

**Public Records Committee (PRC)**

Via Microsoft Teams

November 15, 2022

3:30 – 4:15 pm

Attendance: All attendees joined the meeting remotely. Below are the attendees of the meeting:

Organization	Names
Adult & Juvenile Detention (DAJD)	Andrea Williams (vice-chair)
Assessor's Office (DOA)	
Community & Human Services (DCHS)	Alex Conn
District Court (KCDC)	
Elections	Jackie Adams
Executive Services (DES)	Cindy Cawaling
Executive Services: Records and Licensing (DES RALS)	Norm Alberg
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
Human Resources (DHR)	Anna Heinrichs
Information Technology (KCIT)	Megan Mason, Shannon Smith, Lorre Wijelath
Judicial Administration (DJA)	Danielle Anderson, Elizabeth Thelen
King County Council (KCC)	<i>Janet Masuo?</i>
Executive Office (KCEO)	Kaitlin Wiggins
Local Services (DLS)	Greg Felton, Margo Christianson
Metro Transit (MTD)	Caroline Darrow
Natural Resources & Parks (DNRP)	Sara Fitzgibbons
Prosecuting Attorney (PAO)	
Public Defense (DPD)	Mon-Cheri Barnes
Public Health(DPH)	Charlotte Nickels, Jonathan Bibler
Sherriff's Office (KCSO)	
Superior Court (KCSC)	Ronda Bliey

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 October 18<sup>th</sup>. Anna Heinrichs introduced the motion and Hannah Soukup seconded the motion. The minutes were unanimously approved.

3. KCRIGG update

This has been the first full year of the program. Cynthia gave thanks to Ellie, Norm, and everyone who has helped. The social media guidance and text message guidance are going through PAO review before they will be published and circulated for all. The group is working on challenges with versioning issues and personnel file request forms will be addressed soon.

Cynthia put out a call for other items. Anna suggested addressing Zoom. At this point, Teams does everything Zoom does and it is easier for staff to manage records created from Teams meetings (chats, etc.). It has been difficult to produce the transitory records created from Zoom meetings for records requests.

Shannon Smith explained that Zoom does have some accessibility advantages, but this is a good time address Zoom usage. David Mendel has supported the transition from Zoom to Teams. Shannon Smith shared a link for [Zoom guidance from the CSS Portal](#) after the meeting. The Records Management Program (RMP) has guidance for Teams, but not Zoom. A next step would be to determine which county records are created in Zoom.

4. Privacy Program Update

The in-person interviews for the privacy maturity assessment wrapped up two weeks ago.

Interviews included people in this meeting and Jennifer Hills in the Executive Office.

Recommendations and a presentation from the consultant are anticipated this year. This may include guidance on where the Privacy Program should live (it is currently in KCIT), if there should be full FTEs for regulated data, privacy officers for more departments such as Metro, staff for CJIS and law enforcement space, and the future of the Privacy Working Group (PWG). Currently Public Health and DCHS have privacy officers.

5. KCIT Related Updated

The issue of MS Teams chats being kept longer than initially communicated is ongoing. Tim Morrow and David Mendel spoke with the SLT about chat retention, and hopefully there will be updates at the next PRC meeting. A chat retention update was sent out in the RM newsletter, but that only goes to some staff (Content Manager users), although some share the newsletter content with their groups. The chat information in the newsletter came from Tim and Lindsay Prior.

6. ARMMS Update

- Records Management Network Meeting – The RM program will have their quarterly meeting for the records network on 12/7/22. Invitations will be out by the end of the week.
- Disposition Process Improvements Update – Consolidating the disposition process is ongoing. Ryan is waiting to hear back from PAO about some issues before reaching out to targeted customers.
- Archives Program Updates – All the boxes have been moved from the Records Center, concluding a five month project. The team now has breathing room and will address the website and Sitecore cleanup. Hannah will work to learn more about the process of redirecting requests from the public.

7. Year in Review, Year Ahead

The [PRC Work Plan planner](#) has not been updated recently and it may not have been robustly updated since the PRC meetings were in person. This was around the time the PRC workgroups started in earnest, so a lot of the work from the planner is still being done, just not in the same way.

It was asked if this planner is helpful or a good place to update projects. It was generally determined the planner could be useful for provided context to PRC issues for new members and getting the right topics and issues out. With this baseline, a juicier conversation will be needed for the future of the planner. Some in the meeting were completely unfamiliar with this tool.

#### 8. Good of the Order and Summarize Take-away Messages

- KCRIGG guidance will be shared soon, pending PAO review.
- There is [KCIT Zoom guidance](#), which may predicate records Zoom guidance.
- The privacy consultant will provide recommendations soon, which may include the need for privacy officers and the future of the PWG.
- Chats guidance and communications are pending, although some information has been shared in the RM newsletter.
- The Records Management Program will have a network meeting on December 7<sup>th</sup>.
- All are asked to think about substantial questions regarding the work plan planner.
- It was determined there will be enough staff for a PRC meeting on December 20<sup>th</sup>, although a KCIT presence has not been confirmed.

The meeting adjourned at 4:11 p.m.