

Public Records Advisory Commission (PRAC)
Minutes of the June 18, 2018 Meeting
Alexandria City Hall, 301 King Street, Room 1102A

Present: Jackie Cohan (Archivist), John Hocker, Rich Brune, Barbie Keiser, Monica St. Dennis, LiMin Fields, Susan Hellman

Call to Order: The meeting was called to order at 7:32PM

Appointment of Secretary: Barbie Keiser was appointed Secretary

Minutes: Minutes of the May 21, 2018 Meeting were reviewed, amended, and approved (as amended)

Update on Collaboration with City Communications and Public Information Office, City Attorney's Office, and ITS on the handling of City record

In November 2017, there was an initial meeting with the City's Communications (Craig Fifer) and Information Technology (IT) departments concerning sending a unified message to city employees about the handling of official city records. IT purchased a COTS software package training program for use with city employees, but some of the language on the slides conflicts with "best practices" for records management (RM), as well as Virginia state law. (The State of Virginia has a strong RM program; each jurisdiction has some leeway in implementation, and Alexandria uses it). There was a joint decision to cease using those slides and look to replace them in the future.

Awareness campaign: An immediate step might be to place signage around City Hall designed to remind staff to take care with records they create, use, and for which they are responsible. Jackie Cohan will follow-up with Mr. Fifer and the PRAC will assist as Ms. Cohan thinks through what messages might be most helpful to post. This will be part of a larger RM campaign.

City employees are in need of two types of programs concerning records management:

1. **Education.** Alexandria's policies and procedures associated with each stage of the records management lifecycle. Addressing "what is RM" should shift city employees from thinking about the disposition of boxes to the records they create and how these records are used. Guidelines for records security should be consistent with the city's IT security training.
2. **Training.** The appropriate way to transfer work among departments and the importance of following retention schedules designed specifically for each department and type of document. Appropriate handling of electronic records is a particular challenge to many and will need specific attention in any re-introduction of Alexandria's RM program to city employees.

In addition to signage around City Hall, the Committee discussed the need for incorporating records management training during the on-boarding process (orientation for new hires) and as

individuals are promoted. As individuals take on new roles, the types of documents being created/used may be different, requiring a new level of responsibility. Some basic information may be found on the Records Center website; Ms. Cohan will review to determine how information the site may need to be changed.

PRAC members will work with Jackie as she drafts an outline of RM training, suggesting content, generating ideas for aligning the training with the IT training program, and introducing ways to create effective online tutorials, using software such as Adobe Captivate. Members will connect Records Center staff with training manuals and tutorials that might be used as models for Alexandria.

Miscellaneous

The Records Center received two record requests through Call Click Connect that had to be sent to the legal department to be handled as a FOIA request.

Temporary Internship Position

The Advisory Committee reviewed the announcement for position description of an intern who would scan large-scale architectural plans and discussed where Committee members might post the position, including the following:

- Local library schools (University of MD and Catholic University)
- Online library schools (Drexel University and San Jose State University)
- History departments (George Mason University)
- National Security Archive at GWU (Nate Jones, Director, works with students/FOIA)
- Special Libraries Association (SLA) local chapters
- ARMA local chapters
- AIIM local chapter
- Society of American Archivists (SAA)
- Mid-Atlantic Regional Archives Conference (MARAC)

The announcement and a list of places to post will be shared with Advisory Committee via Google Docs so that members can “claim” the places to which they will post the announcement and include others we may have missed in the spreadsheet.

New Business

1. Vendor delivered barcode scanners for use with the new records management software. Barcode scanners are nearly operational, but some tweaking is still necessary to work with Records Center processes.
2. Scanner for oversized materials (e.g., architectural drawings) is not configured properly and will need another maintenance call. (Barbie Keiser to post request for donation of a microfiche reader on various listservs as many institutions are giving them away as they pare down the use of microfilm/fiche.)

3. Looking to replace electronic loading dock door, now 20 years old. Jackie has contacted Overhead Door Co. and General Services to see if the existing door can be fixed, but has had no response.
4. Monthly pest control (for mice and snakes) continues.
5. Annual Report: Jackie to confirm with City office this year's template and date due, sending this information and bullets to include in the report to PRAC Chairperson, LiMin Fields. The rest of the Committee remains available to assist Ms. Fields over the summer.

Adjournment: The meeting adjourned at 8:25 PM.