



KING COUNTY

Signature Report

May 7, 2007

Motion

ATTACHMENT 1
1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Proposed No. 2007-0154.1

Sponsors Dunn

1 A MOTION approving the vision, guiding principles,
2 goals, governance and management structure of the King
3 County public records committee.

4
5 WHEREAS, King County is responsible for the management of a multitude of
6 public records as defined in K.C.C. 2.12.005.A and 2.12.050.B in accordance with state
7 and county law, and

8 WHEREAS, the task force was established in 1996 by the metropolitan King
9 County council when it adopted Ordinance 12550 to assist the county in managing its
10 electronic information as a countywide resource and in a manner that: is efficient and
11 economical; promotes open government and an informed citizenry; protects individual
12 privacy; and meets county record retention and disposition standards has not been in
13 operation for some time, and

14 WHEREAS, the 2006 Strategic Technology Plan noted that King County has
15 varying management systems and practices related to records management across county
16 government and the lack of a standardized process is resulting in inefficiencies related to
17 the management and long term accessibility of these records, and

Motion

18 WHEREAS, in 2004, the King County auditor found in its City-County Records
19 Storage Operations Partnering Opportunities report that the King County records storage
20 capacity for paper records is ninety-nine percent full and recommended developing a
21 long-range plan to assess the county's future records storage requirements and available
22 resources, and

23 WHEREAS, the 2006 budget appropriated funds to develop a countywide
24 electronic records management system, and

25 WHEREAS, in January 2006, the chief information officer, created an electronic
26 records and electronic document subcommittee of the Business Management Council to
27 serve in an advisory capacity to the electronic records management system project, and

28 WHEREAS, King County has not established consistent, countywide guidelines
29 or policies related to all paper and electronic records that address issues such as privacy,
30 access, charges and the display of records on county web sites, and

31 WHEREAS, there is a need to establish a public records committee to provide
32 advice and guidance in the development of consistent policies and procedures for
33 managing paper and electronic records for county agencies;

34 NOW, THEREFORE, BE IT MOVED by the Council of King County:

Motion

35 The vision, goals, governance and management structure of the public records
36 committee, as delineated in Attachment A to this motion, is hereby approved.

37

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

ATTEST:

Attachments A. Public Records Committee Charter--March 1, 2007

PUBLIC RECORDS COMMITTEE CHARTER MARCH 1, 2007

I PURPOSE

The King County Public Records Committee (PRC) advises the King County Council and the King County Executive on policy recommendations regarding public records, both electronic and paper-based. These policies include those for posting records on county maintained web sites. The PRC also provides guidance on the planning and implementation of a countywide records storage management plan, and a countywide electronic records management initiative.

II VISION

Manage government information as a vital and important public resource with a single vision that addresses agency operational, legal, cultural and administrative needs.

III GUIDING PRINCIPLES

1. That our representative form of government is founded on a belief that an informed electorate is the basis of a democratic society.
2. Access to information concerning the conduct of government must be assured as a fundamental and necessary precondition to the sound governance of a free society.
3. All public records shall be and remain the property of the citizens of King County.
4. The historical records of the county are at risk of deteriorating due to age and environmental degradation and that such documents require preservation in the public interest before they are irreparably damaged.
5. King County is responsible for the management of a multitude of different types of records as defined in KCC 2.12.005A. and 2.12.050B. in accordance with state and county law.
6. The lack of a countywide standard for the management of electronic public records is resulting in inefficiencies related to the management and long term accessibility of these records.
7. Identity theft is a public concern prompting agencies to seek methods for protecting personal identifying data on public records.
8. King County is committed to managing its public records as a county-wide resource and in a manner that meets legal record retention and disposition standards.

IV AUTHORITY

Ordinance 15608, codified under King County Code Chapter 2.14:010 and 2.14:020, is the legal authority for the Public Records Committee.

V GOALS

1. Provide advice on policies, guidelines, and best practices on specific records management concerns including, but not limited to:
 - a. Advice in the development of policies concerning public records management;
 - b. Review and comment on proposed public records management rules, policies, or ordinances prior to their adoption;
 - c. Advise on methods for ensuring public access to electronic records that protect personally identifiable information.

2. Provide guidance on the planning and implementation of a countywide records storage management plan. This includes:
 - a. Guidance for addressing records inventory and records storage capacity growth.
 - b. Advise in the development of policies regarding the storage of inactive public records.

3. Provide guidance on the development of policies and guidelines for the permanent preservation of the County's historical records including, but not limited to:
 - a. Comprehensive archival policy for all county records that are likely to be of permanent value in understanding the history of King County.
 - b. Access to those records that document the county's history.

4. Provide guidance on the development of policies and guidelines for posting records on county web sites including, but not limited to:
 - a. Protecting personal identifying data contained in public records.
 - b. Providing internet access to public records.

VI GOVERNANCE AND MANAGEMENT STRUCTURE

1. MEMBERSHIP

Members of the committee include representatives from the following departments and elected agencies:

- a. The King County Council
- b. The Prosecuting Attorney's Office
- c. The Sheriff's Office
- d. The Assessor's Office
- e. The Department of Judicial Administration
- f. The Office of Management and Budget
- g. The Office of Information Resource Management
- h. The Executive Departments
 - h.1 Department of Executive Services
 - h.2 Department of Natural Resources and Parks
 - h.3 Department of Transportation
 - h.4 Department of Development and Environmental Services
 - h.5 Department of Adult and Juvenile Detention
 - h.6 Department of Community and Human Services
 - h.7 Department of Public Health

The following Executive Agency Offices will provide staff support to the PRC and will serve as subject matter experts in their respective subject areas:

- a. The King County Public Disclosure Officer
- b. The Information and Privacy Officer
- c. The King County Archivist

2. OFFICERS

Officers of the committee shall include the Chair, Vice Chair and Secretary. Officers shall perform those duties customarily assigned to the offices held.

- a. Chair: The Director of the Records, Elections and Licensing Services Division shall be the chair of the PRC. The Chair shall preside at meetings of the PRC and shall otherwise be responsible for the conduct of the business of the committee. The Chair will appoint a vice chair and the position of Secretary from one of the committee members.
- b. Vice Chair: The vice chair will serve as Chair in the absence of the Chair.
- c. The Secretary shall be responsible for the meeting minutes and for distributing them to all members at least a week prior to the next meeting. The Secretary shall see that all notices are duly given to all committee members; maintain a list of members; and perform other duties incidental to the office of Secretary.

3. SUB-COMMITTEES

- a. At any meeting of the PRC, the members may address tasks, take action on issues or assign deliverables by the creation of a Public Records

Sub-Committee. A member must chair all PRC subcommittees; all recommendations, opinions, research and deliverables of the subcommittees will be brought before the PRC for review, adoption and approval for action. PRC subcommittees are populated as the PRC deems appropriate. Individuals may participate in multiple subcommittees.

- b. The sub-committee chair shall be elected by members of the PRC or appointed by the PRC Chair.
- c. The Chair of the PRC shall be an ex-officio member of all sub-committees. At the Chair's discretion, the Vice Chair may be asked to serve in this capacity.
- d. Meetings of each subcommittee may be called by its Chair or by the PRC Chair on ten days' notice to the members of the subcommittee. Sub-committees shall meet as often as is necessary to conduct business.
- e. All sub-committees of the PRC shall generate reports to be submitted at the PRC meeting summarizing the actions taken at sub-committee meetings.

4. PROCEDURES

- a. The Chair will regularly convene meetings of the PRC to discuss public records management issues facing county government. Under the Chair's oversight, the Archives, Records Management Section will provide administrative support for the creation, dissemination, retention, and disposition of committee meeting agendas, minutes and supporting materials. The committee will establish technical advisory groups as necessary to fulfill its responsibilities.
- b. The Public Records Committee shall prepare a report on the status of its work to be presented to the King County Executive and the King County Council as often as necessary but at least once a year not later than March 1st. The report will summarize the activities of the committee in relation to the goals stated above, and make programmatic and policy recommendations as to how King County can best manage, preserve and provide access to its public records.

5. MEETINGS

Meetings of the PRC shall be held at least twice a year as determined by the Chair. Members are expected to attend all scheduled meetings. To provide consistency and efficient conduct of business and to facilitate broad representation of the membership, each PRC member may appoint an individual to act as their assigned designee

empowered to speak in the member's absence. On request of the member, a designee may receive all communications and materials that pertain to the work of the committee.

6. AMENDMENTS

This Charter shall be amended by a two-thirds majority vote of the PRC members present and voting at any duly called meeting or special meeting of the PRC called for that purpose. Each proposed amendment shall be made available prior to the meeting at which it is presented and voted upon. Each proposed amendment shall specify the date it is to become effective.

February 27, 2007

The Honorable Larry Gossett
Chair, King County Council
Room 1200
C O U R T H O U S E

Dear Councilmember Gossett:

In response to Ordinance 15608, please find the attached draft Charter which includes the vision, guiding principles, goals, governance structure, and the management of the Public Records Committee (PRC) and a draft motion for the council's approval of that Charter.

When the King County Council passed Ordinance 15608, it sought to address a variety of issues surrounding the management and storage of the county's public records in both hard-copy and electronic format; to protect county citizens from identity theft by protecting personally identifying data while at the same time allowing access to public records; and to increase the efficiency of managing and providing long-term access to these records.

Ordinance 15608 called for the creation of a Public Records Committee to advise both the council and the King County Executive on policy recommendations regarding public records. These policies include those for posting records on the county maintained web sites. The PRC also provides guidance on the planning and implementation of a countywide records storage management plan, and a countywide electronic records management initiative.

The Honorable Larry Gossett

February 27, 2007

Page 2

I share your vision of an accessible and compliant Records Management Program and look forward to the report and recommendations of the committee for policies regarding public records management. Should you have any question please call Jim Buck, Interim Director of Records, Elections and Licensing Services Division, at 206-296-1540.

Sincerely,

Ron Sims
King County Executive

Enclosures

cc: King County Councilmembers

ATTN: Ross Baker, Chief of Staff

Shelley Sutton, Policy Staff Director

William Nogle, Lead Staff, Operating Budget, Fiscal Management,
and Mental Health Committee

Anne Noris, Clerk of the Council

Bob Cowan, Director, Office of Management and Budget

Paul Tanaka, County Administrative Officer, Department of Executive Services (DES)

James J Buck, Interim Director, Records, Elections and Licensing Services, DES

1

<May 7, 2007>

Sponsor: Dunn

<JG >

Proposed No.: 2007-0154

1 **AMENDMENT TO PROPOSED MOTION 2007-0154, VERSION 1**

2 On page 3, line 36, after "approved." insert "The manager of the records, elections and
3 licensing services division shall by September 1, 2007, post deed of trust documents on
4 the county recorder's web site in a way such that personal identifying data is not
5 displayed."

6 **EFFECT:** This amendment will require the county recorder's office to post deed of trust
7 documents on the county recorder's office web site such that personal identifying data is
8 not displayed.

2

<May 7, 2007>

<JG >

Sponsor: Dunn

Proposed No.: 2007-0154

1 **AMENDMENT TO ATTACHMENT A, Dated May 8, 2007**

2 On page 2, under section V, GOALS, insert "The priority task of the public records
3 committee shall be to establish policies and guidelines to protect personal identifying data
4 when records are posted on county web sites. The committee shall also:"

5 **EFFECT:** This amendment will establish the priority task of the public records
6 committee as establishing policies and guidelines to protect personal identifying data
7 when records are posted on county web sites.

PUBLIC RECORDS COMMITTEE CHARTER
MAY 8, 2007

I PURPOSE

The King County Public Records Committee (PRC) advises the King County Council and the King County Executive on policy recommendations regarding public records, both electronic and paper-based. These policies include those for posting records on county maintained web sites. The PRC also provides guidance on the planning and implementation of a countywide records storage management plan, and a countywide electronic records management initiative.

II VISION

Manage government information as a vital and important public resource with a single vision that addresses agency operational, legal, cultural and administrative needs.

III GUIDING PRINCIPLES

1. That our representative form of government is founded on a belief that an informed electorate is the basis of a democratic society.
2. Access to information concerning the conduct of government must be assured as a fundamental and necessary precondition to the sound governance of a free society.
3. All public records shall be and remain the property of the citizens of King County.
4. The historical records of the county are at risk of deteriorating due to age and environmental degradation and that such documents require preservation in the public interest before they are irreparably damaged.
5. King County is responsible for the management of a multitude of different types of records as defined in KCC 2.12.005A. and 2.12.050B. in accordance with state and county law.
6. The lack of a countywide standard for the management of electronic public records is resulting in inefficiencies related to the management and long term accessibility of these records.
7. Identity theft is a public concern prompting agencies to seek methods for protecting personal identifying data on public records.
8. King County is committed to managing its public records as a county-wide resource and in a manner that meets legal record retention and disposition standards.

IV AUTHORITY

Ordinance 15608, codified under King County Code Chapter 2.14:010 and 2.14:020, is the legal authority for the Public Records Committee.

V GOALS

The priority task of the Public Records Committee shall be to establish policies and guidelines to protect personal identifying data when records are posted on county web sites. The committee shall also:

1. Provide advice on policies, guidelines, and best practices on specific records management concerns including, but not limited to:
 - a. Advice in the development of policies concerning public records management;
 - b. Review and comment on proposed public records management rules, policies, or ordinances prior to their adoption;
 - c. Advise on methods for ensuring public access to electronic records that protect personally identifiable information.
2. Provide guidance on the planning and implementation of a countywide records storage management plan. This includes:
 - a. Guidance for addressing records inventory and records storage capacity growth.
 - b. Advise in the development of policies regarding the storage of inactive public records.
3. Provide guidance on the development of policies and guidelines for the permanent preservation of the County's historical records including, but not limited to:
 - a. Comprehensive archival policy for all county records that are likely to be of permanent value in understanding the history of King County.
 - b. Access to those records that document the county's history.
4. Provide guidance on the development of policies and guidelines for posting records on county web sites including, but not limited to:
 - a. Protecting personal identifying data contained in public records.
 - b. Providing internet access to public records.

VI GOVERNANCE AND MANAGEMENT STRUCTURE

1. MEMBERSHIP

Members of the committee include representatives from the following departments and elected agencies:

- a. The King County Council
- b. The Prosecuting Attorney's Office
- c. The Sheriff's Office
- d. The Assessor's Office
- e. The Department of Judicial Administration
- f. The Office of Management and Budget
- g. The Office of Information Resource Management
- h. The Executive Departments
 - h.1 Department of Executive Services
 - h.2 Department of Natural Resources and Parks
 - h.3 Department of Transportation
 - h.4 Department of Development and Environmental Services
 - h.5 Department of Adult and Juvenile Detention
 - h.6 Department of Community and Human Services
 - h.7 Department of Public Health

The following Executive Agency Offices will provide staff support to the PRC and will serve as subject matter experts in their respective subject areas:

- a. The King County Public Disclosure Officer
- b. The Information and Privacy Officer
- c. The King County Archivist

2. OFFICERS

Officers of the committee shall include the Chair, Vice Chair and Secretary. Officers shall perform those duties customarily assigned to the offices held.

- a. Chair: The Director of the Records, Elections and Licensing Services Division shall be the chair of the PRC. The Chair shall preside at meetings of the PRC and shall otherwise be responsible for the conduct of the business of the committee. The Chair will appoint a vice chair and the position of Secretary from one of the committee members.
- b. Vice Chair: The vice chair will serve as Chair in the absence of the Chair.
- c. The Secretary shall be responsible for the meeting minutes and for distributing them to all members at least a week prior to the next meeting. The Secretary shall see that all notices are duly given to all committee members; maintain a list of members; and perform other duties incidental to the office of Secretary.

3. SUB-COMMITTEES

- a. At any meeting of the PRC, the members may address tasks, take action on issues or assign deliverables by the creation of a Public Records Sub-Committee. A member must chair all PRC subcommittees; all recommendations, opinions, research and deliverables of the subcommittees will be brought before the PRC for review, adoption and approval for action. PRC subcommittees are populated as the PRC deems appropriate. Individuals may participate in multiple subcommittees.
- b. The sub-committee chair shall be elected by members of the PRC or appointed by the PRC Chair.
- c. The Chair of the PRC shall be an ex-officio member of all sub-committees. At the Chair's discretion, the Vice Chair may be asked to serve in this capacity.
- d. Meetings of each subcommittee may be called by its Chair or by the PRC Chair on ten days' notice to the members of the subcommittee. Sub-committees shall meet as often as is necessary to conduct business.
- e. All sub-committees of the PRC shall generate reports to be submitted at the PRC meeting summarizing the actions taken at sub-committee meetings.

4. PROCEDURES

- a. The Chair will regularly convene meetings of the PRC to discuss public records management issues facing county government. Under the Chair's oversight, the Archives, Records Management Section will provide administrative support for the creation, dissemination, retention, and disposition of committee meeting agendas, minutes and supporting materials. The committee will establish technical advisory groups as necessary to fulfill its responsibilities.
- b. The Public Records Committee shall prepare a report on the status of its work to be presented to the King County Executive and the King County Council as often as necessary but at least once a year not later than March 1st. The report will summarize the activities of the committee in relation to the goals stated above, and make programmatic and policy recommendations as to how King County can best manage, preserve and provide access to its public records.

5. MEETINGS

Meetings of the PRC shall be held at least twice a year as determined by the Chair. Members are expected to attend all scheduled meetings. To provide consistency and efficient conduct of business and to facilitate broad representation of the membership, each PRC member may appoint an individual to act as their assigned designee empowered to speak in the member's absence. On request of the member, a designee may receive all communications and materials that pertain to the work of the committee.

6. AMENDMENTS

This Charter shall be amended by a two-thirds majority vote of the PRC members present and voting at any duly called meeting or special meeting of the PRC called for that purpose. Each proposed amendment shall be made available prior to the meeting at which it is presented and voted upon. Each proposed amendment shall specify the date it is to become effective.