**AGENDA**

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| Date: | January 15, 2019 | | |
| Time: | 3:30-4:30 pm | | |
| Location: | Chinook Room 115 | | |
| **Agenda Item** | | **Presenter** | **Objective** |
| Attendance/sign in | |  |  |
| 1. Introductions | | Norm Alberg/All  3 minutes | Action |
| 1. Approval of minutes | | Norm Alberg  2 minutes | Action |
| 1. KCIT/PRC working group on the elimination of the PST files and shared network drives.  * Report out of the latest developments and work in progress. | | Cynthia Hernandez/Deb Kennedy  10 minutes | Update |
| 1. Planned Audit of County Practices for Records Sets containing PII (personally identifiable information) or SPI (sensitive personal information)  * risk based scoping * security and access controls * collection and use * distribution/posting * production when encompassed in a PRA request | | Megan Ko  Ben Thompson  20 minutes | Information  Discussion  Engagement |
| 1. 2019 Work Plan Development | | Cynthia Hernandez  10 minutes | Discussion  Engagement |
| 1. PRC Annual Report | | Deb  2 minutes | Information |
| 1. Records Management Program Updates:  * Transitory Records – Email quick filters * Managing Tort Litigation Records * KC ERMS Read-Only Phase – FAQ | | Deb Kennedy/Gail Snow  10 minutes | Update |
| 1. Summarize Take-Away Messages | | Ellie Browning  5 minutes | Recap |
| 1. Adjourn- | | Norm Alberg | Action |

**Upcoming Public Records Committee meetings:**

February 12, 2019

March 26, 2019

May 7, 2019