

Records and Information Management Committee

Date: 03/28/2025

Time: 11:00AM

Meeting location: WebEx and the Records Center

Attendees

Maren Slaugh	Records Management & Archives
Darrell Passey	Records Management & Archives
Daelon S. Gilbert-Bland	Aging & Adult Services
Karen Helfrich	Auditor
Mitch Park	County Council
Gavin Anderson	District Attorney
Stacia Sidlow	District Attorney
Robert Fowler	Information Services
Melissa Haslam	Library Services
Michelle Hicks	Mayor's Office
Laura Fuhriman	Surveyor
Zelma Farrington	Sheriff
Brad Townley	Treasurer

Excuse

Michelle Hicks	Mayor's Office
Olivia Huynh	Health Department
Corrie Soderman	Assessor

Agenda:

1. Call to order.
2. Approval of meeting minutes from 06/14/2024
3. Retention Schedule Review (vote required)
 - a. Aging and Adult Services
 - b. District Attorney
 - c. Human Resources
 - d. Records Management and Archives
4. NextRequest
 - a. Retention Feature
 - b. Survey Results
5. Legislative updates: Senate Bill 277
 - a. Countywide Policy 2010 Amendment (vote required)
6. Other Business? (Informational) - 5 min

Meeting Commencement: The meeting was called to order at 11:00AM by Maren Slaugh.

- Maren welcomed attendees and new committee members Brad Townley and Olivia Huynh (not present).

Approval of meeting minutes from 06/14/2024: Minutes from the previous meeting were available for review.

- Mitch Park made a motion to approve the minutes, seconded by Melissa Haslam, and the minutes were approved.

Review of Retention Schedules

- **Aging and Adult Services:** Daelon S. Gilbert-Bland presented the changes, noting removals of obsolete paper files and additions of new record series.
 - New additions include membership forms for senior centers, senior center contract scoring sheets, kitchen and food documentation, quality assurance reports, candidate day sign-up sheets, giving tree event information, donation tracking, motor vehicle records, FMLA records, and client charting process changes.
 - Maren asked for clarification on the alignment of senior center contracting scoring sheets with contract and procurement retention schedules.
 - Mitch Park made a motion to approve the proposed retention schedule amendment, seconded by Stacia Sidlow, and the amendment was approved.
- **District Attorney:** Gavin Anderson discussed comprehensive changes, including retention schedules based on the nature of the offense and extended retention for certain civil litigation matters.
 - Mitch Park raised a question about record classification, which Gavin Anderson clarified as primarily attorney-client privileged and for internal management.
 - Mitch Park made a motion to approve the district attorney's proposed retention schedule, seconded by Zelma Farrington, and the schedule was approved.
- **Human Resources:** A description change was made to include reference to their electronic database for personnel files.
 - No vote was required as it was not a change in classification or retention.
- **Records Management Archives:** Changes included updates to GRAMA requests to align with state schedules and the addition of social media preservation to the retention schedule.
 - Robert Fowler made a motion to approve, Karen Helfrich seconded, and the changes were approved.
- **Excused Members' Review:** Maren noted that the excused members, Olivia Huynh and Corrie Soderman, had reviewed the retention schedules and had no issues.

Next Request Portal Discussion

- Maren led a discussion on the Next Request portal's visibility option and the new retention feature.
- A survey indicated that most agencies do not use the visibility option due to private or protected information.

- The committee discussed turning on the retention feature with in NextRequest, which would automate the deletion of requests after two years from the records closure date.
- Robert Fowler stated that having this feature would be beneficial for security and retention.
- The committee generally agreed to move forward with turning on the retention feature after Maren took it to ECC.

Legislative Update

- Maren provided a legislative update, noting that Senate Bill 277 regarding GRAMA appeals was passed.
- The bill changes the appeal process, eliminating the State Records Committee and mediation, with appeals now going to the Chief Administrative Officer of Appeals and then the government records office.
- Mitch Park made a motion to approve the policy update, seconded by Stacia Sidlow, and the update was approved.

Action Items:

- Post the updated retention schedules on the Records Management website.
- Send out an email to all users in Next Request to inform them of the retention feature.
- Format the policy document to fix spacing issue before sending it to ECC and Council.
- Turn on the retention feature in the Next Request portal once Maren gets the go ahead.

Other Business

- None

Adjournment

- A motion to adjourn was made by Brad Townley and approved.