

**Public Records Advisory Group (PRAC)
Annual Report
July 2016– June 2017**

Summary of Accomplishments

The mission of the Public Records Advisory Commission (PRAC) states “The Public Records Advisory Commission provides advice and guidance to the City Records Administrator and Archivist on records management matters and implementation of the records program in the City. The Commission is composed of professional archivists, records managers, historians, research specialists, and citizens.” Within these guidelines, the PRAC membership completed the following activities during its 2016/17 year.

PRAC Policy and Membership Accomplishments

- This fiscal year has been one of change and growth for the Commission. With the departure of Lisa Knight (the former Commission Chair) in June 2016, followed by Diondrea Ricks and Carol Abrams at the end of 2016, the commission did not have enough people for quorum until the following March with the arrival of four new commission members and another new member in June.
- Jen Wash was appointed to be a representative from the City of Alexandria Public Records Advisory Committee to the Historic Alexandria Records Commission. She started attending HARC meetings in April.

PRAC Member Activities

- N/A

Program and/or Legislative Accomplishments

- N/A

Goals for 2017-2018

- Develop systematic records training for new employees
- Update the email policy and include in all new city staff orientations
- Find opportunities to engage City Council, city staff and the public to increase awareness of current Archive activities and both short-term and long-term Archive and Records Center personnel and financial needs
- Identify potential grants to raise funding for projects identified by the Archivist and the commission
- Develop a more formal, year-round, intern process to tackle outstanding projects identified by the Archivist and commission
- Develop a website geared towards the public to increase awareness of the Archive and Records Center’s collections and activities

Leadership

- LiMin Fields was appointed as PRAC's chairperson during the April 2017 meeting. The position had been vacant since Lisa Knight's departure in June 2016.
- List term expirations and new members, with month they were appointed
 - **New Members**
 - Rich Brune [June 2017]
 - Emily Earl [March 2017]
 - John Hocker [March 2017]
 - Monica St. Dennis [March 2017]
 - Jen Walsh [March 2017]
 - **Expirations**
 - Carol Abrams [Departed due to work and other commitments]
 - Diondrea Ricks [Term Expired November 2016]
- During the course of the year, membership included the following individuals:
 - Carol Abrams
 - Rich Brune
 - Emily Earl
 - LiMin Fields
 - John Hocker
 - Barbie Keiser
 - Diondrea Ricks
 - Monica St. Dennis
 - Jen Walsh
- Jackie Cohan (Records Administrator & Archivist) acted as the staff liaison to PRAC during the course of the 2016/2017 year.

Respectfully submitted,

LiMin Hang Fields

Attachments

1. PRAC Annual Attendance Report 2016-2017