

Public Records Committee (PRC)

Via Microsoft Teams

August 19, 2025

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)	
Boundary Review Board (BRB)	
Community & Human Services (DCHS)	Chelsea Walch
District Court (KCDC)	
Elections (KCE)	Megan Mason
Executive Services (DES)	Cindy Cawaling
Executive Services: Facilities Management (FMD)	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, Rochelle James, Hannah Soukup, Jacqueline Tabor, 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)	Ellie Rhodes
Judicial Administration (DJA)	Danielle Anderson
King County Council (KCC)	
Executive Office (KCEO)	
Local Services (DLS)	Margo Christianson, Greg Felton, Bryannah Quander
Metro Transit (MTD)	
Natural Resources & Parks (DNRP)	Sara Fitzgibbons
Prosecuting Attorney (PAO)	
Public Defense (DPD)	
Public Health (DPH)	Jonathan Bibler
Sheriff's Office (KCSO)	Kimberly Petty
Superior Court (KCSC)	

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 July 15, 2025. Hannah Soukup introduced the motion, and Andrea Williams seconded the motion. The minutes were approved.

3. ARMMS Update

- Records Management Program – A Content Manager upgrade is coming. The recruitment for the Content Manager system administrator position is underway. The state released an updated retention schedule for the County Auditor, which primarily effects Elections. There are no updates on the status of the records management policy, which has been sent to the Executive Office for signature.
- PRC Annual Report – The report has been transmitted to the council by the Executive Office.
- Archives update – Danielle Coyle has completed a robust disaster planning and preparedness guidance and policy, which will be shared with the PRC at a later date. Two staff received the professional development scholarship, and one is working to get the Society of American Archivists' digital archives specialist certificate. Hannah commented on the importance of the work of archivists, especially in light of recent political attacks on history, with rewriting and erasure, including topics like slavery. Hannah reminded everyone to think about history when we document issues and manage records.

4. Updates from:

- Public Records Program – On September 1st, the program will rollout process improvements, relying on request cloning and subrequests. A subrequest is a renamed transition form, but cloning is a new concept. It takes requests that span multiple departments and allows them to respond separately to allow for the most expedient service. There will also be reporting for improved metrics, which would better allow for capacity and tool needs assessments. On October 1st, the charging policy will go live. It was shared with the PRC before the meeting for review. It was created at the direction of the Executive Office and Risk Management leadership. It will go through the 10-day Executive Policy review. Send any questions to Stephanie Santos.
- KCIT – Cynthia spoke on behalf of Grace Preyapongpisan, who is at an AI strategy workshop with other county employees. There is still a plan to rollout Microsoft Copilot Chat by the end of 2025. There is a lot of work around readiness, which includes questions about records – which the Records Management Program is answering. The draft policy for the AI governance group is in review. This has been drafted as an IT governance policy, not an executive policy, though that may change before it's finalized.
- Privacy Program – There will be notable updates and a presentation at next month's PRC meeting. Cynthia thanked Ellie for her flexibility on the presentation.
- KCRIGG – The group continues to meet and discuss items that include MS Purview, Departed Employee Records, and Transcription. Cynthia recently made a presentation to KCIT leadership at a meeting that was also attended and informed by Stephanie Santos and Tisa Escobar. Issues discussed included ongoing issues with MS Purview and exiting employee records. A previous PRC meeting included discussions and concerns from DPD and DNRP about MS Purview searches. KCRIGG has also been considering CoPilot Chat and how records appear, are created, and generated in the system. Reach out to Cynthia, Stephanie, or Grace to share thoughts on CoPilot or other AI records and their storage.

5. Call for Issues/Awareness/ Concerns

There is no new information about the website communications coordination issue that was discussed at the last meeting, where the county website has inconsistent information about where to find some records.

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

- Hannah reminded everyone how important the work we do is in documenting history.
- The Public Records Program will rollout subrequests and cloning on September 1st.
- The Public Records Act charging policy will go live on October 1st. Send any questions to Stephanie Santos.
- Work on Microsoft Copilot Chat is ongoing.
- Ellie will give a privacy program presentation/update next meeting.
- The issue around exiting employees and MS Purview is ongoing.
- Cynthia is interested in updates on updating inconsistent website information.
- The next PRC meeting is on September 16.

The meeting adjourned at 4:06 pm.