

Public Records Advisory Commission (PRAC)  
Minutes of the April 18, 2022 Meeting  
Archives & Records Center, 801 S. Payne St.

**Present:**

Gretchen Bulova (Director, OHA), Lynn Jordan (Chair), Allan Krinsman, Cam Cook, Monica St. Dennis, Sean Ferguson

**Call to Order:**

The meeting was called to order at 7:30pm.

**Appointment of Secretary:**

Cam Cook was appointed secretary.

**Minutes:**

The minutes of the March 21, 2022 meeting were approved.

**Facility renovations update:**

A new project manager has been assigned, who has done a lot of the CIP projects for the department. She is getting up to speed. Carry-over funds may be requested to address the Center's deteriorated fire escape.

General Services sent a letter to the Archive's neighbors in regards to facility renovations. AlexRenew objected to repairs to the building. The commission asked how General Services will act on that objection. Archives staff will follow up with them for more details.

**Interns:**

The Center's interns from the University of Maryland have continued to scan City Council minutes from 1922 to 1995. They have completed 85 of 200 boxes and are approaching the 1969-1970 year. A senior experience student from Alexandria City High is coming for 2 weeks.

**Plans for our 40th anniversary in 2023:**

The commission agreed to defer brainstorming plans for the 40<sup>th</sup> anniversary to the next meeting.

**Records Management training:**

Gretchen discussed the need to start Records Management training - hopefully by the fall.

**PRAC representative to HARC appointment:**

Monica St. Dennis completed her tenure as the commission's representative to HARC. The commission thanked Monica for her valuable contributions to HARC on our behalf.

Sean expressed interest in applying to PRAC's seat on HARC.

**Other Business:**

- Vacancies - There are 2 vacancies on the Commission; if anyone knows anyone interested, tell them to apply.
- Software upgrade meetings - Continuing to work with IT.
- Visit from University of Puerto Rico students - Discussion deferred to next meeting.
- The next meeting is May 16, 2022 @ 7:30pm.

The meeting adjourned at 7:50pm.

Respectfully submitted,

Cam Cook  
Secretary