



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**October 9, 2006**

**Ordinance 15608**

**Proposed No.** 2006-0441.1

**Sponsors** Dunn and Gossett

1 AN ORDINANCE relating to the management of public  
2 records; amending Ordinance 12550, Section 1, and K.C.C.  
3 2.14.010 and Ordinance 12550, Section 2, and K.C.C.  
4 2.14.020 and adding a new section to K.C.C chapter 2.14.

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7 **STATEMENT OF FACTS:**

8 1. Identity theft is a public concern prompting records agencies to seek  
9 methods for protecting personal identifying data on public records.

10 2. According to the Federal Trade Commission, five thousand eight  
11 hundred ten victims of identity theft were reported in Washington in 2005.

12 3. Public records may contain personal identifying data such as social  
13 security numbers, driver's license, dates of birth, bank account information  
14 and credit cards.

15 4. The King County recorder's office is established to perform the  
16 function of county recorder in accordance with chapter 36.22 RCW, and is  
17 charged with the responsibility of recording instruments in county records.

- 18           5. Since 2001, the King County recorder's office has posted selected types  
19           of documents, including deeds of trust, on its web site.
- 20           6. In 2005, the state of Washington passed Chapter 134, Laws of 2005  
21           establishing that documents presented to the King County recorder's office  
22           may not include social security numbers, date of birth or maiden name.
- 23           7. As noted in a Seattle Post-Intelligencer article on June 27, 2006, Social  
24           Security numbers can be found on some records posted on the King  
25           County recorder's office web site.
- 26           8. There is a need to remove deed of trust documents from the King County  
27           recorder's office web site until a plan is submitted to and approved by the county  
28           council by motion that ensures that deed of trust documents with personal  
29           identifying data will not be displayed on the county recorder's web site.
- 30           9. King County is responsible for the management of a multitude of  
31           different types of records as defined in K.C.C. 2.12.005.A. and  
32           2.12.050.B. in accordance with state and county law.
- 33           10. As noted in the 2006 Strategic Technology Plan, King County has  
34           varying management systems and practices related to records management  
35           across county government. The lack of a centralized system is resulting in  
36           inefficiencies related to the management and long term accessibility of  
37           these records.
- 38           11. In 2004, the King County auditor found in its "City-County Records  
39           Storage Operations Partnering Opportunities" report that the King County  
40           records storage capacity for paper records is ninety-nine percent full and

41 recommended developing a long-range plan to assess the county's future  
42 records storage requirements and available resources.

43 12. In 1996, the metropolitan King County council adopted Ordinance  
44 12550 establishing a task force in code to assist the county in managing its  
45 electronic information as a countywide resource and in a manner that: is  
46 efficient and economical; promotes open government and an informed  
47 citizenry; protects individual privacy; and meets county record retention  
48 and disposition standards. This task force has not been in operation for  
49 some time.

50 13. The 2006 Technology Business Plan identified the need to develop an  
51 electronic records management system in the records, elections and  
52 licensing services division to manage the increasing quantity of  
53 electronically generated documents created on personal computers across  
54 all agencies of King County. These documents are generated by all  
55 agencies in administering their departments and include e-mail, Microsoft  
56 Word documents, Microsoft Excel documents and similar documents.

57 The electronic records management system will also include the county  
58 records center inventory database for the management of paper records in  
59 inactive storage and a digital imaging program for King County archives.

60 14. The 2006 budget appropriated funds to develop a countywide  
61 electronic records document management system.

62 15. As the countywide electronic records management system is  
63 implemented, more records may be available in electronic format on King

64 County web sites. To the extent that those records are available on county  
65 web sites, the ease of access to the records and thus the risk of misuse can  
66 increase.

67 16. In January 2006, the chief information officer created an electronic  
68 records and electronic document subcommittee of the business  
69 management council. The subcommittee, which is not created by  
70 ordinance, serves in an advisory capacity to the electronic records  
71 management system project. In addition, the subcommittee will review a  
72 consultant's document management systems assessment report requested  
73 by the chief information officer. The consultant's report will assess the  
74 demand for document management systems and software.

75 17. King County has not established consistent, countywide guidelines or  
76 policies related to all records (paper and electronic) that address issues  
77 such as privacy, access, charges and the display of records on county web  
78 sites.

79 18. There is a need to create a public records committee to ensure the  
80 development of consistent paper and electronic records policies for county  
81 agencies.

82 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

83 SECTION 1. Ordinance 12550, Section 1; and K.C.C. 2.14.010 are each hereby  
84 amended to read as follows.

85 For the purpose of this chapter, the ~~((following))~~ terms ~~((shall))~~ in this section  
86 have the following meanings ~~((set forth below))~~:

87           A. "County agency" means any office, division or department of the county  
88           assessor, the office of the prosecuting attorney((;)) or the executive, legislative or judicial  
89           branches.

90           B. "Personal data" means any information concerning a citizen ((which)) that,  
91           because of name, identifying number, mark((;)) or description, can be readily associated  
92           with a particular individual, including information contained in printouts, forms, written  
93           analyses or evaluations.

94           C. "Personal identifying data" means social security number, date of birth or  
95           mother's maiden name.

96           SECTION 2. Ordinance 12550, Section 2, and K.C.C. 2.14.020 are each hereby  
97           amended as follows:

98           A. King County is committed to managing its ((electronic information)) public  
99           records as a county-wide resource and in a manner that is efficient and economical;  
100           promotes open government and an informed citizenry; protects individual privacy; and  
101           meets county record retention and disposition standards.

102           ~~(A. The executive shall establish a standing task force to develop information~~  
103           ~~system planning, operating and acquisition guidelines and criteria to assist county~~  
104           ~~agencies in meeting this commitment. The task force shall also develop strategies to~~  
105           ~~preserve records of historical or legal value and establish content related indexing~~  
106           ~~standards for electronic access to pre and post charter legislation. The task force shall~~  
107           ~~develop these guidelines, criteria and strategies in accordance with the county's~~  
108           ~~commitment to protecting privacy as outlined in K.C.C. 2.14.030 and with consideration~~  
109           ~~of the following:~~

110           1. ~~Establishing appropriate and fiscally responsible levels of public access that~~  
111 ~~are reflective of agency missions;~~

112           2. ~~Balancing broad and equitable public access with the protection of personal~~  
113 ~~privacy and information security;~~

114           3. ~~Maximizing efficiency by utilizing existing systems and promoting~~  
115 ~~information exchange and system compatibility;~~

116           4. ~~Avoiding duplication of information;~~

117           5. ~~Creating a means to recover records vital to the continuance of government in~~  
118 ~~the event of a disaster.~~

119           ~~The task force shall present for county council review its guidelines, criteria and~~  
120 ~~strategies by June 30, 1997. The task force shall also provide assistance to Information~~

121 ~~Resource Council's Technology Sub-Committee as needed.)) B. A public records~~

122 committee is hereby established. The public records committee shall advise the council  
123 and the executive on county public records policies, including both paper and electronic

124 records. These policies must include policies for posting records on county web sites.

125 The public records committee shall also provide guidance on the planning and

126 implementation of a countywide records storage management plan and a countywide

127 electronic records management system.

128           ~~((B.)) C. The ((executive shall advise the county council of the individual~~

129 ~~designated as the lead for the task force within thirty days of the designation)) manager of~~

130 the records, elections and licensing services division shall be the chair of the public

131 records committee. The ((task force)) public records committee shall involve a broad

132 membership of county (~~((agencies))~~) departments and elected agencies, including at a  
133 minimum the following:

- 134 1. (~~((County))~~) The council;
  - 135 2. (~~((Office of t))~~)The prosecuting attorney's office;
  - 136 3. (~~((Department of public safety))~~) The sheriff's office;
  - 137 4. ~~Department of judicial administration~~ The assessor's office;
  - 138 5. (~~((Office of financial management))~~)The office of management and budget;
  - 139 6. (~~((Office of emergency management))~~)The office of information resource  
140 management;
  - 141 7. (~~((Division of information and telecommunications services))~~) The department  
142 of executive service's public disclosure officer; ((and))
  - 143 8. (~~((Division of records and elections))~~) The department of executive service's  
144 chief of information security and privacy officer and;
  - 145 9. The department of executive services and other departments.
- 146 (~~((The department of information and administrative services shall provide staff~~  
147 ~~support to the task force and will coordinate and assist agencies in information resource~~  
148 ~~management.))~~)

149 C. The executive shall submit to the council for approval by motion by March 1,  
150 2007, a document detailing the vision, guiding principles, goals, and governance and  
151 management structure of the public records committee.

152 SECTION 3. The manager of the records, elections and licensing services  
153 division shall remove all deed of trust documents from the county recorder's web site  
154 until a plan is submitted by the executive and approved by the council by motion that

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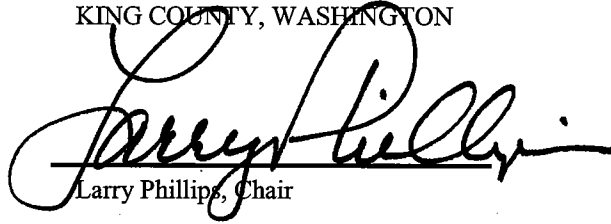
155 ensures that deed of trust documents with personal identifying data will not be displayed  
156 on the county recorder's web site.

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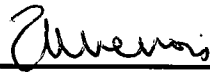
Ordinance 15608 was introduced on 9/25/2006 and passed by the Metropolitan King County Council on 10/9/2006, by the following vote:

Yes: 9 - Mr. Phillips, Mr. von Reichbauer, Ms. Lambert, Mr. Dunn, Mr. Ferguson, Mr. Gossett, Ms. Hague, Mr. Constantine and Ms. Patterson  
No: 0  
Excused: 0

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

  
Larry Phillips, Chair

ATTEST:

  
\_\_\_\_\_

Anne Noris, Clerk of the Council

APPROVED this 20 day of OCTOBER, 2006.

  
\_\_\_\_\_  
Ron Sims, County Executive

Attachments      None

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CLERK  
KING COUNTY COUNCIL