

UNAPPROVED MINUTES

(WILL BE APPROVED JANUARY 28, 2019)

**Public Records Advisory Commission (PRAC)
Minutes of the November 19, 2018 Meeting
City Hall, Room 1102A**

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

Call to Order: The meeting was called to order at 7:31pm

Appointment of Secretary: Susan Hellman was appointed Secretary

Minutes: Minutes of the October meeting were approved with noted corrections.

Discussion on selecting a new Chairman: The Commission decided to table this discussion for the January meeting, when the full commission is present.

Jackie will ask the City Clerk when she will advertise the vacancies on the commission, which currently has only six members, not the full roster of seven members. With LiMin Fields' upcoming departure from PRAC, the roster will be down to five members. The website currently does not indicate that we have an opening for another commissioner.

Jackie is gathering the FY16 minutes for Gretchen Bulova, Acting Director of the Office of Historic Alexandria. LiMin can probably provide any missing months.

Barbie Keiser is working on securing an intern to assist Jackie; she may be able to get someone for the upcoming spring semester.

Future projects:

- a. A visit from City Council to Archives. The Council has not come as a group since 2006. Around 2015, when Jackie had requested funding for various projects/items, a handful of Council members visited singly. Jackie would like for Council to visit again, to witness the need to demolish some of the interior walls and purchase mobile shelving to increase storage capacity. With these two actions, we can bring items currently in off-site storage back into the facility, and end the use of off-site storage.
- b. Train City staff on records retention and usage.
- c. Maintenance issues: What is the status on the new roof and air-conditioning units? The facility needs exterior painting and new landscaping. The Fire Department conducted live burns the previous week, which caused a very strong/bad smell in the office area and in the adjacent food bank. John Hooker suggested requesting the Fire Department give advance notice of these burns, so that General Services can come close the air vents. Jackie has asked them to do so, but advance notice from the Fire Department would make this more likely. The superstructure and balcony of the fire escape are rusting out. The treads were replaced in 2007, but not the overall structure. There are no problems with pest control at this time, and the cleaning service does an excellent job.
- d. Ensure the continuation of a centralized archives and records management program.

- e. Consider the future retirements of Jackie and Annette by ensuring that their job descriptions are current.
- f. Joanna Anderson is no longer the Acting City Attorney – she is the City Attorney. In October she met with Jackie to discuss several topics, including the 1983 Administrative Regulation on Records Management plan. Jackie will work with Ms. Anderson to update this.
- g. Update the manual. It dates to 2010. Also update the website.

HARC update: As Monica St. Dennis was absent, we did not discuss the HARC meetings.

New Business:

In January and February of 2019, the commission will meet on the fourth Monday instead of the third, because the third Mondays are Martin Luther King Jr. Day and Presidents' Day.

In a discussion on retention schedules, Jackie noted that the City has excellent records of what has been destroyed over the years. Christina from the City Attorney's office will come to Jackie's office and look at plans on November 20.

First-floor garage door was replaced on November 19. The basement garage door was repaired by lowering the rubber stopper to fix the gap.

Interviews for the position of OHA Director are in process.

Reductions in off-site storage were discussed as part of the earlier conversation on future projects.

Jackie is working with Gretchen Bulova to schedule a training for City staff on records transfer and requests. Jackie is hoping to schedule this for December 12 at her office for approximately 50-60 employees. LiMin suggested videotaping the training for those who cannot attend.

John suggested that the commission work with Jackie to prioritize the above-referenced future projects that require funding. We can then send a letter to the new City Council introducing ourselves and laying out the priorities. We will discuss this letter at the January meeting. Barbie suggested that we work on a draft between now and then.

Jackie also suggested a summary for the City Attorney as to what is searchable without a FOIA. This summary would list exactly what type of requests do not need a FOIA. Jackie will highlight the items that she thinks should be searchable.

Adjournment: The meeting adjourned at 8:15.

Respectfully submitted,

Susan Hellman
November Secretary