

**Public Records Advisory Commission (PRAC)**  
**Minutes of the May 15, 2017 Meeting**  
**Alexandria City Hall, Room 1102A**

**Present:** Jackie Cohan (Archivist), LiMin Fields, Barbie Keiser, John Hocker, Monica St. Dennis, Jen Walsh, Emily Earl

**Call to Order:** The meeting was called to order at 7:35PM

**Appointment of Secretary:** Barbie Keiser was appointed Secretary

**Minutes:** Minutes of the November 21, 2016 and April 17, 2017 meetings were reviewed and approved

**Funding for final phase of renovations (mobile shelving)**

During Phase 2 of the records center renovation, staff was relocated to new offices. During Phase 1, the sprinkler system repaired, and a new HVAC for the archival room installed. Jackie noted that the capital budget has funds allocated to provide the records center with a new roof. As money was spent on the Center for that, it's unlikely that there will be funds in the budget for Phase 3.

For Phase 3, funding is needed to accomplish the following:

1. Knock down the walls of the old staff office
2. Renovate the basement room
3. Acquire additional movable shelving so that all records stored off-site could be moved to the Archives & Records Center
4. Purchase archival document storage boxes (e.g., from Hollingermetaleedge.com). Jackie will spec out the archival storage materials needed so that we have a better idea as to the money that needs to be raised.

In the past, the Archives and Records Center received funding after the Advisory Commission assisted the Archivist to create a presentation for the City Council (which was never seen) and invited council members to the Archives for a tour (which did take place), so they could see the issues first-hand. City Council members have not visited the Center since the renovations, so setting up some time for them to do so might be helpful as we look for support for projects.

Ideas floated during this meeting included establishing creation of a Friends Group, noting that other Alexandria advisory commissions have them, or pursuing grant opportunities. Barbie suggested consulting the Foundation Center Directory at the Alexandria Public Library to identify foundations that had given grants to similar types of ventures by other municipal archives/records centers, and the Catalog of Federal Domestic Assistance to determine eligibility from the Federal government ([www.cfda.gov](http://www.cfda.gov)). Jackie mentioned that other city entities have been given grants for projects and she will explore what's been done in the past

to help us determine additional possibilities: Who's received what amount from which institution for what types of projects.

### **Staffing issues**

Applications for the open records clerk position are under review, with approximately 127 that passed the department's initial review. Jackie is still working to determine whether it would be possible to combine this with another position, raising the number of hours for the position from 20 to 25 or even 30.

During this second pass, Jackie is looking at the c.v.'s to determine whether they have records management + warehouse customer service experience. Preference will be given to individuals who previously have worked at the Center. (There are one or two of those in the mix.) Interviews will begin in a couple of weeks.

Jackie is going to identify a set of projects (including skill sets needed) that might suit interns so that Commission members can assist her to target educational programs from which to seek interns for the fall semester 2017.

### **Old business**

The meeting on the future of Alexandria city record retention is to be rescheduled. Jackie will email officials to determine why the issue arose and will go to the meeting equipped with why having a default of retaining all records is not considered "best practice." It's expected that city legal representatives at the meeting will agree.

PRAC now has a representative on the Historic Alexandria Resources Commission (HARC) and we will receive a report on its May meeting at our next PRAC meeting, June 19.

Adjournment: The meeting was adjourned at 8:05PM.

Respectfully submitted,  
Barbie Keiser, Secretary