**PRC AGENDA**

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| Date: | September 21, 2021 | | |
| Time: | 3:30 - 4:15 pm | | |
| Location: | Teams Meeting – see meeting invite to join. | | |
| **Agenda Item** | | **Presenter** | **Objective** |
| 1. Introductions and check in | | Norm Alberg  3 minutes | Check In |
| 1. Approval of minutes | | Norm Alberg  3 minutes | Action |
| 1. Privacy Program Updates  * Privacy Working Group Survey Results * Privacy Working Group Focus for Q3/Q4 * Privacy Assessment Consulting RFP | | Lorre Wijelath, Alex Harris  5 minutes | Update, Inform |
| 1. KCIT-related issues –  * Teams - Transcription feature * Downloads folder process changes & inquiry from Public Health * 0365 e-Discovery (aka Central Search) * Automating SharePoint & Teams Creation | | All  10 minutes | Inform, Discuss |
| 1. KCRIGG  * Enterprise Data Governance Group * Presentation at the Office of the CIO Meeting * Process testing | | Cynthia  10 minutes | Inform |
| 1. ARMMS Updates  * Archives Program Updates * CM Updates * Records Management Program Updates - RM Network Meeting * Records Center Reminders and Updates | | Dani Boucher,  Ryan Wadleigh, Ellie Browning, Scott Landwehr  10 minutes | Inform |
| 1. Good of Order and Summarize Take-Away Messages | | Norm Alberg  4 minutes | Information,  Recap |
| 1. Adjourn | | Norm Alberg |  |

**Upcoming Public Records Committee meetings: October 19, 2021 \*\*** [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)