Danielle Anderson introduced the motion and Hannah Soukup seconded the motion. A minor correction was made to the attendance. The minutes were approved.

3. Updates from:

- Public Records Program – There have been updates to allow for anonymous requests. The program is doing work to meet RCW 40.14 requests, as discussed at the last meeting. Continuous improvements related to internal procedures, FAQ updates, etc. are ongoing.
- KCIT – The [generative AI principles and guidelines](#) were rolled out last week and covered in this week's employee news. There is also a [SharePoint site](#) with AI information. The next steps in the project will include longer term AI governance approving and additional ways to interact with AI. If employees use Copilot, they should not make an account and only use publicly available information.  
Ellie is now the representative for the public folders cleanup project, a very old file sharing system in Outlook. The project is progressing well; cleanup is ongoing and steady and a number of departments have completed their cleanups. There is an issue of automatically sending emails to the public folders – KCIT is investigating and working to a resolution. Those working on the project have access to a PowerBI site to track cleaning.
- KCRIGG – The group met last week. One of the group's oldest projects, holds in the Microsoft environment/Purview, was discussed. They learned about different kinds of hold in Purview. The units that use the program are PAO, KCIT security group, PRP, and DHR. Other items continue to be tracked – concerns about AI, database records, and transcription. Lorre Wijelath's team is working on a policy on transcription that will be ready for stakeholder input within the next 2-3 months. Although KCIT has disabled transcription on Teams, some are finding loopholes. Contact Grace Preyapongpisan if you are aware of this happening.
- Proviso Response Update – The proviso report draft went out to the proviso response task force for review. Kelsey Urban has been the point person. The report was primarily written by Cynthia. The report focusing on highlighting recommendations from the consultant (Freedoc) and on opportunities. The next PRC meeting will cover the specific recommendations that relate to the PRC.

4. ARMMS Update

- State CORE Schedule Updates – The updates are scheduled to rollout on October 3<sup>rd</sup>. Ellie has been working on plans to implement the new schedule in Content Manager; updates are done at the retention schedule level, not the individual categories users interact with. Roughly 150 series will be updated – about 115 will be minor and will be applied immediately. The rest will have a moderate to major impact on users and there will be a focus on how the updates will be applied. For example, some records will sit in their current category as they are, but those categories will be locked from further application. Or the Records Management Program will work directly with the agency to identify more appropriate categories. (Project files have 308 separate series and that series will be revoked.) The priority is that records will not be dispositioned before the new schedule allows. Quarter 4 consignments will be affected, Quarter 1 consignments in early 2025 should not be. Cynthia gave kudos to Ellie for managing this complex project. You may contact Ellie at any point to discuss the changes.

- Process improvements are coming to the Records Center. There will be details in a future meeting.

#### 5. PRC Meeting Logistics & Records

- The meetings have been extended to one hour.
- There will be no changes to the public facing website at this point. Meeting records posted online have minimal views, but there have also been recent requests for meeting records – making this an unideal time to stop posting them publicly. This will be revisited in the future. Thanks to Ryan for pulling the website interaction numbers.
- The meeting minutes will continue to have high level details but information that is not helpful or relevant may be trimmed. Contact Valerie for feedback on the minute content.

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

- There will be improvements for anonymous requests for public records requests.
- The generative AI principles and guidelines are out and all are encouraged to read them.
- Copilot AI should be used without an account and only with publicly available information.
- The public folder project is ongoing.
- KC RIGG making progress on MS Purview/holds. The rest of the items are being tracked with consideration of records management.
- A draft policy on transcription is being developed.
- Some have utilized a loophole in generating transcription in Teams. Contact Grace if you come across this.
- The proviso draft report is with the response task force. The next PRC meeting will likely cover the proviso PRC recommendations.
- The CORE retention schedule updates will rollout on 10/3; minor changes will be applied right away, major ones have a few options. Records will not be disposed before the new schedule allows. Contact Ellie if you have questions or want to discuss the changes. Kudos to Ellie for managing this.
- Records Center process improvements are coming.
- PRC meetings have been extended to one hour; there are functionally no other changes at this point, although the minutes and website will be revisited in the future. Contact Valerie for details on the minutes.
- Records Management policies are scheduled to expire this year including the general records policy. Cynthia was waiting for the proviso response so their recommendations could be included in the policy updates. Contact Cynthia, Ellie, or Ryan to be involved in the policy update.
- Warren Kagarize is working on a social media policy.

The meeting adjourned at 4:20 p.m.