

**Public Records Committee (PRC)**

Via Microsoft Teams

April 15, 2025

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)   |   |
| Boundary Review Board (BRB)   | Shelby Miklethun  |
| 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, 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)   | Tisa Rose Escobar, Grace Preyapongpisan                                       |
| Judicial Administration (DJA)   |   |
| King County Council (KCC)   |   |
| Executive Office (KCEO)   |   |
| Local Services (DLS)  | Greg Felton, Jess Jones   |
| Metro Transit (MTD)   | Mirla Santiago  |
| Natural Resources & Parks (DNRP)  | Maureen Dahlstrom   |
| Prosecuting Attorney (PAO)  |   |
| Public Defense (DPD)  | Mon-Cheri Barnes  |
| Public Health (DPH)   | Jonathan Bibler, Charlotte Nickles  |
| Sheriff's Office (KCSO)   | Kimberly Petty  |
| Superior Court (KCSC)   |   |

1. Introductions

Norm called the meeting to order at 3:32 pm. Megan Mason has agreed to fill the PRC Vice-Chair position. Thank you, Megan!

2. Approval of Minutes

Norm called for a motion to approve the minutes from March 18, 2025. Hannah Soukup introduced the motion, and Greg Felton seconded the motion. The minutes were approved.

3. Updates from:

- Public Records Program – Kaitlyn Wiggins introduced the updated Public Records Act Compliance Policy draft, which was shared for all to review prior to the meeting. The draft will also be shared with the Public Records Officer group before it is voted on at the next PRC meeting. Key changes include aligning policy language with code and state law and with the PRC scope, adding language for Public Records Act appeals, and adding language for responsibility and training (such as what to do if the PRO is out of office). This may seem like a lot of changes, but much of this already in practice. Contact Kaitlyn with questions or for more information.
- KCIT – Microsoft will begin rolling out M365 Copilot Chat in the government cloud at the end of the month. KCIT is currently working on communication and guidance for County employees and hopes to enable the functionality shortly after its release. This feature is similar to ChatGPT's chat feature that people may be familiar with. Grace will meet with Cynthia Hernandez, Ryan Wadleigh, and Tisa Rose Escobar to discuss relevant retention and records management needs. The Public Record Program will also be involved in these discussions. Some Copilot Chat details were clarified after the meeting for these minutes.
- Privacy Program – There were no updates.
- KCRIGG – Ongoing issues include transcription recommendation, holds in MS Purview, an AI Redaction Tool, and a 2/3 year hold on departing employee records. The group met last week in a relatively informal setting and there are no notable updates on the issues. The conversation included interactivity during PRC meetings and how those discussions have migrated to KCRIGG while PRC meetings have become more update focused.

4. ARMMS Update

- Records and Information Management Month – Governor Ferguson issued a [proclamation](#) to recognize Records and Information Month in April. This is a good time to review and reflect on your records practices.
- Retention Schedule Updates – The state continues to work on retention schedule updates and revisions. Updated schedules for elections, assessors, treasury, and a few others are expected circa June. The Records Management Program is still waiting for guidance on capital improvement project and executive communications records.
- Policy – The records management policy update, which the PRC voted on during the last meeting, went through the executive policy review group and is moving towards executive signature.
- Engagement – There are regular ARO open houses, which is a space where records related conversations and collaboration can continue. All are encouraged to watch out for the next invitation and attend if able.
- Archives update – Archival appraisal and requests are ongoing. Archival requests can be directed to the archives and do not need to be managed or addressed by others (although they may be, depending on circumstance). If records have been digitized, the archives

strongly prefer the digitized material, but a discussion about the scanning standards and metadata may be needed and [an approved DAD form](#) is needed.

5. Call for Issues/Awareness/ Concerns

This time was used for open discussion.

Cynthia has been attending a number of meetings and conferences outside of the county. She invited sharing of others' insights or experience.s. Current events such as AI, management of historic records, and federal records management are in the news. How does it cascade into our work? There are definite impacts, but they are difficult to isolate or define. KCIT has started to pay more attention to data impacts and outages.

Shelby Miklethun brought up implementing KCIT's AI guidelines. She works with a lot of different agencies, includes those outside the county. Those agencies are able to turn on AI tools – such as transcription – which are not available for county employees. Listing and managing the permissions can also be very specific. This is an ongoing issue that Grace has been reviewing for a year. Transcription especially is a big topic. The primary advice is that all county staff are responsible for managing county records. Records should only be created with the options to manage them through their lifecycle. Records are the backbone of government and we should be proud of our work.

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

- Megan Mason is now the PRC vice-chair.
- The Public Records Policy was updated – please share any feedback with Katilyn Wiggins by the next meeting.
- Microsoft Copilot chat will be rolled out by Microsoft soon; availability for county employees is pending. Grace will meet with relevant parties to discuss records management concerns and issues.
- All KCRIGG items are open with no notable updates.
- The balance between PRC meeting updates and discussions was discussed.
- April is Records and Information Month.
- Retention schedule updates are expected in June and will include elections, assessors, and treasury records. Guidance for capital improvement project and executive communications is also expected.
- The records management policy is moving towards finalization. Thanks to all for participating in the update.
- All are encouraged to attend the next ARO open house.
- The archives likely prefers digitized copies of digitized records. Reach out to Hannah to discuss this further.
- Send archival requests directly to the archives when appropriate.
- There was a new open discussion item on the agenda. Topics included how current events affect county employees and records and AI tool usage. Norm encouraged all to be proud of the work they do.
- Two agenda items were requested for the next meeting – Grace requested a copilot chat item and Jonathan Bibler requested an update on holds for departing employee records.
- The next PRC meeting is on May 20<sup>th</sup>.

The meeting adjourned at 4:19 pm.