

Public Records Advisory Commission (PRAC)
Minutes of the February 24, 2023 Meeting

Present: Jackie Cohan (Archivist); Cam Cook; Sean Ferguson; Monica St. Dennis; Allan Krinsman; Dennis McDonald

Call to Order, Appointment of Secretary & Minutes : The meeting was called to order at 7:30 PM. Cam Cook was appointed secretary. The minutes of January 2023 meeting were approved unanimously with no corrections or additions.

Facility Improvement Update: Jackie provided an update.

Strategic Vision Discussion: PRAC continued a discussion of the future of the program and how the commission may guide and facilitate where necessary.

The members discussed:

- Whether focusing on access may be too narrow in scope.
- Whether a vision statement should be drafted; and if so, does the existing mission statement need work?
- Which frameworks the commission might employ to organize the process.

Jackie provided informational background for members regarding the logistics of how records are stored and transferred, how staff are trained, the use of record retention schedules and how records are identified as historic. Jackie will attend a department meeting soon and may have the opportunity to glean what leadership may have in mind for the program. The commission discussed how its members could identify prerequisites for strategic plans that would complement existing department-wide strategic plans. Jackie can provide a starting template that would define the 'as-is'.

HARC Report:

- George Seaton's Bible, currently at Freedom House, is in the running for a grant from VA Museums.
- Street Naming sub-committee has meet. 135 names by the fall needed.

Other Business: This meeting was Monica St. Dennis's last meeting as a commissioner. PRAC thanked her for her service.

Next meeting: Our next meeting will be on March 20 2023.

Adjourn: PRAC adjourned at 8:30 PM.

Respectfully submitted,

Cam Cook