

Public Records Advisory Commission (PRAC)
Minutes of May 16, 2016 Meeting
Alexandria City Hall, Room 1102A

Present: Jackie Cohan (Archivist), Carol Abrams, LiMin Fields, Barbie Keiser

Call to Order

The meeting was called to order at 7:40 p.m.

Appointment of Secretary

Carol Abrams was appointed Secretary.

Minutes

The members approved the minutes of the March 21, 2016 meeting.

Introduction of New Member

Barbie Keiser shared her background in knowledge management and competitive intelligence. Currently, she is consulting with the Department of Defense on taxonomy for export.gov.

Budget Update

PRAC has approval to hire a 20-hour per week FOIA clerk and a 20-hour per week records clerk. The former is a newly-approved position.

Development of questions to ask prospective Records Center Clerk

The group developed questions to assess a candidate's interpersonal skills and hands-on experience working with records, files, and documents.

Update on renovations for new reception, offices and processing area

The renovations are nearing completion. No action is required from members at this time.

New business

Jackie will post the open commission positions on professional list serves as will the members.

Jackie will check the status of updates to the City of Alexandria's Administrative Regulations that pertain to public records.

Adjournment

The meeting adjourned at 8:25 p.m.

Respectfully submitted, Carol Abrams, Secretary