**AGENDA**

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| Date: | May 19, 2020 | | |
| Time: | 3:30-4:30 pm | | |
| Location: | Skype Only – 206-263-8814 ID: 75473 | | |
| **Agenda Item** | | **Presenter** | **Objective** |
| Attendance/sign in | |  |  |
| 1. Introductions and check in. | | Norm Alberg  /All  5 mins | Check In |
| 1. Approval of minutes | | Norm Alberg  5 minutes | Action |
| 1. PRC/KCIT – Privacy Program | | Mike Kaser  Lorre Wijelath  10 minutes | Introduction and next steps |
| 1. Work Plan Review and near-term planning. | | Cynthia Hernandez  5 minutes | Discussion  Define Next Steps and Process |
| 1. PRC/KCIT Office 365, Email, IM Retention Policy | | Cynthia Hernandez  5 minutes | Update |
| 1. Archives closure | | Danielle Boucher  5 minutes | Update |
| 1. Records Management Update    1. Teams Rollout Question    2. Content Manager Reports (Ryan)    3. Maintaining security and confidentiality of records while telecommuting    4. Encourage RM training and filing while telecommuting    5. Agency Self Assessments (Ellie)    6. Other updates | | Ellie Browning, Ryan Wadleigh  10 minutes | Update, discussion |
| 1. Public Records Program Update    1. GovQA system    2. Equity Impact Review Work    3. Public Records Act Compliance Policy    4. COVID-19 Requests and changes to PRA/OPMA    5. Other updates | | Shelby Miklethun  10 minutes | Establish current status and expectations |
| 1. Summarize Take-Away Messages | | Norm Alberg  5 minutes | Recap |
| 1. Adjourn | | Norm Alberg |  |

**Upcoming Public Records Committee meetings:**

June 30, 2020

August 11, 2020

September 22, 2020

November 3, 2020

December 15, 2020

[Workplan Link](https://kc1-portal5.sharepoint.com/:x:/r/records/_layouts/15/Doc.aspx?sourcedoc=%7B23D13060-8CB3-413E-A190-925E65ECC9A9%7D&file=2020WorkplanDraft-03302020.xlsx&action=default&mobileredirect=true)