

**Public Records Advisory Commission
Annual Report
July 2017 – June 2018**

Summary of Accomplishments

The mission of the Public Records Advisory Commission (PRAC) states “The 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 2017/18 year.

PRAC Policy and Membership Accomplishments

- Membership remained steady throughout the year. The commission lost 2 members in the Fall, but gained a new member during its May meeting. Quorum was achieved at every meeting.
- With the departure of Jen Wash, Monica St. Dennis was appointed to be PRAC’s representative to the Historic Alexandria Records Commission. She started attending meetings in February and was officially appointed in March.

PRAC Member Activities

- Posted announcements recruiting interns in appropriate venues
- Investigated opportunities for grants (see below)

Program and/or Legislative Accomplishments

- The commission identified potential grant opportunities to assist with funding Archives and Record Center Projects. A review of the Foundation Directory identified 68 foundations giving to archives, historical societies, museums, or libraries offering funds for general support, capital and infrastructure, capacity building, program support, outreach, general operating support, or digitization. Additionally, the search unearthed 35 grantmakers who’d given to government agencies in the past. As many of the corporate foundations limited their donations to the regions in which they were headquartered, we identified 101 companies located in the DC/MD/VA region as potential targets of follow-on research to explore whether any would support the Alexandria Archives and Records Center initiatives. A review Grants.gov was recommended. (Spring/Summer 2017)
- The commission reviewed the recent updates made to Archives and Record Center Website (October 2017) and offered additional comments and suggestions on content and formatting.
- The commission identified priorities (from highest to lowest) in response to the mandated 2% reduction of budgets across all departments of Alexandria (November 2017)

- The commission assisted Jackie Cohan with creating and distributing an intern announcement to complete identified digitization projects. (May - July 2018)

Goals for 2018-2019

- Develop systematic records retention training for all employees in conjunction with the Office of Communications and Public Information, City Attorney's Office and other agencies as necessitated
- Update the records management policies and include in orientations for all new city staff
- Find opportunities to engage City Council, city staff and the public increase awareness of current Archive activities and both short-term and long-term Archive and Records Center personnel and financial needs
- Develop a more formal, year-round, intern process to tackle outstanding projects identified by the Archivist and commission
- Begin to seek funding for mobile shelving so that boxes offsite in a commercial storage facility in Springfield can be returned to the Archives and Records Center, saving \$3,000 annually
- Begin to seek funding so that the cooling system shared by the Archives and Records Center and ALIVE (food bank) can be separated

Leadership

- LiMin Fields continued to serve as PRAC's chairperson during 2017-2018. The role of secretary rotated between the other members every month.

- List term expirations and new members, with month they were appointed

- **New Members**

- Susan Hellman, May 2018

- **Departures**

- Jen Wash, November 2017
- Emily Earl, November 2017

- During the course of the year, membership included the following individuals:

- | | |
|-----------------|---------------------|
| ○ Rich Brune | ○ Barbie Keiser |
| ○ LiMin Fields | ○ Monica St. Dennis |
| ○ Susan Hellman | ○ Emily Earl |
| ○ John Hocker | ○ Jen Wash |

- Jackie Cohan (Records Administrator and Archivist) acted as the staff liaison to the Public Records Advisory Commission during the course of the 2017/2018 year.

Attachments

1. PRAC Annual Attendance report 2017-2018