

Public Records Advisory Commission (PRAC)
Minutes of March 21, 2016 Meeting
Alexandria City Hall, Room 1102A

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

Call to Order

The meeting was called to order at 7:37 p.m.

Appointment of Secretary

LiMin Fields was appointed Secretary.

Minutes

The members approved the minutes of the February 22, 2016 meeting.

Discussion on Freedom of Information Act requests and other research requests for information

Jackie was looking for ideas on how to handle the increase in FOIA Requests. The position description for the FOIA clerk still needs to be written and approved. Additionally, there is another position which is currently filled by a temp and a long term replacement would be desirable. The group offered to help Jackie with hiring the new staff by helping draft interview questions to better highlight candidate's skills, work habits, organization and project completion capabilities. Jackie will forward the set of interview questions that are currently being used and members will offer ideas and insights for the next rounds of interviews.

Update on renovations for new reception, offices and processing area

The renovations are moving along. The project manager Jackie was working with moved on so now she is working with 2 new people. The varnish on the floor is not correct and will need to be fixed. The Archives will be getting a new sign and the flow test was passed the week prior. No action is required from members at this time.

New business

There was no new business.

Adjournment

The meeting adjourned at 8:18 p.m.

Respectfully submitted,
LiMin Fields, Secretary