

## Public Records Advisory Commission (PRAC) Minutes - 2 December 2025

1. Call to order at 7:32 pm w/ Quorum established:
  - 3 members (Sean Ferguson, Lynn Jorden, Karen Paul, David Kovalik)
  - Appointment of Secretary: David
2. Minutes of November meeting approved
3. Draft Access Policy Proposal discussed
  - Draft of Memo from Sean Ferguson, Records Administrator & Archivist and Gretchen Bulova, OHA Director, to City Attorneys, Cheran Ivery and David Lanier
  - New approaches proposed for the ways the public access records and the Archives and Records Center (ARC) with more efficiency and ease
  - Currently
    - i. ARC currently completes FOIA requests for departments that store their records at the Archives: Concern that FOIA policies limit ARC's ability to serve efficiently the public.
    - ii. 3 Proposals
      1. Placing the responsibility of completing FOIA requests for records held at ARC on the departments that created the records
      2. Designating a portion of ARC holdings as historically records accessible to the public w/o FOIA requests through research consultation, visitation, and on-demand digitization when necessary
      3. Publishing indexes and aids to make records more searchable
    - iii. Proposals detailed in memorandum discussed, including their rationales and procedures for their implementations
  - 4. HARC update
    - Various events from different committees briefly relayed
    - Highlights
      - i. Torpedo Factory requesting proposals for group to manage
      - ii. Planning of City Hall exterior discussed again
      - iii. Various upcoming events, including parties and the Scottish parade

Next meeting: 6 January 2026