**Public Records Committee (PRC)**

Via Zoom

November 3, 2020

3:30-4:30 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, Jennifer Guy |
| District Court |  |
| Elections |  |
| Executive Services | Cindy Cawaling |
| Executive Services/RALS/ARMMS | Cynthia Hernandez (secretary), Valerie Vega, Ryan Wadleigh, Ellie Browning, Danielle Boucher |
| Executive Services: Office of Risk Management Services | Stephanie Santos, Shelby Miklethun (vice-chair) |
| Executive Services: Records & Licensing Services | Norm Alberg (chair) |
| Human Resources | Greg Felton, Jeff Scheeringa |
| Information Technology (KCIT) | Lorre Wijelath, Tim Morrow, Shannon Smith, Syrena Ogden |
| Judicial Administration |  |
| KC Council | Danielle Anderson, Janet Masuo |
| KCEO |  |
| Local Services | Margo Christianson, Jonathan Bibler, Craig McMurdo, Cheryl Binetti |
| Metro Transit | Mirla Santiago, Caroline Darrow |
| Natural Resources & Parks |  |
| Prosecuting Attorney |  |
| Public Defense | Alex Harris |
| Public Health | Tyler Entrekin |
| Sheriff’s Office |  |
| Superior Court |  |

1. Introductions

Norm Alberg called the meeting to order at 3:32 pm. All present were identified and confirmed.

1. Approval of Minutes

Norm Alberg called for a motion to approve the minutes from September 22, 2020. Shannon Smith made the motion and Tim Morrow seconded the motion.

1. Microsoft Teams

This is a standing item. The move from Skype to Microsoft teams is in progress. There are Teams “champions” who have volunteered to go first. The champions will have early access to the Unified Communications features of Teams and can use the program ‘normally.’ Teams will then be rolled out by department. Approximately 5,500 staff will migrate to Teams by the end of the year. Chats and IMs in the Teams Unified Communications features will be retained for 24 hours, which is the shortest retention option available with standard settings. This will be a change from Skype instant messages, which are not retained at all. KCIT will consider the retained messages transitory, but they may still be responsive to public disclosure requests. The messages will be retained in the Microsoft government cloud with very limited access. Staff will receive invitations to move to Teams, and the invitation will include a demo and an [open lab](https://kcittraininghub.level0help.com/content/view?statusid=9&cguid=08609b46-d67a-11ea-863e-000d3a72bab1&tguid=1fd17176-2bd3-11ea-85d1-000d3a71e840&tiguid=00000000-0000-0000-0000-000000000000&rtid=2).

While in the transition period, overlap with Skype is expected to be smooth. A Skype user and Team user can chat and interact normally. There will a hybrid Teams/Skype environment, which is expected to last through 2021. This time will be reassessed through the onboarding process, especially as more complex Teams users are onboarded.

1. PRC Teams Site

The current PRC SharePoint site is being transitioned to a Teams site. The PRC SharePoint site will be decommissioned once all content is addressed and the move to the new site is complete. There will be separate channels in the site for specific sub groups or for specific work in progress, such as the legal holds policy. PRC planning meetings will use Teams once we have full access to its features. Until then, we will use the PRC Teams site as an organizing space for documentation and collaboration.

1. PRC/KCIT – Privacy Program

This is a standing item. The last PRC Privacy Program meeting, on October 26, include the Santa Clara County privacy program manager, Jael Makagon. The meeting gave a lot of good ideas and the program will try to get more guest speakers and real-world templates to look at. Lorre Wijelath and Alex Harris will meet to discuss the privacy audit and potential resolutions. Lorre is also communicating with the [Future Privacy Forum](https://fpf.org/), a group that works with government agencies to tackle issues like open data, state level privacy, etc. The forum has also worked with the city of Seattle. Privacy will be a 2021 priority. The RFP for privacy assessment is expected to be done within the next few months and be ready for 2021 Quarter 2.

1. Records Management and ARMMS Update
   1. The Records Management Program has hired two FTE County Records Analysts, which had been filled by TLT workers. There will be some transition time as the new CRAs start, but it is expected to be smooth. One of the TLT workers, who is writing these minutes, will continue as FTE.
   2. There was a RM network meeting on October 14, focused on telecommuting and related changes and challenges. The discussion included telecommuting resources, a general overview of physical records guidance, and information about taking records home. Removing records from office space is recommended against and not recommended due to various risks involved. If it is believed there are *no other options*, reach out to the Records Management Program to discuss the risks and potential alternatives. The Blanket DAD and updated DAD form were reviewed. The July telecommuting survey was also reviewed. The meeting was recorded and included a Content Manager searching demo. All this information is on the [RM resources page](https://kingcounty.gov/depts/records-licensing/records-management/resources.aspx).
   3. Content Manager administration is ongoing. There has been momentum and October had the highest number of records filed since rollout, more than 309,000. There will be an upgrade to the next version of CM.
   4. The Archives are still closed for their capital improvement project. There is an interim plan for archival records that cannot be stored in the office, which will need a 30 day calendar review.
   5. The Records Center is up and running and accessioning new records. Retrievals are only on Tuesday and Thursday.
   6. The telework survey sent in late July got about 100 responses. The final report will be sent soon for the PRC to review for information and to discuss at the next meeting.
2. Records Management Disclosure Challenges

This was an open discussion about any disclosure challenges PRC members have had. Margo Christianson from Roads has been working with Ellie and Ryan for dispositioning, which is an involved process and includes making sure records that need to be kept are. Roads is relying on Map and Records Center staff for this. There are difficulties with paper records and Content Manager. Ryan welcomes electronic disposition feedback since this is a new process.

Alex Harris is concerned about the retention for communications of department heads, which is longer than Outlook retains these emails. The discrepancy causes issues when requesting the records from KCIT, since PST files cannot be kept in CM. This is hard to fit into work because of normal day-to-day work and priorities. Ellie said the records should be filed before the department head leaves, and the two year Outlook retention is just there as a safety buffer. It would be difficult to mandate and direct department heads to file.

Shelby spoke about motion from Council Member Dunn, regarding telework and disclosure of public records. The motion is still in committee and needs to be moved out of committee and passed by council by the end of year or it will lapse. Janet Masuo confirmed that the item is not listed for the rest of the year.

1. PRC Meeting Schedule (not on agenda)

Cynthia Hernandez suggested PRC meetings be held monthly, instead of every six weeks. All agreed to this, and Shannon Smith suggested that since now monthly we should shorten the meeting time from 60 minutes to 45 minutes. There was consensus for this change as well.

1. Summarize Take-Away Messages

Ryan will send the survey report for all.

Shannon Smith shared a MS Teams guidance link.

All standing items will continue.

Shelby, Cynthia, and Stephanie may have something regarding the legal hold policy to present to PRC next time.

Adjourn

The meeting was adjourned at 4:20 p.m.

The next meeting is scheduled for December 15, 2020 at 3:30.