**PRC AGENDA**

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| Date: | May 18, 2021 |
| Time: | 3:30 - 4:15 pm |
| Location: | Zoom: See meeting invite/calendar item for the Zoom link Passcode: PRC |
| **Agenda Item**  | **Presenter** | **Objective** |
| 1. Introductions and check in
 | Norm Alberg3 minutes | Check In |
| 1. Approval of minutes
 | Norm Alberg3 minutes | Action |
| 1. Privacy Program Updates
 | Lorre Wijelath, Alex Harris  5 minutes | Update, Inform |
| 1. Public Records Program Update
 | Shelby Miklethun3 minutes  | Inform, Request |
| 1. KCIT-related updates
* MS Teams issues/questions- rollout update
* New O365 Governance Tool (Ave. Point)
* Other?
 | Shannon or Tim, All8 minutes | Update, Inquiry |
| 1. KC Records and Information Governance Update

-Charter Progress -Data Governance Group Coordination-Sample Issues | Norm, Cynthia, Shannon10 minutes | Discussion |
| 1. ARMMS Updates
* Archives CIP
* Retention Schedule Improvement Process- Preview and vote on PRC process change
* Records Management Quarterly Meeting Follow Up
* Records Management Month Recap
* Legal Holds List <https://kingcounty.gov/~/media/depts/records-licensing/records-management/RMGuidance/RM-Guide-Physical-Records-Overview.ashx?la=en>
* PRC Annual Report—coming soon for June completion and routing.
 | Ellie Browning, Cynthia Hernandez 10 minutes | Inform |
| 1. Good of Order and Summarize Take-Away Messages
 | Norm Alberg3 minutes | Information,Recap |
| 1. Adjourn
 | Norm Alberg |  |

**Upcoming Public Records Committee meetings: June 15, 2021 \*\*** [Work Plan Planner](https://teams.microsoft.com/l/entity/com.microsoft.teamspace.tab.planner/_djb2_msteams_prefix_3953332497?context=%7B%22subEntityId%22%3Anull%2C%22channelId%22%3A%2219%3A9b45d34599bf40949ac45228eecd6732%40thread.skype%22%7D&groupId=6435a43c-11c5-413a-8905-03535118efe6&tenantId=bae5059a-76f0-49d7-9996-72dfe95d69c7)