

Public Records Advisory Commission (PRAC)
Minutes of February 23, 2016 Meeting
Alexandria Records and Archives Center

Present: Lisa Knight (Chair), Jackie Cohan (Archivist), Carol Abrams, LiMin Fields.

Call to Order

The meeting was called to order at 7:30 p.m.

Appointment of Chair

Lisa Knight was appointed Chair.

Appointment of Secretary

Carol Abrams was appointed Secretary.

Minutes

The members approved the minutes of the November 23, 2015 meeting. Note, the January 25 was cancelled due to inclement weather (Alexandria City government offices were closed).

Renovations to the Archives and Records Center

The members toured the work in progress. Jackie anticipates completion by the end of the City's fiscal year, which is June 30, 2016. No action is required from the members at this time.

FY 2017 Budget

The budget has not been finalized. Jackie anticipates the hours of the records center clerk will be reduced from 25-hours per week to 20-hours per week. She anticipates the addition of a 20-hour per week FOIA clerk. The position description for the FOIA clerk needs to be written and approved. No action is required from the members at this time.

Discussion of Strategies to Keep Department Heads and Records Officers Informed on Retention Schedules

Jackie informed the members that she and the City Attorney's office would be hosting a meeting for relevant City staff on FOIA compliance. Jackie spoke about outreach to the City's division and department heads as well as records officers and asked for input on promoting their awareness of record retention schedules and other information related to PRAC. The members offered the following suggestions:

- posting the retention schedules on the City's Intranet (noting that public utilities, land use, and other departments have distinct requirements)
- adding information about records compliance to the City's orientation/onboarding for new staff

- sending friendly email reminders with links and/or attachments to the records officers
- speaking at a regularly scheduled division and department head meeting

New business

Recruitment of new members

Jackie will post the vacancies on the Archives and Archivists ListServ and the Records Management ListServ. Lisa Knight announced that she would be moving from the City of Alexandria after the Commission's June meeting. That will create an additional vacancy.

Invitation to Council Member Willie Bailey

Lisa Knight will invite new Council Member Willie Bailey to visit the Archives and Records Center.

Historic Alexandria Resources Commission

LiMin Fields expressed interest in representing PRAC on Historic Alexandria Resources Commission. Jackie will provide LiMin with additional information.

Adjournment

The meeting adjourned at 7:55 p.m.

Respectfully submitted,
Carol Abrams, Secretary