

Public Records Advisory Commission (PRAC) Minutes – 4 November 2025

1. Call to order at 7:27 pm: No Quorum
 - a. 3 members (Sean Ferguson, John Connor, David Kovalik)
 - b. 1 public guest (Angela)
2. Appointment of Secretary: David
3. Minutes: w/ no Quorum, not approved
4. Tour of the Archives and Records Center
 - a. Remodeling ideas discussed
 - i. Improvement of Reading Room options
 - ii. Division of storage for Archives and various partner organizations, including
 1. Archaeology
 2. Museums
 - b. Brief member introductions
 - c. Tour given
5. HARC update
 - a. Various events from different committees briefly announced
 - b. AHS 2025 Grants to be awarded in November
 - c. Waterfront Mitigation project: proposal to move pumping station in Prince under study
6. New Business
 - a. Records Management
 - i. ~1/4-1/3 through Electronic Records Survey of the City
 1. Goal is to determine which departments control which records
 2. Designation of a Records Officer for each department
 - ii. FOIA meet & greet:
 1. Idea proposed to have researchers come w/o FOIA requests, tentatively approved
 - a. Seeking a well-documented process to replace FOIA
 - b. Promoting access to data w/o FOIA:
 - i. Community Remembrance Project as first case
 - iii. Preservica® Software proposed for digitization of archives
 1. For both Governments and museums
 2. Large public access point
 3. Fully integrated w/ City
 - a. Migration from Laserfiche currently used, on site, offline

Next meeting: December 2, 2025