**Public Records Committee (PRC)**

via Microsoft Teams

August 17th, 2021

3:30-4:15 pm

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

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| Organization | Name[s] |
| Adult & Juvenile Detention |  |
| Assessor’s Office |  |
| Community & Human Services | Alex Conn, Jennifer Guy |
| District Court |  |
| Elections |  |
| Executive Services | Cindy Cawaling |
| Executive Services/RALS/ARMMS | Valerie Vega, Lisa Mankin, Dani Boucher, Ryan Wadleigh, Ellie Browning, Greg Felton |
| Executive Services: Office of Risk Management Services | Shelby Miklethun (vice-chair), Mirla Santiago |
| Executive Services: Records & Licensing Services | Norm Alberg  |
| Human Resources |  |
| Information Technology (KCIT) | Lorre Wijelath, Syrena Ogden  |
| Judicial Administration | Danielle Anderson |
| KC Council | Janet Masuo, Craig McMurdo |
| KCEO | Kaitlin Wiggins |
| Local Services | Cheryl Binetti, Anna Heinrichs, Margo Christianson  |
| Metro Transit | Caroline Darrow |
| Natural Resources & Parks | Sara Fitzgibbons |
| Prosecuting Attorney |  |
| Public Defense | Alex Harris  |
| Public Health | Tyler Entrekin, Charlotte Nickels  |
| Sheriff’s Office |  |
| Superior Court |  |

1. Introductions

Norm Alberg called the meeting to order at 3:31 p.m.

1. Approval of Minutes

Norm called for a motion to approve the minutes from July 20, 2021. Alex Conn made the motion and Alex Harris seconded the motion. The minutes were approved.

1. Privacy Program Updates

The survey will be discussed at the next Privacy Program meeting on Thursday, 8/19/21. This will include touching base on the King County code, the maturity assessment, what members of the group anticipate seeing, audit recommendations, and where we are going to focus for the next half of the year. Stage two of scoring interviews will start soon.

Lorre and Mike Kaiser will work on moving forward with the King County code and getting it to the council.

A HIPAA mandated enterprise risk assessment will be coming up and include an annual review of security and privacy.

Lorre is looking at a privacy assessment consulting RFP.

1. Public Records Program Update

The Public Records Officer Toolkit is undergoing its first major overhaul, although it has been updated and edited over the years. There will be a new draft declaration for records and personal messages. The PRP Program documented searches for a public record request and showed it is much easier to document things related to an employee while the employee is still there. A draft template is being worked on for this and it will be discussed at the program’s next meeting on the 26th.

Shelby’s team continues to do O365 searches, but they are happy to teach people how to do their own.

The large public records request regarding PRC records, which was covered in the June 15 and July 20,2021 minutes, is ongoing. The PRP Program and the separately elected groups are coordinating and supporting each other for this request. Clarification will be needed from the requester on how to transfer the hundreds of GB of data.

1. KCIT Related Updates

KCIT is considering a new O365 governance tool, AvePoint.

Managing Teams records was discussed. The agency must manage their own Teams records, where they can be accessed and filed via SharePoint. On site setup, it is encouraged to assign one person be responsible for the records on the channel.

1. KCRIGG

The team had a July meeting and will have another 8/18/21. The charter has gone through the PRC group and the team is discussing how to get the charter and their message to a wider county audience, specifically the Ops Cabinet and KCIT leadership. The group is also working on forms, processes, new projects, determining what type of product will be produced, mockups, etc. Norm will work on getting the charter to the Ops Cabinet and Syrena will do the same with KCIT.

1. ARMMS Update
* Archives Program – The archives CIP is ongoing. October is still when construction is expected to end and when the team moves back into their building.
* Content Manager Updates – Content Manager will be updated to a new version, which will improve functionality and other features. CM retention schedule integration is ongoing.
* Records Management Program Updates –The retention schedule improvement process will be discussed at the next meeting. On 8/4/21, the state and local government committee revealed new retention schedules. Relevant information has been shared to those who are expected to use these schedules – DNRP for the new Parks schedules and DHR for the Covid vaccine documentation retention. The latter can be summarized as “retain until no longer needed.” DHR and neogov are the official record holders for this information. All are encouraged to be aware of transitory copies of their vaccine cards (emails, photos, etc.).
1. Good of Order and Summarize Take-Away Messages
* All standing items will continue.
* Contact Shelby and the Public Records Program for O365 guidance.
* Norm and Syrena will push up the KC RIGG charter to the Ops Cabinet and KCIT respectively.
* Follow up on KCIT Teams questions about archiving records and setup.
* Check out the new [retention schedule dashboard](https://kingcounty.gov/depts/records-licensing/records-management/retention-schedules/Dashboard%20Schedules.aspx) and give feedback.
1. Adjourn

The meeting adjourned at 3:55