**PRC AGENDA**

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| Date: | March 15, 2022 | | |
| Time: | 3:30 - 4:15 pm | | |
| Location: | Teams Meeting – see meeting invite to join. | | |
| **Agenda Item** | | **Presenter** | **Objective** |
| 1. Introductions and check in | | Shelby Miklethun  3 minutes | Check In |
| 1. Approval of minutes | | Shelby Miklethun  3 minutes | Action |
| 1. Privacy Program Updates | | Lorre Wijelath  7 minutes | Update, Inform |
| 1. Public Records Program Update  * Team status and recruitment * GOV QA expansion opportunity * Process Change for PROs on chats and recovered deleted items | | Shelby Miklethun  10 minutes | Inform |
| 1. Social Media Follow Up  * Discussions at PWG, KCRIGG and KCIT * PAO guidance to be sought * Guidance to all employees? | | Ellie Rhodes  Shelby Miklethun  5 minutes | Inform, Invite Questions, Comments |
| 1. ARMMS Updates  * [Records Management Program Highlights](https://kingcounty.gov/~/media/depts/records-licensing/records-management/cm/2021-Records-Management-Highlights.ashx?la=en) * Archives Vacancies and CIP * KCRIGG | | Ellie Rhodes  5 minutes | Inform |
| 1. KCIT-related issues –  * Offboarding employee email and OneDrive records * Retention of Teams meetings recordings | | Shannon, Tim  10 minutes | Inform, Discuss |
| 1. Good of Order and Summarize Take-Away Messages | | Shelby Miklethun  2 minutes | Information,  Recap |
| 1. Adjourn | | Shelby Miklethun |  |

**Upcoming Public Records Committee meetings: April 19, 2022** [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)