

**Public Records Committee (PRC)**

Via Microsoft Teams

September 16, 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)	
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)	
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)	Jaclyn Adams
Information Technology (KCIT)	Ellie Rhodes, Grace Preyapongpisan, Jaime Schatz, Tisa Rose Escobar
Judicial Administration (DJA)	
King County Council (KCC)	
Executive Office (KCEO)	
Local Services (DLS)	Margo Christianson, Greg Felton, Bryannah Quander
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
Sheriff's Office (KCSO)	Kimberly Petty
Superior Court (KCSC)	

1. Introductions

Megan Mason called the meeting to order at 3:31 pm. Chair Norm Alberg was out of the office. Vice Chair Megan Mason presided over the meeting.

## 2. Approval of Minutes

Megan called for a motion to approve the August meeting minutes. Jaclyn Adams introduced a motion to approve the minutes, and Sara Fitzgibbons seconded the motion. The vote was called, and the minutes were approved unanimously.

## 3. Updates from:

- Public Records Program – Stephanie Santos provided an update on recent Public Records Program Activities, including that they have many requests in progress and are short staffed with one team member moving to a new role in the county. The vacancy will be repurposed and recruited later in the year. Stephanie will be out of the office all of October.
- KCIT – Grace Preyapongpisan provided an update on recent developments with AI Governance, including that there is a draft AI Policy that has been circulated to a number of leadership groups across the county, including the Technology Management Board (TMB) and the Business Management Council (BMC). Upcoming engagements with both the Department of Human Resources leadership and Labor will ensure that those perspectives are included in the review as well. Grace reported that work to deploy CoPilot Chat is underway as well, with the intention of bringing the tool online prior to the end of the year. Grace explained that a couple of readiness measures will need to be met prior to deployment however: that records created can be retained and retrieved being a chief consideration. **Jaime Schatz reported that the kickoff meeting for the communication/web improvement process is scheduled for Friday, September 19, 2025.**
- Privacy Program – Ellie Rhodes provided a briefing about the establishment, purpose, recent work, future goals and history of the county's Privacy Program, which is embedded in KCIT and works closely with the Compliance and Governance workgroup headed by Zoe Meagher.
- KCRIGG – met on September 11 and discussed and considered the following enterprise issues, and related topics: Public Records Program changes and a vacancy position they will seek to fill with someone with E-Discovery expertise; MS CoPilot Chat; AI Governance and Strategy work; and a review of storage policies currently used for enterprise tools, including the current practice for storing data of exiting employees. Cynthia reminded PRC members that their input on issues for KCRIGG or at PRC are always welcome.

Following updates, there was a robust discussion on a number of topics.

## 4. ARMMS Update

- Records Management Program – Ryan Wadleigh provided a program update, including that the Content Manager upgrade is now complete and went smoothly. He also announced that Valerie Vega has been hired into the Content Manager system administrator position. Valerie received congratulations from PRC members. Cynthia added her own words of congratulations and gratitude for both Valerie's promotion and Ryan's work and leadership on the recruitment. She also announced that the minutes will be taken by Jacqueline Tabor in future meetings. She and Jacqueline are working together on the meeting minutes for this meeting.

- Archives update – Hannah had come prepared to discuss the Collection Management Plan for KC Archives, but there wasn't time, so Cynthia requested that she bring that topic to next month's meeting.

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

Note: due to lack of time, these were not relayed at the meeting, but they are captured here for the benefit of members:

- Valerie Vega has a new role as Content Manager system administrator.
- Jacqueline Tabor will be keeping PRC minutes from the October meeting forward. September meeting minutes will be written by Cynthia Hernandez.
- Work on Microsoft Copilot Chat is ongoing, and a launch is expected by year end, as long as concerns related to records management and disclosure can be satisfactorily resolved.
- Ellie welcomes questions or follow-up to her presentation, and she shared the slide deck with members.
- Anyone who wants to join the cross-county web communications effort should reach out to Jaime Schatz and is welcome to join the kickoff meeting scheduled for September 19.
- The next PRC meeting is scheduled for October 21, 2025.

The meeting adjourned at 4:04 pm.