

Public Records Advisory Commission (PRAC)
Minutes of June 20, 2016 Meeting
Alexandria City Hall, Room 1102A

Present: Jackie Cohan (Archivist), Lisa Knight (Chair), Carol Abrams, LiMin Fields, Barbie Keiser, Dlundrea Ricks

Call to Order

The meeting was called to order at 7:34 p.m.

Appointment of Secretary

LiMin Fields was appointed Secretary.

Minutes

The members approved the minutes of the May 16, 2016 meeting.

Update on Renovations

Anticipated move in date between July 11-15. Need to request IT for new terminals. Having problems with one of the new doors, checking to see if it can be fixed or if funding will need to be found to get it replaced.

Annual Report

Due by the end of July. Plans to complete the template over email. Barbie requested a distribution of last year's annual report.

Commission Plans for Next Year

- High-density mobile shelving and accompanying modifications for the ground floor. Will need to start shopping around and figuring out measurements. Lisa recommended looking into the National Office System.
- Space concerns for the future. Within the next 15-20 years, the Archives may be moved. When that happens, need to figure out where. This is something to watch, but no need to be immediately addressed.
- Jackie is working with Annette on a new email policy
- Grades & payscale for the new position have been selected and approved for the new positions for next year
- Address potential security concerns with ALIVE being in the same building.

New business

- Lisa contacted Councilman Bailey to set up a tour of the facilities
- This was Lisa's last meeting with the Commission. A new chair will need to be selected at the next meeting.

Adjournment

The meeting adjourned at 8:22 p.m.

Respectfully submitted, LiMin Fields, Secretary