

**Public Records Advisory Commission (PRAC)**  
**Minutes of the June 17, 2024 Meeting**

**Present:**

Jackie Cohan (Archivist); Cam Cook; Dennis McDonald; David Kovalik; Carl Rohde; Emma Parsons, Lynn Jorden.

**Call to Order, Appointment of Secretary & Minutes:**

The meeting was called to order at 7:35 PM. The minutes from the May 20, 2024 meeting were approved. Dennis McDonald was appointed Secretary.

**Facility renovations update:**

Jackie provided an overview of the facility renovation process:

1. Elevator work began last week on ARC's 10,000 pound-capable freight elevator; it's being done by a subcontractor. The elevator traverses 4 floors and work is projected to take 3 months.
2. Work on the new fire escape is almost complete. They bounce a bit compared with the old fire escape.

**ARC Annual Report Topics:**

ARC's annual report is due in August and will cover work accomplished this past year as well as work that needs to be done in the future.

Succession planning is underway in anticipation of the eventual retirement of ARC senior management. Jackie is also gathering statistics on requests and digitization efforts as input to the annual report.

Additional planning topics to be addressed were suggested during the meeting including:

1. Improvements to FOIA handling; possible topics include the role of the city's 311 system and the days needed (and resources required) to handle FOIA requests,
2. Possible need for grants to support additional document digitization (e.g., for 100K+ of permits and plans).
3. Possible need to rescan some Planning Commission documents.
4. Need to update official description of ARC's role.
5. Need to restart training city staff on archival responsibilities.
6. Need to gather data on purchases made by ARC over the past year; apparently this process is manual given that reports are not available from a central purchasing system.

**ITS Project Request:**

ITS has formally requested city funding to make existing ARC electronic records available to the public via a web interface. Details of this request will not be shared with this Commission. The reason for this was not clear.

**Interns:**

ARC has secured the services of two interns, one for 160 hours, the other for 200 hours.

**New Business:**

1. Next meeting: Sept 16, 2024

**Close:**

The meeting concluded at 8:30 PM.

Respectfully submitted,

Dennis McDonald