

**Public Records Advisory Commission
Minutes of the January 24, 2022 Meeting
Virtual Meeting via Zoom**

Present: Jackie Cohan (Archivist), Cam Cook, Allan Krinsman, Lynn Jordan (Chair), Monica St. Dennis, Sean Ferguson

Call to Order: The meeting was called to order at 7:36 pm.

Appointment of Secretary: Monica St. Dennis was appointed secretary.

Approval of Past Minutes: The November 2021 minutes were approved without changes.

COVID-19 Update: The city has created an emergency meeting plan which continues through June due to the Omicron variant; commissions have the ability to meet in person or virtually via zoom.

Facility Renovations: The city employee who was coordinating the renovation project has left the city for other employment, so now her former boss is coordinating the project. Staff continues to have renovation meetings virtually once per month. The city is planning to ask for bids on the project again, but there is currently no firm information about the timeline.

Internships: Two students from the University of Maryland have requested internships; Jackie hopes to have them scan city council records. They will not work on the same day as each other. They've scanned all the records from 1922-1969 so far, with records in storage through 1995.

Retirement: Jackie and Annette have approached Gretchen Bulova, head of OHA, about creating a plan for when they both retire. Gretchen has agreed that they should start meeting regularly to talk about their departure.

Website Update: The internal Archives and Records Center website has not been updated in quite awhile, so Jackie's been working on updating it. One thing they hope to do is add a recording on records management best practices which city employees can reference. They also plan to revise a step-by-step manual for getting access to records.

- Virginia has recently started requiring archives to digitize everything in their collections. Jackie and Annette aren't planning to scan records that are scheduled for destruction, since other departments tend to digitize those internally.

HARC Update: Monica provided an update about the Historic Alexandria Resources Commission.

Vacancies: There are still two vacancies on the commission, and we have not had any applications that we know of.

Next meeting: The next meeting is supposed to be on February 21, 2022, but will be rescheduled to February 28 due to Washington's Birthday.

Adjournment: The meeting adjourned at 7:55 pm.

Respectfully submitted,

Monica St. Dennis, Secretary