

Public Records Committee (PRC)

via Microsoft Teams

December 16, 2025

3:30 – 4:30 pm

Attendance (all attendees attended the meeting remotely):

Organization	Attendee Names
4Culture	
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, Anna Heinrichs
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)	Hannah Soukup, Jacqueline Tabor, Valerie Vega, Ryan Wadleigh, Cynthia Hernandez, Rochelle James
Executive Services: Office of Risk Management Services (DES ORMS)	Kaitlyn Wiggins, Stephanie Santos
Human Resources (DHR)	Jaclyn Adams
Information Technology (KCIT)	Ellie Rhodes, Tisa Escobar, Grace Preyapongpisan
Judicial Administration (DJA)	
King County Council (KCC)	

Executive Office (KCEO)	
Local Services (DLS)	Bryennah Quander, Margo Christianson, Greg Felton
Metro Transit (MTD)	
Natural Resources & Parks (DNRP)	Maureen Dahlstrom
Prosecuting Attorney (PAO)	
Public Defense (DPD)	
Public Health (DPH)	Jonathan Bibler
Sheriff's Office (KCSO)	Kendall Cornejo
Superior Court (KCSC)	Ronda Bliey

25 in attendance

1. Introduction

Chair Norm Alberg called the meeting to order at 3:31 pm. He invited new members to introduce themselves and there were none in attendance.

2. Approval of Minutes

Norm called for a motion to approve the November meeting minutes. Jaclyn Adams introduced the motion to approve the minutes. Rochelle James seconded the motion. The vote was called, and the minutes were approved unanimously.

3. Updates from

Public Records Program: Kaitlyn Wiggins provided an update on recent Public Records Program activities, including that a cloning model for requests that they had kicked off earlier in the year has been discontinued. As a result they are updating templates and will be communicating more about changes to department PROs. They thanked all who contributed to the cloning model for their efforts.

They also highlighted that Executive Braddock did sign the public records request charging policy prior to her departure. The [signed policy](#) was different than the version sent to the Executive for signature, so the public records program is working on next steps for implementation, which is expected to be rolled out in the February/March 2026 timeframe.

The program is currently making updates to its public facing web site as well, ensuring that the information there is current and accurate.

The program will soon be recruiting for a Project/Program Manager 3 position that will be an e-Discovery specialist.

KCIT:

KCIT AI Governance - Grace provided an update on recent activities in KCIT, including status of AI Governance. There will be reconstitution of a governance group, to be nominated by BMC members. This group is expected to commence in early 2026. The second group will be an AI Center of Excellence (COE), which will bring together representatives from around the county who are using AI. The COE will have a more technical focus than the general governance committee. They have open nominations and are hoping to finalize membership in Quarter 1 of 2026.

KCIT CoPilot Chat – Grace updated that initial targeted deployment in 2025 was not feasible. Their planned deployment in January 2026 is also being delayed. They are now targeting sometime in early 2026, with more details to come.

KCIT Privacy Program – Ellie reported that they are looking to implement software that will help streamline their privacy and security vetting process. They are waiting for the contract to be signed after January of 2026 and will provide updates when needed.

They are also working on a definition of PII, which will include updating King County Code with a broader definition. Their goal is to also have guidance documents for employees. They are currently working on implementing general training, including the definition. Q1 and Q2 of 2026 is the target date for a draft SharePoint site for all staff with training materials.

Norm asked if these trainings will be hosted in NEOGOV. Ellie responded that yes, their goal is for these to be self-service trainings in NEOGOV. They also want to offer one-off trainings that can be customized.

KCRIGG:

Cynthia gave an update about the last KCRIGG meeting on 12/11/2025. They are tracking the data request project regarding requests for records of staff that are no longer at the County. The goal is to use a multi-pronged approach to the issue, and emphasizing the importance of staff managing their records from the beginning of their employment. She also gave an update on the discussion about CoPilot Chat. Guidance has been prepared and is ready to go; but is still in draft format and is on hold pending further knowledge about system behaviors between now and the launch. Guidance will be shared out in launch communications at that time.

There have been many questions that have been coming up regarding Teams Chat storage settings. There is currently work happening to get answers to many of these questions and eventually provide a robust FAQ.

Cynthia raised the question whether KCRIGG needs more representation. KCRIGG is going to tackle things issue by issue and will invite specific attendance for each topic. KCRIGG always welcomes new concerns that customers want to take up. The goal is to make sure that you are informed. KCRIGG meets monthly and discusses topics of concern. KCRIGG is anticipating a lot of work once the launch of CoPilot Chat and the artifacts/records that are created with that tool. Cynthia is looking forward to working with everyone in KCRIGG and thankful to everyone who participates in the PRC meetings as well.

4. ARMMS Updates

ARMMS Records and Information Management: Ryan reported that the County Records and Information Management Program (CRIMP) had their quarterly Records Management Network meeting that afternoon, which they are bringing back after not having them since last year, and they welcome participation from anyone in the county with a role in records management. They are also hosting monthly Agency Records Officer open houses. The CRIMP team is always looking for feedback. There are more plans to do outreach to Agency Records Officers. CRIMP recently contacted all agency records officers to audit and ensure that the list records management leads and disposition authorities in their agency is current. Agency records officers can expect to hear more outreach from ARMMS staff.

Ryan also gave an update on the Teams Chat guidance. The Executive Office announced that Teams Chats have a 3-year storage setting with the directive that it should only be used for transitory communications. CRIMP developed supplemental guidance on how to move Teams Chat out of that environment if they need to be managed for a longer retention schedule; and said that they hope to be able to continue to update that document with better guidance over time.

Anna asked a follow-up question about why Teams Chats were given a longer retention than the General Communications retention. Cynthia responded that the 3-year setting is not a retention period, and instead is a storage setting set and managed by IT. The retention of each record used in the tool will always depend on its content. In this case, the decision to choose a 3-year storage setting was generally about risk management, and choosing a storage setting that would apply to most of the records in that environment based on the understanding that that Teams Chats are a type of communication.

Ryan reported that the CoPilot Chat guidance is prepared and ready to go, pending any future edits.

Ryan reported that CRIMP is in the process of updating the Legal Holds Compliance Executive Policy, which was included for review when the agenda to this meeting was sent last week. The current policy expires in February 2026, and the goal is to have an informal vote today to move on to the next steps. Grace asked for more time to provide feedback and asked if Ellie would like to add feedback as well. Ellie responded that she had not seen it yet and would review it. Cynthia stated that the draft policy will replace a prior policy – which had been developed primarily by Stephanie Santos and the Public Records Program. In the meantime, there have been a lot of improvements to the legal hold process, and the process is in better shape than it ever has been. She also reminded the PRC that there will also be additional time for review, including during the 10 days when the policy will go out to the Executive Policy Review Group for review. Cynthia suggested giving one more week for the PRC for review and then conducting the vote by email. Ryan stated that he will send an email to the PRC to review and vote on that policy by the following week.

Ryan gave an update about the Executive Office transition, which impacts many staff. CRIMP is currently very busy supporting the various records management needs and issues related to that transition.

ARMMS Archives: Hannah did not have any updates this meeting, having just returned from time off.

5. 2026 Meeting and Focus

Norm reported that the new calendar invitations for next year's PRC meetings will be sent soon. There will be an opportunity for agenda building and we are opening the floor for topics and how to enhance the committee. Megan wants to send out a survey to collect feedback and gather input and perspectives. Megan asked the group to show their thumbs up if they were open to a survey to provide feedback; and many members provided thumbs up to support that idea.

Norm thanked everyone for their hard work and effort, he feels lucky to have such a wonderful group

6. Good of the Order and Summary Take-Away Messages

Norm summarized the key takeaways:

- The PRP Charging Policy will be implemented in early 2026.
- The PRP will be hiring soon.
- There will be two new AI Governance groups in Q1 2026: business and technology
- The planned deployment of CoPilot Chat for January 2026 is paused

- The Privacy Program is working on a definition of PII and implementing some training.
- CoPilot Chat guidance is drafted.
- CRIMP is working on an FAQ for Teams Chat.
- KCRIGG looking for expertise and participation from others.
- CRIMP is reviving Records Management Network meetings, there will also be more outreach to the PRC and AROs.
- The vote to approve the Legal Hold Compliance executive policy is delayed until next week; Ryan will send an email for voting.
- CRIMP is assisting the Executive Office with records implications for their transitions.
- There is a general reminder that retention is different than storage settings.
- The 2026 PRC meeting invites will be coming out soon.
- Megan will work with Norm and Cynthia to develop a PRC members survey, which she will send out soon.

7. **Adjourn**

The meeting was adjourned at 4:10.