

**Public Records Advisory Commission (PRAC)**  
**Minutes of the November 21, 2016 Meeting**  
**Archives and Records Center**

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

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

**Appointment of Secretary:** Diondrea Ricks was appointed Secretary

**Review of the Minutes of the September 19, 2016 Meeting:** Carol Abrams moved to approve the minutes for the September 19, 2016 Commission Meeting. Minutes were approved by Jackie Cohan and Commission.

**Update on Renovations for New Reception, Offices, and Processing Area:**

Renovation has come a long way but still have some items that need to be completed/renovated. Ceiling in conference room still needs to be completed. Waiting to take down the old room. Almost all furniture is here; Ordered reference desk and still waiting for it to arrive. Waiting for two tables as well along with reference desk.

**Update on Records/Archives Management Software Acquisition:**

Met with ITS (via skype) and they showed Jackie the new software (TRIM). ITS made a request for \$100,000 for the new software budget. Requested that the office receive licenses (currently have 10). Some individuals will have Read Only Access. Tech support is \$10,000 per year if Jackie received all the technical support she needed; Will have to see if the city would approve it. If not, \$4,000 for 10 licenses.

**Develop Key Functions for New FOIA Position Description:**

There is a new research position that Jackie may be losing to the city. Jackie offered up off site storage to keep the position and stated that she would find somewhere in the city to store everything. Also gave up cleaning every week to every other week. Gave up travel money as well and now have to use their own funding. Not much money in the operating/supply budget, down to \$5,000-\$7,000. May be losing the position in May if they can't find the money to support the position. Still working on the job description and skills requirements: technical skills, writing skills, and salary for position.

**New Business:**

No New Business

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

Respectfully submitted,  
Diondrea Ricks, Secretary