



Welcome to the 2023 Virtual Spring Conference!

May 17th & 18th, 2023



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Virtual Conference Tips

Thank you for joining WAPRO for our Spring Virtual conference! Below you will find some helpful tips.

Each presentation will have its OWN webinar link. Like you would be moving rooms in person, we will “move virtual rooms” between each session. Each of the links are listed below on the WAPRO Spring Schedule.

Once the link is clicked, you will have entered as an ATTENDEE and thus...

- Will be muted upon entering and your web camera is off.
- Chat will be disabled in order to fully engage in the content.
- Please use the Q&A Box to ask questions during the webinar.
- Attendance will be monitored via your name. Please update your name on Zoom to reflect. You will need to do this in the Settings feature of Zoom prior to entering as an attendee.
 1. Click on the Picture in the right-hand corner
 2. Go to Profile
 3. On the top portion, where your name is input, click “Edit”
 4. Change to the accurate name you want displayed

If you are joining as a group, or did not/cannot change your name, please email office@wa-pro.org AFTER the conference with the name you were registered under.

All program materials, including agenda, links and the program booklet will live on the Meeting Hub.



Washington Association of
Public Records Officers

Wednesday, May 17, 2023

TRACK 101

- 8:00AM - 8:15AM **Opening Remarks**
- 8:15AM - 10:45AM **Legal Update | C000055 (W)**
Update on the latest PRA cases from the courts and new legislation passed in this year's session.
- 11:00AM - 12:00PM **Retain Your Enthusiasm: Records Retention | E000397 (W)**
Government agency representatives handle an alarming amount of physical and digital data in the course of their jobs. These public records are the process and the point of the work we do. Records Retention is central to this work. In this session, we'll explore retention, schedules, and our responsibility to the records we create and receive.
- 12:15PM - 1:15PM **New Employee Orientation | A000099 (W)**

TRACK 201

- 8:00AM - 8:15AM **Opening Remarks**
- 8:15AM - 10:45AM **Legal Update | C000055 (W)**
Update on the latest PRA cases from the courts and new legislation passed in this year's session.
- 11:00AM - 1:15PM **Building Sustainable Public Records & Records Management Teams | E000398 (W)**
Bring your questions and join us for a discussion on how Washington Department of Fish and Wildlife is building an effective, centralized Public Records Unit. We will be sharing organizational structure, position descriptions, hiring tips, best practices, agency policies and standards. We'll walk you through how our unit carved a path into DFW IT and our strategic plans for the future.

Thursday, May 18, 2023

TRACK 101

- 8:00AM - 9:00AM **Electronic Searches: Keywords, Conditions and Boolean Logic | D000185 (W)**
Many agencies are starting to use eDiscovery tools to perform faster and more comprehensive searches for electronic records, rather than solely relying on individual custodians to manually gather documents. However, your results are only as good as the searches you run. In this presentation, learn the basics of Boolean logic statements and how to use them to build quality searches from the ground up, including developing keywords, narrowing results, and avoiding common pitfalls.
- 9:10AM - 10:10AM **The Good, the Bad and the Watergate | E000406 (W)**
With return to office in full swing, everybody's talking about how the last few years have changed the workplace forever. A common thread in the conversation is a want or need for a fully digital workplace, which inevitably means Scan and Toss for all physical records is brought up. But what do records managers think of that idea? Come listen to a panel of three records aficionados talk about the good, the bad, and the ugly of the Scan and Toss process. This panel is meant for an advanced audience.
- 10:20AM - 11:20AM **Customer Service in Public Disclosure | B000247 (W)**
This session will cover the importance of customer service when processing public disclosures and what customer service looks like. Useful tools and their application to even the most peculiar disclosure request will be discussed.
- 11:30AM - 12:30PM **Starting a Body Worn Camera Program | F000130 (W)**
Join this session to begin establishing retention and disposition, setting up new users, establishing training within the agency, ensuring quality control, workstation and technology needs / setup and appropriate staffing.

TRACK 201

- 8:00AM - 10:10AM **Preparing for Public Records Litigation | A000100 (W)**
This session will cover the guidelines of a deposition, and discuss the steps to take before, during and after a deposition.
- 10:20AM - 12:30PM **Advanced Video Redaction | D000186 (W)**
In this presentation you will learn how Video Specialists at the Seattle Police Department handle Body Worn Video requests for public disclosure requests.



WAPRO Speakers

Case Law/Legal Update

Morgan Damerow

Morgan Damerow serves as a Consultant for the Office of the Attorney General's (AGO) Local Government Consultation Program. The LGCP provides guidance to local governments on responding to public records requests, helping to develop resources, and identify technology options related to public records. Morgan frequently provides training to local governments and speaks to conference participants. In 2022 he was appointed to serve as the AGO's Open Government Ombuds, expanding his work to include providing information and training on the Open Public Meetings Act, and the PRA to governing bodies and the general public. He joined the AGO in 2003 and is 1997 graduate from the University of Montana, School of Law.

Ramsey Ramerman

Ramsey Ramerman is a deputy city attorney with the City of Everett, where he works on open government and First Amendment issues, advises the police department on records laws and works on general municipal law questions and disputes. Ramsey also advises and defends other municipalities in PRA and First Amendment litigation through his firm Ramerman Law Office PLLC. He is one of the founders and the first President of the Washington Association of Public Records Officers and served eight years on the state Sunshine Committee. In addition, he is the co-editor-in-chief of the Second Edition of the WSBA PRA Deskbook and co-authored two chapters in the deskbook. Prior to working for the City of Everett, Ramsey worked at Foster Pepper PLLC. Ramsey graduated with high honors from the University of Washington School of Law in 2000.

Jennifer Steele

Jennifer Steele is Public Records Counsel for the Attorney General's Office. As Public Records Counsel, Jennifer provides expertise to AAGs regarding client advice and litigation strategy. She advises and serves as a resource to the AGO on public records issues, provides trainings, and represents the AGO in PRA litigation involving the AGO. Jennifer has served in the AGO for over 14 years, during which she has consistently worked in the public records arena. Jennifer previously worked in the Consumer Protection and Licensing and Administrative Law divisions. Prior to joining the AGO Jennifer was a clerk at the Washington State Supreme Court. Jennifer attended Syracuse University where she was on the Women's Varsity Rowing Team. She received her J.D. from Seattle University where, upon learning there was no rowing team, she became an editor for the Seattle Journal for Social Justice.

Retain Your Enthusiasm: Records Retention

Rachel Wilson

An Air Force brat raised in Italy and Oklahoma; Rachel Wilson went to Bryn Mawr College near Philadelphia to tackle a Film Studies degree before moving to Los Angeles to attend UCLA's Moving Image Archive Studies program. Rachel previously spent time at MGM helping to coordinate its unwieldy film collection and supported content creators for PicMonkey in Seattle. As a Records Consultant at the Washington State Archives, Rachel is combining her passions for organization and service to help Washington's state & local agencies manage their records.

Q'Deene Nagasawa

Q'Deene Nagasawa is a Paralegal/Public Records Officer for Sound Transit. She has been working at Sound Transit for over 15 years. She currently manages the Public Disclosure Office which is a division under Sound Transit's Legal Department. She also works as a paralegal doing legal research, discovery and other special projects under the direction of Sound Transit's General Counsel. In 2017, she was asked to testify before the Washington State Senate as an expert on a public disclosure request and has a depth of experience working with the public relating to Link Light Rail as Sound Transit Liaison to the Rainier Valley Community Development Fund. Q'Deene previously worked as a paralegal with municipal public finance law firms, specializing in municipal bond financing.

Building Sustainable Public Records

Anne Masias

I joined the Department of Fish & Wildlife in 2013 starting in HR. In 2016 I moved to the Public Records Unit and shortly after became the Public Records Officer. I love the work this agency does. The mission of the Public Records Unit is to promote and facilitate transparency while complying with the legal requirements of the Public Records Act. We are often the only direct contact the public has with the agency. It is our goal to provide the highest level of customer service, while supporting the work of staff. I am available to answer questions, let you vent your frustrations about a public records request or just to chat.

Electronic Searches, Keywords Conditions and Boolean Logic

Audrey Hare

Audrey Hare is technically a lawyer, but she escaped the legal industry after spending nearly a decade as an eDiscovery consultant and document reviewer. At the City of Seattle she provides end-user support for Public Disclosure Officers using Microsoft's eDiscovery products to search for electronic records, and works directly with Microsoft engineers to refine and improve the product. She is unusually enthusiastic about Boolean logic and takes pictures of birds in her spare time.

The Good, the Bad and the Watergate

Rosie Biglow

Rosie Bigelow is the Records Officer for the Department of Fish and Wildlife. She has spent many years working with state-level agencies on all things records management, and is an expert at plain talk for the non-records-inclined. Coming from a science agency, Rosie has had to provide the advice "biological samples are not a record" on more than one occasion.

Cynthia Jones

Cynthia Jones is an IT wizard from the Department of Financial Institutions. She is known as a digital records expert amongst those who know her professionally, and formerly operated a Scan and Toss business. Secretly knows more about Office 365 than Microsoft does.

Scott Sackett

Scott Sackett is the lead archivist for the Ellensburg branch of the Washington State Archives. He has spent many years helping state and local agencies by providing records consultations for every records management subject you can think of, from records clean up to scan and toss. He probably knows where the records are buried.

Customer Service in Public Disclosure

Alexandra Copeland

Alexandra Copeland is the Records Manager for the Bellingham Police Department. She has over 10 years of experience in the justice system with a strong emphasis on customer service and public records. With a background in mediation and records management Alexandra is excited to share her perspective on why your disclosure specialists are the most important component of your Public Records program.

Starting a Body Worn Camera Program

Mandi Caldwell

After earning my Associates Degree in Paralegal studies in 1998, I began working for a private criminal attorney. In 2001, I began working at the Whatcom County Prosecutor's Office as a legal assistant. Throughout my 20 years at the Prosecutor's Office, I worked in all three criminal divisions; District Court, Juvenile Court and Superior Court. In October of 2021, I began working at the Whatcom County Sheriff's Office as an ID Technician specializing in Body Worn Cameras. My 20+ year career in criminal law helped prepare me for working with BWC videos in regards to knowledge of Public Disclosure Laws as well as preparedness for viewing graphic scenes. Being the BWC technician for the Whatcom County Sheriff's Office has been the best job I never knew I wanted and I love facing the new challenges and experiences every day!

Preparing for Public Records Litigation

Sara Di Vittorio

Sara Di Vittorio is an Assistant General Counsel and the Public Records Officer for Snohomish County PUD No. 1. Sara is also a Partner at Cedar Law, PLLC. Sara has served for 20 years as an attorney in Washington's public sector including four years in her current role at the PUD, seven years as a Snohomish County Deputy Prosecuting Attorney, and nine years as an Assistant Attorney General handling public records requests, advice, and litigation. Sara has an extensive background in providing training on the Public Records Act, having given approximately 250 classes to government agencies and organizations throughout the state. Sara was appointed by Governor Inslee to the Public Records Exemption Accountability Committee where she served for five years. Sara was also a member of the legislature's Public Records Task Force and has assisted in the drafting of multiple pieces of legislation, including testifying at the legislature. Sara was also invited to present to the legislature on the Public Records Act and its exemptions when the legislature was contemplating how the PRA applies to them. Sara is a two-time graduate of the University of Washington (B.A. and J.D.).

Advanced Video Redaction

Tara Collings

Legal Unit Manager

Tara Collings began working for the Seattle Police Department Legal Unit in 2016, where she currently holds the position of Legal Unit Manager. Tara has been with the Department since the inception of the Body-Worn Video Program, and over the past six years, she has processed Body-Worn Videos for Criminal & Civil Discovery and Litigation, and Public Disclosure Requests.

Sara Ricci

Video Specialist II

Sarah joined the Seattle Police Department as a Video Specialist in 2017. Sarah's passion for video was sparked in a high school video production class in 2004. Since then, she worked at Seattle's Public Access TV station, traveled to India as a Production Assistant on an eco-tourism documentary, been a PA on shows like, "Dancing with the Stars & Kitchen Nightmares" and shot and edited corporate video for Microsoft, and Tax Act. In her spare time, Sarah loves going to the zoo with her 20-month-old daughter, movies, travel, and Legos.

Eric Ancheta

Video Specialist II

Eric is a stand-up Video Specialist II with 10+ years in the video industry. Eric has worn many diverse hats throughout his career ranging from program manager to director, technical director, camera operator, video editor, graphic designer, and audio-visual coordinator. His company roster includes Warner Brothers, XBOX, Seattle Thunderbirds, INE, and Seattle Police Department. Eric's background also includes serving for the United States Navy, an experience he credits his work ethic to. He thrives on pressure, is team oriented and brings integrity to each project he works on. Eric enjoys snowboarding in the winters, playing golf, softball, volleyball, pickleball, and wakeboarding in the summers, composing music, and spending time with his family. Eric has climbed to the top of Mt. Fuji and has been under sea greater than 500ft.

Jeremy Stewart

Video Specialist II

Jeremy is a Video Specialist II with the majority of his 20+ years of experience focused on cinematography, editing and live production. He has produced commercial works for various non-profits in addition to professional and collegiate sports organizations before joining SPD in March of 2022.

DAY ONE: Wednesday, May 17th

General Session

8:00 – 10:45am Opening Remarks & Case Law/Legal Update I C000055 (W)

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join.

<https://us06web.zoom.us/j/85749863992?pwd=SDBLQmx1dkFPTjJybmxWFBqSTFBUT09>

Passcode: 565905

Or One tap mobile:

+12532050468,,85749863992#,,,,*565905# US

+12532158782,,85749863992#,,,,*565905# US (Tacoma)

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 669 444 9171 or +1 669 900 6833 or +1 719 359 4580 or +1 929 205 6099 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 646 931 3860 or +1 689 278 1000

Webinar ID: 857 4986 3992

Passcode: 565905

International numbers available: <https://us06web.zoom.us/j/85749863992?pwd=SDBLQmx1dkFPTjJybmxWFBqSTFBUT09>

Track 101:

11:00am – 12:00pm

Retain Your Enthusiasm: Records Retention I E000397 (W)

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join.

<https://us06web.zoom.us/j/88948964158?pwd=S3A2YXNuMm93WW1YS1UzMnNFZTZUZz09>

Passcode: 279751

Or One tap mobile:

+12532050468,,88948964158#,,,,*279751# US

+12532158782,,88948964158#,,,,*279751# US (Tacoma)

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 253 205 0468 or +1 253 215 8782 or +1 669 900 6833 or +1 719 359 4580 or +1 346 248 7799 or +1 669 444 9171 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 646 931 3860 or +1 689 278 1000 or +1 929 205 6099 or +1 301 715 8592

Webinar ID: 889 4896 4158

Passcode: 279751

International numbers available: <https://us06web.zoom.us/j/kdBaKqkeD5>

12:15pm – 1:15pm

New Employee Orientation I A000099 (W)

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join.

<https://us06web.zoom.us/j/89529588816?pwd=S082c1g0UWWhOcfBOY1lrTWxPUDNnQT09>

Passcode: 411938

Or One tap mobile:

+12532050468,,89529588816#,,,,*411938# US

+12532158782,,89529588816#,,,,*411938# US (Tacoma)

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 669 444 9171 or +1 669 900 6833 or +1 719 359 4580 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 646 931 3860 or +1 689 278 1000 or +1 929 205 6099 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325

Webinar ID: 895 2958 8816

Passcode: 411938

International numbers available: <https://us06web.zoom.us/j/kbTmTiDqxU>

Track 201:

11:00am – 1:15pm

Building Sustainable Public Records & Records Management Teams I E000398 (W)

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join.

<https://us06web.zoom.us/j/87251935589?pwd=RVQrV3FzRWloVVVPYjRGenpCOWhoZz09>

Passcode: 652699

Or One tap mobile:

+12532158782,,87251935589#,,,,*652699# US (Tacoma)

+12532050468,,87251935589#,,,,*652699# US

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 253 205 0468 or +1 719 359 4580 or +1 346 248 7799 or +1 669 444 9171 or +1 669 900 6833 or +1 507 473 4847 or +1 564 217 2000 or +1 646 931 3860 or +1 689 278 1000 or +1 929 205 6099 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053

Webinar ID: 872 5193 5589

Passcode: 652699

International numbers available: <https://us06web.zoom.us/j/87251935589>

DAY TWO: Thursday, May 18th

Track 101:

8:00am – 9:00am

Electronic Searches: Keywords, Conditions and Boolean Logic I D000185 (W)

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join.

<https://us06web.zoom.us/j/88098192184?pwd=VzdhekM2UnhuZ3NiM1FXUUhHc0lZdz09>

Passcode: 162979

Or One tap mobile:

+12532050468,,88098192184#,,,,*162979# US

+12532158782,,88098192184#,,,,*162979# US (Tacoma)

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 669 444 9171 or +1 669 900 6833 or +1 719 359 4580 or +1 689 278 1000 or +1 929 205 6099 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 646 931 3860

Webinar ID: 880 9819 2184

Passcode: 162979

International numbers available: <https://us06web.zoom.us/j/kcnevDAhbA>

9:10am – 10:10am

The Good, the Bad and the Watergate I E000406 (W)

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join.

<https://us06web.zoom.us/j/82512301870?pwd=RHIMT1FGSkI3QStLaVV5ZjBIQWUxQT09>

Passcode: 239171

Or One tap mobile:

+12532050468,,82512301870#,,,,*239171# US

+12532158782,,82512301870#,,,,*239171# US (Tacoma)

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 253 205 0468 or +1 253 215 8782 or +1 669 900 6833 or +1 719 359 4580 or +1 346 248 7799 or +1 669 444 9171 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 646 931 3860 or +1 689 278 1000 or +1 929 205 6099 or +1 301 715 8592 or +1 305 224 1968

Webinar ID: 825 1230 1870

Passcode: 239171

International numbers available: <https://us06web.zoom.us/j/kcbwrl3WzC>

10:20am – 11:20am**Customer Service in Public Disclosure I B000247 (W)**

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join.

<https://us06web.zoom.us/j/83998726541?pwd=R2ZmbDMwZVowWUY1enVrNUdoaUVVQQT09>

Passcode: 690318

Or One tap mobile:

+12532158782,,83998726541#,,,,*690318# US (Tacoma)

+12532050468,,83998726541#,,,,*690318# US

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 253 205 0468 or +1 719 359 4580 or +1 346 248 7799 or +1 669 444 9171 or +1 669 900 6833 or +1 564 217 2000 or +1 646 931 3860 or +1 689 278 1000 or +1 929 205 6099 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847

Webinar ID: 839 9872 6541

Passcode: 690318

International numbers available: <https://us06web.zoom.us/j/83998726541?pwd=R2ZmbDMwZVowWUY1enVrNUdoaUVVQQT09>

11:30am – 12:30pm**Starting a Body Worn Camera Program I F000130 (W)**

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join.

<https://us06web.zoom.us/j/85169579059?pwd=MFVGdHViQTU0RyTyN3JaaUpub0lZdz09>

Passcode: 036049

Or One tap mobile:

+12532158782,,85169579059#,,,,*036049# US (Tacoma)

+12532050468,,85169579059#,,,,*036049# US

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 253 205 0468 or +1 669 444 9171 or +1 669 900 6833 or +1 719 359 4580 or +1 346 248 7799 or +1 564 217 2000 or +1 646 931 3860 or +1 689 278 1000 or +1 929 205 6099 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847

Webinar ID: 851 6957 9059

Passcode: 036049

International numbers available: <https://us06web.zoom.us/j/85169579059?pwd=MFVGdHViQTU0RyTyN3JaaUpub0lZdz09>

DAY TWO: Thursday, May 18th

Track 201:

8:00am – 10:10am

Preparing for Public Records Litigation I A000100 (W)

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join.

<https://us06web.zoom.us/j/85060938315?pwd=ellETTNqS2g5a1p5TUdxWQ5MlVDZz09>

Passcode: 837945

Or One tap mobile:

+12532158782,,85060938315#,,,,*837945# US (Tacoma)

+12532050468,,85060938315#,,,,*837945# US

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 253 205 0468 or +1 669 444 9171 or +1 669 900 6833 or +1 719 359 4580 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 646 931 3860 or +1 689 278 1000

Webinar ID: 850 6093 8315

Passcode: 837945

International numbers available: <https://us06web.zoom.us/j/kdusKrvlf4>

10:20am – 12:30pm

Advanced Video Redaction I D000186 (W)

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join.

<https://us06web.zoom.us/j/82665534780?pwd=ZEpMOWJocXcvUNCSndVb0RDYzJuZz09>

Passcode: 241337

Or One tap mobile:

+12532050468,,82665534780#,,,,*241337# US

+12532158782,,82665534780#,,,,*241337# US (Tacoma)

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 669 444 9171 or +1 669 900 6833 or +1 719 359 4580 or +1 564 217 2000 or +1 646 931 3860 or +1 689 278 1000 or +1 929 205 6099 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847

Webinar ID: 826 6553 4780

Passcode: 241337

International numbers available: <https://us06web.zoom.us/j/ke18kY5VHZ>