**AGENDA**

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| Date: | November 3, 2020 | | |
| Time: | 3:30-4:30 pm | | |
| Location: | Zoom: Join Zoom Meeting  <https://us02web.zoom.us/j/89181024518?pwd=VGwxcEp6cE12S0FkQTEvODJVYkxHdz09>  Meeting ID: 891 8102 4518  Passcode: PRC | | |
| **Agenda Item** | | **Presenter** | **Objective** |
| 1. Introductions and check in | | Norm Alberg  3 minutes | Check In |
| 1. Approval of minutes | | Norm Alberg  2 minutes | Action |
| 1. Microsoft Teams | | Shannon Smith  10 minutes | Discussion |
| 1. PRC Teams Site | | Cynthia  5 minutes | Orientation |
| 1. PRC Privacy Working Group | | Alex Harris  Lorre Wijelath  10 minutes | Update |
| 1. Records Management Update    1. New County Records Analyst Hires    2. RM Network Meeting    3. Content Manager Reports (Ryan)    4. Archives status    5. Records Center status    6. Other updates | | Ellie Browning, Ryan Wadleigh  15 minutes | Update, discussion |
| 1. What are records management and disclosure issues that are coming up for you? | | All  10 minutes | Engagement, Discussion |
| 1. Summarize Take-Away Messages | | Norm Alberg  5 minutes | Recap |
| 1. Adjourn | | Norm Alberg |  |

**Upcoming Public Records Committee meetings:**

December 15, 2020

[Workplan Link](https://kc1-portal5.sharepoint.com/:x:/r/records/_layouts/15/Doc.aspx?sourcedoc=%7B23D13060-8CB3-413E-A190-925E65ECC9A9%7D&file=2020WorkplanDraft-03302020.xlsx&action=default&mobileredirect=true)