**PRC AGENDA**

|  |  |
| --- | --- |
| 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 Miklethun3 minutes | Check In |
| 1. Approval of minutes
 | Shelby Miklethun3 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 Miklethun10 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, Tim10 minutes | Inform, Discuss |
| 1. Good of Order and Summarize Take-Away Messages
 | Shelby Miklethun2 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)