

Public Records Committee (PRC)

Via Microsoft Teams

October 15, 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)	
Assessor's Office (DOA)	
Community & Human Services (DCHS)	Evan McKittrick , Chelsea Walch
District Court (KCDC)	
Elections	
Executive Services (DES)	Cindy Cawaling
Executive Services: FMD (Facilities)	Elizabeth Thelen, Anna Heinrichs
Executive Services: Records and Licensing (DES RALS)	
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)	Johanna Loomis
Executive Office (KCEO)	
Local Services (DLS)	Jess Jones, Greg Felton
Metro Transit (MTD)	Mirla Santiago, Caroline Darrow
Natural Resources & Parks (DNRP)	Kerry Thrasher
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

Cynthia called the meeting to order at 3:31 pm. Kerry Thrasher from DNRP is attending the meeting on behalf of Sara Fitzgibbons.

2. Approval of Minutes

Cynthia called for a motion to approve the minutes from September 17, 2024. Hannah Soukup introduced the motion, and Stephanie Santos seconded the motion. The minutes were approved.

3. Updates from:

- Public Records Program – Interest in public records and disclosure is generally increasing, which is coinciding with a general increase in litigation and threatened litigation. Stephanie Santos gave kudos to all public records officers for their work (which was reciprocated in the meeting chat). Interpretations of which records are responsive to the Public Records Act, specifically records under vendor custody, is being challenged. This is nuanced and all details matter. If you need guidance on something related to this, please reach out to the Public Records Program or your department/agency Public Records Officer. Generally, if staff have access to the records and use them for work, they are public records and would therefore be responsive to requests that encompass those records.
- KCIT – Work is ongoing on a proposed long term AI governance body. There is also continued work on generative AI use case approvals and the software request process. The governance body would be a group of cross-agency representatives who review and vet software and generative AI requests. This group would need training, which is anticipated before the end of the year. Cynthia asked for questions or stories about this topic. The questions Grace has gotten are about if vendors, consultants, contractors, etc. needing to follow the generative AI guidelines. The answer is generally yes. Kim Petty reported that the King County Sheriff's Office has decided that its staff will be unable to use AI until further notice although they are very interested in using it for PRA requests, crime analysis, body cams, and other work. Regarding the guidelines that have been issued by KCIT, the SharePoint site acts as a summary of the 16 page document.
- KCRIGG – the group met last week and there are continued concerns about AI, Holds, Database Records, Transcription, Social Media Policy.
 - a. AI continues to be discussed. AI use by a business unit has an intersection of records, disclosure, and business needs. See the above KCIT discussion for more details on AI.
 - b. MS Purview and holds continue to be discussed. There were communications from Cheryl Ann Gunderson and her group is working on a slide deck to help define the issues related to holds. Although this has been an ongoing topic, there is more traction.
 - c. Databases were not discussed.
 - d. Cynthia will write an inquiry document about transcription. Transcriptions are records and they should be managed as meeting records. Transcriptions are being created by people in the county, including external parties, such as vendors and meeting facilitators. KCIT is talking about this and Grace will share relevant information with Cynthia.
 - e. Social media policy – The policy, which was being drafted by Warren Kagarise and the IT governance team is on hold indefinitely. Cynthia reminded that there is current guidance in use, but an enhancement was being considered. It will not be at this time. Questions about social media use can be directed to Warren. Recently, a question was raised about the duty for boards and commission members to address comments in social media. This includes 'nasty' comments, if it is hazardous or risky to remove them, and turning comments on or off. There is case law about the topic, but the subject will need more research and understanding.

- Proviso Response Update – the report/response is complete, and has been sent to the Executive Office for submittal to Council. Cynthia will wait for the Council to receive the report and give some time for response prior to initiating further consideration of recommendations made in the consultant’s report that was part of the proviso response work. As a reminder, the consultant’s report included recommendations for improvement to King County on its handling of public records management. The consultant’s recommendations were few, and praise was high for King County’s current state.

4. ARMMS Update

- State CORE Schedule Updates – The state approved the updates about two weeks ago and the new schedule rolled out last week. There are sweeping changes to the most commonly used records series in the county. The changes are effective immediately and retroactively. The majority (~150) of the changes are minor and staff won’t notice most of them, although there is a revision code on the DAN. Complex changes will take more work and will need agency staff to help identify new series. Guidance documents for the changes will be produced by the state. It will take time for the Records Management Program to implement the changes and all were thanked for their patience. Updates made to the series in Content Manager will reflect in the online dashboards within 24 hours.
Some records will continue to be identified with their old DAN in Content Manager and as they meet their retention period agencies will be contacted and notified. This will be for records where there is not a 1:1 match and the Records Management Program cannot pick a new series – for example, the construction project file series has been split into three series. Records outside of Content Manager need a Disposition Request Form to be disposed and forms with superseded or obsolete DANs will not be approved if submitted. In this instance, the RMP will reach out to help identify a new series. The priority continues to be making sure records are not disposed of before the current DANs allow. If you are interested in discussing the new series, reach out to the Records Management Program.
- Ellie will be leaving the Records Management Program and moving to KCIT as the Privacy Program Manager next month (date TBD). She will continue to work with records and the PRC, as well as KCRIGG, bringing her perspective from the new role, and her expertise that has accumulated over her 12+ years working in the field of records and information management for King County.

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

- There is a general interest increase in public records. Stephanie gave kudos to all the public records officers for all their hard work.
- Records under the custody of vendors *may* be responsive to the public records act. Contact the PRP or a PRO for details.
- Work is ongoing on an AI governance body, generative AI use case approval, and the software request process. Cynthia and Grace are looking for stories, questions, or use cases about generative AI.
- The generative AI principles generally apply to vendors, contracts, consultants, etc. Check the [Generative Artificial Intelligence \(GenAI\) at King County \(sharepoint.com\)](#) page for details.
- Work on Purview holds is ongoing but there is recent traction.
- The social media policy is on hold indefinitely.

- Grace will share relevant transcription updates with Cynthia.
- Unless protections are in place, records from boards commissions vendors are public records.
- The proviso report was submitted. After Council receives it, the recommendations will start being explored.
- The CORE retention schedule state updates were approved – changes are effective immediately and retroactively. The RMP is working to apply immediate changes. Complex changes will take more work and will need agency staff to help identify new series. Reach out to the RMP to review your schedule.
- The priority during the update is that no records are dispositioned with a revoked or superseded series.
- When changes are made in Content Manager to the series, the changes are applied to the website by the next day. Some info on the website will be out of date until updates are complete.
- Reach out to the RMP to get the list of all changes done, no matter how minimal.
- This is Ellie's last PRC meeting as the ARMMS Records an Information Manager. She is moving to KCIT as the privacy program manager. She will continue to attend PRC meetings in her new role. Congrats Ellie!

The meeting adjourned at 4:20 p.m.