**Public Records Committee (PRC)**

via Zoom

February 16, 2021

3:30-4:15 pm

**Attendance:** All attendees joined the meeting remotely. Below are the attendees of the meeting:

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| Organization | Name[s] |
| Adult & Juvenile Detention | Andrea Williams |
| Assessor’s Office |  |
| Community & Human Services | Alex Conn |
| District Court |  |
| Elections | Janice Case |
| Executive Services | Cindy Cawaling |
| Executive Services/RALS/ARMMS | Cynthia Hernandez (secretary), Ryan Wadleigh, Ellie Browning, Danielle Boucher, Lisa Mankin; Greg Felton |
| Executive Services: Office of Risk Management Services | Shelby Miklethun (vice-chair) |
| Executive Services: Records & Licensing Services | Norm Alberg (chair) |
| Human Resources |  |
| Information Technology (KCIT) | Lorre Wijelath, Shannon Smith, Syrena Ogden, Tim Morrow |
| Judicial Administration |  |
| KC Council | Janet Masuo |
| KCEO |  |
| Local Services | Jonathan Bibler, Craig McMurdo, Anna Heinrichs |
| Metro Transit | Caroline Darrow |
| Natural Resources & Parks |  |
| Prosecuting Attorney | Nicole Franklin |
| Public Defense |  |
| Public Health | Tyler Entrekin |
| Sheriff’s Office |  |
| Superior Court |  |

1. Introductions

Norm Alberg called the meeting to order.

1. Approval of Minutes

Norm Alberg called for a motion to approve the minutes from January 12, 2021. Ellie Browning made the motion and Andrea Williams seconded the motion. Minutes approved.

1. PRC Workplan – Follow up

Shelby Miklethun provided an update. PRC members are highly encouraged to review the plan to and volunteer for projects so it’s not always the same people assigned.

Concerning the legal hold work plan item, Shelby requested volunteers to help review the list of active legal holds to expedite the process.

1. KCIT Related Updates

This is a standing item. Shannon Smith explained that two-thirds (2/3) of county employees have migrated to teams from Skype, meeting the 5000 employee migrated by the end of 2020 goal to secure grant funding.

As an update to outstanding items of interest, Shannon explained that Teams recordings has been turned on that the recordings are now saved to either the user’s OneDrive or SharePoint (previously had been saved to Stream). KCIT is also working with Microsoft to prioritize the chat retention issue in the service level agreement. Currently 98% of chats are deleted within 7 days.

Lisa Mankin asked if documentation exists on how to define where MS Teams saves meeting recording (OneDrive vs SharePoint, and where within those locations they’re saved). Shannon suggested that documents probably exists within the KCIT training hub and she will provide the link.

Shannon also agreed to send an email summarizing information regarding DocuSign and how records are created/retained within the system as documents flow through the signature process.

1. Privacy Program Updates

Lorre Wijelath explained the privacy working group has reviewed multiple projects that meet the PRC’s triggers (such as Category 3 or 4 [PII or regulated data]). As part of KCIT project lifecycle, any new project that meets our triggers will go through our review. Record retention performance measures are currently in-flight with the help of Ellie Browning and Mike Kaser and will eventually go to the privacy working group as well.

Lorre is working with Executive’s Office on the update due to the Auditor this week. They have also made the request at the Executive level for “Privacy Champions” (a resource from each department) to support privacy impact assessments and work with departments on the data they're collecting and how that data should be treated.

1. KC Records and Information Governance Update

Norm Alberg noted that this topic has cycled on/off work plan and that eventually we will need to involve the Prosecuting Attorney’s Office (PAO). The next step is to charter and launch a King County Records and Information Governance group. Cynthia Hernandez and Shannon Smith will provide input and Norm to schedule a meeting to gather the group. Shannon Smith added that the group does not intend to engage with action items immediately, but to build a group structure and ramp up over time.

1. Public Records Program Updates

Shelby Miklethun explained the progress her team is making to implement standard onboarding procedures for public records officers. The team’s first cohort of public records officer have completed two of the three onboarding sessions. The standard onboarding process provides an opportunity for standardized training and fosters the networking, relationship building, and engagement among the public records officers that the team depends on to get their work done.

Shelby also had a discussion with PAO about the public records index and has decided to use their retention schedules as the public records index required in the Public Records Act. To implement this decision, her team will be making some changes to the public website:

○ Remove existing 2016 index and the index section

○ Add link to retention schedules on “where to find records” section

○ Add language about using retention schedules to comply with Public Records Act

index requirement

1. ARMMS Update

**RMP Work in Progress** Ellie Browning announced that there are lots of exiting projects in the works. The team’s 2021 work plan includes various outstanding items from previous PRC work plans including guidance for O365 tools, etc.

The Records Management Program is also developing a new and drastically updated Disposition After Digitization (DAD) form based on experiences, particularly with Green Where We Work program and agency requests to go electronic in support of telecommuting. The new form will be presented to the PRC for review once complete since the team is proposing changes to the review process to simplify digitization.

The Records Management Program is also evaluating how they develop and produce retention schedules. Ellie observed that news has been slow to spread that agencies do NOT need an agency specific schedule to use Content Manager. Their plan includes outreach efforts to encourage agencies to use Content Manager as a way to document agency records instead of seeing retention schedules as a barrier to Content Manager use. Ellie noted that there are like to be changes to the review process for retention schedules as well.

Ryan Wadleigh announced that Content Manager will experience two hours of downtime tomorrow for an update to improve searching stability. He also reminded the committee that annual reports were sent out including Content Manager and general records management data.

Ryan also shared that the 2021 Content Manager project plan includes providing an updated/interactive dashboard that hopefully makes this data more approachable. The Records Management Program will be reaching out about what data the Committee members and their agencies want to see!

Shelby Miklethun asked how often the disposition process is run. Ryan explained that disposition consignments are built one per year, per Section. He added that the process for electronic and physical records are run separately and clarified that the County is only processing disposition for destruction since the archival transfer repository is not set up yet.

**Quarterly Meeting – March TBD** Ellie announced that the next Records Management Network meeting is planned for mid/late March

**Policy Updates** Cynthia Hernandez provided an update on policies noting that the process can be long, but that we just updated the set of policies that govern policies, executive orders, and rules. They are currently at the Executive's Office and will go into effect soon. The existing policies are still on website. ARMMS is looking to review this as part of the web refresh project later this year (KC.gov Refresh). The plan includes separation of policies, from public rules, and executive orders. Cynthia also noted that the Legal hold policy is en route to Executive's Office and should be signed within a week or so.

**Archives CIP – expected completion May 10 or TBD** Cynthia also reminded the committee that the Archives capital improvement project is underway. Archives staff are temporarily working on customer service requests out of the Graybar building.

Dani Boucher explained that they are not sure when the capital project will be completed, but current expectation is around May 10 for construction completion, but that the estimated date changes frequently.

1. Summarize Take-Away Messages

* Shannon Smith to share info on DocuSign retention and Teams recording function
* Norm Alberg to convene subgroup on information governance
* Next PRC is March 16

1. Adjourn

The meeting adjourned at 4:11 p.m.