

16 June 2025 7:30 PM

Public Records Advisory Commission (PRAC)

Minutes of 16 June 2025 Meeting

Present: Jackie Cohan (Archivist), Lynn Jorden, Emma Parsons, John Connor, David Kovalik

Call to Order, Appointment of Secretary & Minutes:

- The secretary was appointed.
- The meeting was called to order at 7:30 PM.
- Minutes from the 19 May 2025 meeting were approved.

1. Planning for the Future: the City Archives, Records Management Program, PRAC

a. Still interviewing for new Archivist

i. Biggest Priorities for new Archivist discussed

- 1. FOIA requests increase yearly**
 - a. Difficult knowing what's available**
 - b. ~175 to date and counting**
 - c. All searches reported and recorded**
 - d. Processing: ~2-4 hours for a single house/request**
- 2. New Archivist may want to work directly w/ the public**

b. 3 Concerns

i. New Records Clerk: An offer has been made

- 1. \$25.00/hour—approved**
- 2. Starting on 24 June: Sydney Coleman**
- 3. Position could also include FOIA researching**

ii. Mandatory Training for Employees

- 1. PRAC to stay involved w/ this**
- 2. Wednesday morning meetings 10:30**
 - a. Dee Crawley**
 - b. w/ IT and the City Attorney's Office**

iii. Digitization of Permits & Plans

- 1. City will not fund: Recommended getting a grant**
- 2. Lots of supporting documents that also need to be scanned**
- 3. This will ultimately save time for research**
- 2. Burn Building replacement update: Construction has started**
- 3. Progress on pilot project to digitize 10 boxes of our permit collection**
 - a. John: emailed City Councilman**
 - i. Need for Digitization of 10 outstanding boxes**
 - 1. Met virtually on Friday**
 - a. Won't be finished before Archivist leaves**
 - b. IT Rep. knows what to do for this:**
 - i. Barbara Magid**
barbara.magid@alexandriacity.gov
- 4. Open Board Positions: The retiring Archivist will not return.**
- 5. What does the Records Management Software do?**
 - a. Tracks boxes of records: accession/box numbers, search, divisions, departments**
 - b. Tracking System: boxes and individual files**
 - c. 2006-07 inception**
 - i. ITS upgrades; cost unknown**
 - ii. \$13K/year for support agreement**
- 6. HARC Update: none this week, monthly meeting is tomorrow**
- 7. New Business:**
 - a. Retirement Party for Jackie Cohan on Friday: 15:00-17:30 at Gadsby's Tavern Lawn**

Next Meeting: 15 September 2025

Respectfully submitted: David Kovalik, 17 August 2025