**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/All3 minutes | Action |
| 1. Approval of minutes
 | Norm Alberg2 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 Kennedy10 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 KoBen Thompson20 minutes | InformationDiscussionEngagement  |
| 1. 2019 Work Plan Development
 | Cynthia Hernandez 10 minutes | DiscussionEngagement |
| 1. PRC Annual Report
 | Deb2 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 Snow10 minutes | Update |
| 1. Summarize Take-Away Messages
 | Ellie Browning5 minutes | Recap |
| 1. Adjourn-
 | Norm Alberg | Action |

**Upcoming Public Records Committee meetings:**

February 12, 2019

March 26, 2019

May 7, 2019