

Public Records Advisory Commission (PRAC)  
Minutes of the February 24, 2025 Meeting

**Present:** Jackie Cohan (Archivist); Lynn Jorden, Carl Rohde, David Kovalik

**Call to Order:** The meeting was called to order at 7:30 PM.

**Appointment of Secretary:** Lynn Jorden was appointed secretary.

**Minutes:**

**Records Management Trainings:** Jackie reported that she had held a records management training for the City the prior week and it was well-attended, mostly by new employees. She expressed that these trainings should be done more frequently, and was working on coordinating trainings as part of on-boardings.

**City Hall Renovations:** Jackie has been meeting with ITS staff weekly to talk about the handling of records during the City Hall renovation project. They've also been working on putting together a more accessible records series catalog. Dee Crawley, ITS Enterprise Collaboration Administrator, has also been working on digitizing some collections.

Carl asked the presence of ARC on the City Intranet. Jackie talked about what ARC currently had posted on its Intranet page, and said there was also a guide to records management that needed to be updated before being posted. Carl expressed it might be helpful to have a short video or series to inform City employees of basic procedures, particularly as City Hall was being renovated and records were being moved.

Jackie said the City has hired a company to move records out of City Hall so City Employees could use them while the building was under renovation, but if anyone wanted to transfer records more long term to the ARC building, there was a lot more room to store them now.

**Questions For ITS:** Jackie asked PRAC if we had any questions for ITS staff, besides training. Lynn said she would be most interested in hearing how ITS was working with other departments to coordinate this project on a big-picture level. Jackie said she was happy with how ITS had included ARC and hoped they would continue to do so. The Commission discussed ARC staffing deficiencies and the importance of maintaining continuity of services. Lynn later said she'd also like to ask ITS about whether they were seeing their digitization efforts as a specific project or as just part of daily activity.

**Facility Update:** A recent building inspection went smoothly. There was an issue with staff being unable to call the elevator, but it's currently working and the problem appears to have been a fluke. Jackie has asked Facilities to fix a hole in the basement that causes water to come in before the Fire Department builds their new burn building.

**Records Clerk Job:** The Records Clerk job opening has closed and Jackie is reviewing applications. PRAC discussed some of the applications and their relevant experience.

**ITS Digitization Pilot Project:** ITS was contacted by a company that does digitization about a possible pilot project on permit records. ARC has over 500 boxes of permit records that have not yet been digitized, save for a few that were digitized to microfilm in poor/unusable condition. Jackie met with the company and was happy with the “trial” of a few documents that they showed her. We’re still waiting to hear if that pilot project will be funded. Digitizing these records would be a great benefit both short-term, to fulfill FOIA requests more quickly, and long-term, in making these records fully accessible to the public perhaps online.

**APEX For Permit Records:** Jackie said she had discussed with ITS using APEX, Alexandria’s Permitting & Land Use online system, to house public records that have already been digitized. Jackie said she would continue to push for this.

**HARC Update:** David provided an update from the last several HARC meetings. Topics included the Jones Point Lighthouse, the Lee-Fendall House, Annual History Award nominations, the Murray-Dick-Fawcett House, and waterfront flood mitigation.

**New Business:** None.

**Next meeting:** The next meeting is scheduled for Monday, March 17.

**Adjourn:** The meeting adjourned at 8:14pm.

Respectfully submitted,

Lynn Jorden