

**Public Records Advisory Commission
Box 178, City Hall
Alexandria, Virginia 22313
(703) 746-4591**

PUBLIC RECORDS ADVISORY COMMISSION

Minutes

DATE: OCTOBER 21, 2024 at 7:30 PM

Present: Emma Parsons, Dennis McDonald, Carl Rohde, Cam Cook, David Kovalik and Jackie Cohan (Archivist)

DISCUSSION ITEMS

1. Call to order at 7:30 p.m.

2. Appointment of secretary: Emma Parsons

3. Approval of the minutes of the September 16, 2024 meeting: approved

4. Elevator upgrade report

-upgrade almost done. The company wants to install cameras inside the elevator but not certain when they will complete that

-The neighboring fire department is also bidding for similar service and committee concerned that the same vendor who renovated the Archives and Records Center might win the bid

5. City Hall renovations/records management training

City Hall:

-There is a company currently doing research on City Hall, some inquiries were urban renewal from 30s, 40s, and 60s, when they restructured King Street.

-Last week researchers requested City Council meeting minutes from 1936, 1947, and 1948. They also requested Architecture plans during the Urban renewal from 1950-1960s

Training:

-PowerPoint on Intranet is almost complete

6. Intern projects update

-summer internship completed on September 13th

-two interns still active: one from Brigham Young, rare undergrad student intern, and the other an MLIS student from Old Dominion University

- no more internships will be accepted next semester

7. ITS Project Request update/records management software

-vendor sent a message for client (us) to choose cloud-based licensing: Major release for 3 years and the minor release for 1 year. The absolutely deadline for the decision is September 2025 because the vendor will discontinue any services for the current server. There were concerns regarding the business tax reduction with the city and available funding for projects; however, in the long-run the going for the major release was optimal compared to sustaining the server.

8. HARC update

-several updates for major events in Alexandria were provided for October and November events.

-Torpedo factory is currently undergoing registration as a historic site with the city

-City Hall is currently in the front end of discussing renovations to the building; the committee expressed concerned with staff and document transition plans for the office spaces.

-Section 106 water issue, no update

9. New Business

-vendor Meridian stopped by the office wanting to offer services to convert old VHS and digitize them. We discussed the cost-benefit between preserving and storing the VHS or requesting for a price quote from Meridian for this service. The VHS has old meetings from 1980s, etc. that were recorded but not previously digitized. It is currently in safe storage, however, without proper care, the VHS can deteriorate. The other option is to just get rid of the VHS, however, that could create perceptions of destroying any valid 'evidence'.

10. Next meeting: November 18, 2024

-Due out: Committee requested Jackie send the last Yearly Report final draft.

Meeting ended: 8:30 PM