

Public Records Advisory Commission (PRAC)
Minutes of the March, 21, 2022 Meeting
In-person Meeting at the Archives & Records Center

Present: Jackie Cohan (Archivist); Sean Ferguson; Monica St. Dennis; Lynn Jorden (Chair) and Allan Krinsman. Cam Cook was not able to attend the meeting.

Call to Order: The meeting was called to order at 7:35 pm.

Appointment of Secretary: Allan Krinsman was appointed secretary.

Minutes: A couple of very minor changes were made to the February 28, 2022 minutes, and the minutes, as revised, were approved.

Facilities Renovations: With respect to the renovation project, Jackie said the renovations have not gone out for bid yet, but may go out for bid this month or next. There is to be a pre-bid meeting, but the date of that meeting is still uncertain.

Internships and Volunteers: Jackie informed the Commission members that the two interns are making good progress. They have been scanning certain City Council records and Planning Commission reports. Jackie noted that instead of just having minutes and dockets for each of the City Council meetings, there are now transcripts that are appearing regularly and they contain a wealth of information. The records from the 1960's are especially interesting because they cover the period in which desegregation occurred in the Alexandria school system. The Archives center is now in possession of City Council meetings transcripts up to May 31, 1995. Jackie noted that research had also been conducted on the history of a hotel that once stood in front of the Carlyle House on Fairfax Street.

Staff Succession: Jackie started a discussion about possible staff departures. As of now, no announcements have been made. She noted that she has started on her staff succession document and that her predecessor left her a very good succession document. She recounted how she thought the document prepared for her was very informative and helpful, and hoped to prepare a document that would be just as helpful for her successor. She hopes to include information on the collections at the Archives center and how they are used, particularly the ones that are permanent. Jackie asked the Commission members if they have any ideas about things that she should add to the succession document.

Research Projects: Jackie then discussed the wide range of research projects conducted at the Archives center. Many times, the research is intended to determine whether a rumor is true or not. One example mentioned was whether the doors at the Minnie Howard Recreation Center came from the Old Jail site on N. St. Asaph Street. After a careful review of a multiple of documents and drawings, including the 1977 plans for the structure, Jackie said she felt comfortable concluding that the doors did not come from the jail.

HARC Update: Monica St. Dennis informed the Commission that she did not have a report primarily because her term on the Historic Alexandria Resources Commission has expired. She noted that she did not apply to be put back on it and asked whether any of the other Commission members were interested in

becoming the HARC member representing the Public Records Advisory Commission. During the discussion she mentioned that the HARC continues to debate whether the size of the membership should be increased or decreased, but no decision has been made. Although two of the Commission members said they might be interested in becoming the Commission representative on the HARC, they said they needed more time before they could say whether or not they wanted to become the representative.

New Business:

- a. **Vacancies** – The two vacancies on the commission remain unfilled.
- b. **Next meeting** – April 18, 2022.
- c. **Software upgrade** – Jackie explained to the Commission members that the software used at the Archives center is going to be upgraded. The current HPE archive manager software was designed for records management but can also be used to track anything. Jackie described the software as very versatile and is hopeful that the upgrade will be an incremental improvement.

Adjournment: The meeting adjourned at 8:20 pm.

Respectfully submitted,

Allan Krinsman, Secretary