**King County**

**Public Records Committee Annual Report**

**March 2012**

**Prepared by**

**Records and Licensing Services Division**

**Approved by**

**Public Records Committee**

**Executive summary**

The purpose of the King County Public Records Committee (PRC) is to advise the King County Council and the King County Executive on policy recommendations regarding public records, both electronic and paper-based, including policies for posting records on county maintained websites. The PRC also provides guidance on the planning and implementation of the County’s records storage management plan and the Electronic Records Management System.

The PRC charter approved and amended by the County Council under Motion 12511 calls for an annual report submitted to both the King County Executive and the King County Council by March 1 of each year. This report summarizes the activities of the committee for calendar year 2011.

Public Records Committee met four times in 2011 to work on the following items:

1. social media options in response to the ordinance pending before the County Council,
2. records management training for advisory bodies in response to the ordinance pending before the County Council,
3. text and instant messaging and pinning,
4. call for unfunded mandates to be suggested for addition to the County’s legislative agenda, specifically in regard to the County Recorder charging county agencies to record certain types of documents, and
5. redaction of personally identifiable data on recorded documents.

The PRC approved and recommended for adoption revisions to executive policies related to inactive records storage and records disposition. The PRC also continues to work with Archives and Records Management Section staff to facilitate the management of public records and keep apprised of the progress of the KC ERMS project.

The duties of chair passed to Norm Alberg, Deputy Director, Records and Licensing Services Division in September, when Val Woods left the County.

Given the speed at which technology moves and the need to develop a comprehensive records and Information management (RIM) plan for the County, the Public Records Committee will increased the frequency of its meetings from quarterly to monthly.

# Background

On May 21, 2007, the King County Council passed Motion 12511, approving the vision, guiding principles, goals, governance and management structure of the King County Public Records Committee as outlined in the Public Records Committee Charter. The formation of the PRC came in response to King County Council Ordinance 15608, which called for the creation of a public records committee to advise both the Council and the King County Executive on policy recommendations regarding public records, specifically including both paper and electronic records. Issues coming under the purview of the PRC include privacy, access to and charges for copies of public records, display of records on county websites, planning and implementation of a countywide records storage management plan, and a countywide electronic records management initiative.

The charter as approved calls for members of the committee to include representatives from the King County Council; Prosecuting Attorney’s Office; Sheriff’s Office; Assessor’s Office; Department of Judicial Administration; the offices of Management and Budget and Information Resource Management; and from the departments of Executive Services, Natural Resources and Parks, Transportation, Development and Environmental Services, Adult and Juvenile Detention, Community and Human Services, and Public Health. The list of PRC members is provided in attachment Number 1.

The charter as amended assigns the responsibilities of presiding at meetings and conducting the business of the committee to the director of the Records and Licensing Services Division (RALS), as the chair of the PRC. With agreement of the membership, these duties have been delegated to the deputy director of RALS.

In 2011, the Public Records Committee met quarterly, usually during the first week of the last month in the quarter. The PRC has met four times since the last report: March 1, June 16, September 6, and December 6, 2011.

# 2011 Work Plan

The committee agreed to work on five items during 2011:

1. social media options in response to the ordinance pending before the County Council
2. records management training for advisory bodies in response to the ordinance pending before the County Council
3. text and instant messaging and pinning
4. call for unfunded mandates to be suggested for addition to the County’s legislative agenda, specifically in regard to the County Recorder charging county agencies to record certain types of documents
5. redaction of personally identifiable data on recorded documents.

# Public Records Committee goals

1. Provide advice on policies, guidelines, and best practices for specific records management concerns, including, but not limited to,
2. advice in the development of policies concerning public records management,
3. reviewing and commenting on proposed public records management rules, policies, or ordinances prior to their adoption, and
4. advice on methods for ensuring public access to electronic records that protect personally identifiable information.
5. Provide guidance on the planning and implementation of a countywide records storage management plan. This includes
   1. guidance for addressing records inventory and records storage capacity growth and
   2. advice in the development of policies regarding the storage of inactive public records.
6. Provide guidance on the development of policies and guidelines for the permanent preservation of the County’s historical records, including, but not limited to,
   1. a comprehensive archival policy for all county records that are likely to be of permanent value in understanding the history of King County and
   2. access to those records that document the County’s history.
7. Provide guidance on the development of policies and guidelines for posting records on county websites including, but not limited to,
   1. protecting personal identifying data contained in public records and
   2. providing internet access to public records.

# Summary of PRC activities related to goals

# ****PRC goal No. 1:****

***Made recommendations regarding the records management implications of Office 365***

In August, the PRC sent recommendations to the County’s Chief Information Office (CIO) Bill Kehoe regarding the use of the Office 365 Suite, which includes Office Communicator, SharePoint, Live Meetings and Instant Messaging, attachment number 2.

***Social Media Advisory Group***

PRC members Cynthia Hernandez, Terra Strouhal, Deborah Kennedy served as members of the Social Media Advisory Group that was formed in response to Ordinance 17008 passed by the King County Council in December 2010. That ordinance required the County Executive to establish the Social Media Advisory Group which was charged with writing a report that would give the County Council policy options regarding the uses of social media and records retention issues for social media postings.

***Investigate adding a request for a recording fee exemption for some types of documents that county agencies are required by RCW to have recorded or filed with the Recorder’s Office.***

At the December meeting the committee formed a small group to investigate the unfunded mandate of the County being required to records certain document types therefore requiring the County to pay recording fees when those documents are recorded.

***Managing electronic records***

During the course of the year, Nicole Franklin, Project Manager, kept the committee apprised of the project’s progress. A new contract was signed following, eight months of negotiations that gave the County an upgrade, completed in August, compatible with Office 2010 and lower maintenance costs that will not come due until January 2013. An evaluation of system acceptance has resulted in a new rollout methodology that includes comprehensive records inventories, development of file plans for individual workgroups and then training employees to file their records in the system using those file plans.

**B. PRC goal No. 2:**

****Policy on public records disposition****

Implementation of the ERMS physical records module altered many of the work processes involved in sending records to storage, retrieval requests and records disposition. Two policies and procedures related to these processes were amended to reflect current business practices:

1. using the King County Records Center to store and retrieve records and

2. disposition of public records in King County.

Executive Policies INF 15-2-1 (AEP) Using the King County Records Center to Store and Retrieve Records and INF 15-3-2 (AEP) Disposition of Public Records in King County were signed by the Executive and became effective, May 23, 2011, attachment numbers 3 and 4.

# ****PRC goal No. 3:****

Received and reviewed a series of brochures designed by Archives staff as self-help educational materials to help customers access information from a variety of county resources. A list of brochure titles is provided as attachment 5.

# ****PRC goal No. 4:****

***Social Media Advisory Group***

PRC members Cynthia Hernandez, Terra Strouhal, Deborah Kennedy served as members of the Social Media Advisory Group that was charged with writing a report that would give the County Council policy options regarding the uses of social media and records retention issues for social media postings.

# Subcommittee/working group formation

Four members of the PRC Cynthia Hernandez, Terra Strouhal, and Deborah Kennedy served as members of the Social Media Advisory Group that was formed in response to Ordinance 17008.

A working group to provide recommendations regarding the records implications of the text messaging, instant messaging and pinning was formed at the March meeting. The group presented draft recommendations at the June meeting. These recommendations were sent to the CIO in August.

A workgroup was formed at the December meeting to research and develop recommendations regarding adding a request for a recording fee exemption for some types of documents that county agencies are required by RCW to have recorded or filed with the Recorder’s Office.

# Other

***Records management training for members of advisory boards and commissions***

In response to the ordinance, passed by the Council in December 2010, Kelli Williams, Public Records Officer, developed training for members of the County’s advisory boards and commissions on Public Records Act requirements. The Ordinance also required the County to provide e-mail addresses for the board and commission members. There are about forty-five boards of commissions, with about 500 members.

After some discussion it was agreed to put the development and implementation of a PRC communication strategy on the 2012 work plan. Minutes and agendas along with the meeting schedule is available on the PRC website, <http://kcweb.metrokc.gov/archives/prc.aspx>

Attachment 1 PRC Membership List

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| --- | --- | --- |
| Name |  | Agency |
| Andrea Williams | Member | Adult & Juvenile Detention |
| Stan Roe | Member | Assessor’s Office |
| Dave Goff | Member | Board of Equalization |
| Ralph Johnson | Member | Chief Information Security & Privacy Officer |
| Rene Franzen | Member | Community & Human Services |
| Deborah Kennedy | Member | County Archivist |
| Kathy Graves | Member | Development & Environmental Services |
| Jarrod Lewis | Alternate | Development & Environmental Services |
| Prakash Meloot | Member | District Court |
| Sherril Huff | Member | Elections |
| Nathan Valderas | Alternate | Elections |
| Tom Koney | Member | Executive Services |
| Norm Alberg (Chair) | Member | Executive Services: Records & Licensing Services |
| Lorraine Patterson | Alternate | Executive Services: Records & Licensing Services |
| Teresa Bailey | Alternate | Judicial Administration |
| Joel McAllister | Member | Judicial Administration |
| Jennifer Giambattista | Co-representative | KC Council |
| Anne Noris | Co-representative | KC Council |
| Nicole Franklin | Staff | KC ERMS Project Team |
| Terra Strouhal | Member | KCIT |
| Cynthia Hernandez | Member | Natural Resources & Parks |
| Shelley Harrison | Member | Office of the Executive |
| David Ryan (Vice Chair) | Member | Prosecuting Attorney |
| Patrick Vanzo | Member | Public Health |
| Lisa Werlech | Alternate | Public Health |
| Kelli Williams | Member | Public Records Officer |
| Leslie Groce | Alternate | Sheriff’s Office |
| Patty Shelledy | Member | Sheriff’s Office |
| Laurie Brown | Member | Transportation |
| Craig McMurdo | Alternate | Transportation |

Attachment 2 Recommendations regarding new technology tools



Attachment 3 INF 15-12-1 (AEP)



Attachment 4 INF 15-3-2 (AEP)



Attachment 5 King County Archives self-help brochure titles

1. Getting or changing a property “title record”
2. Name change orders
3. Original property purchase price
4. Condominiums and homeowner association records
5. Condominiums and King County’s Parcel Viewer
6. Finding a short plat
7. Lot and boundary line adjustments
8. Understanding recording numbers
9. Property surveys
10. Road and drainage plans
11. Easements
12. Plat maps
13. Grantor/Grantee index
14. Marriage certificates