

Public Records Advisory Commission (PRAC)

Minutes of the October 13, 1017 Meeting

Alexandria City Hall, 301 King Street, Room 1102A

Present: Jackie Cohan (Archivist), Rich Brune, Monica St. Dennis, John Hocker

Call to Order: The meeting was called to order at 7:30 PM

Appointment of Secretary: Rich Brune was appointed Secretary

Minutes: Minutes of the September 18, 2017 meeting were reviewed and approved

Updating Archives and Record Center Webpage: The commission discussed the most recent updates to the Archives and Record Center webpage on the City of Alexandria's website.

Items discussed included:

- The new Archives and Record Center's mission statement was reviewed, and everyone liked the new format.
- The Gifts and Donations section under the mission statement
- Descriptions of records available were discussed and it was decided that the media format was not important and should be eliminated from the web page. The years available will be placed in the description to show if there are any gaps.

The need for regulatory authority language was discussed. A call was made to see what is or not required.

The links to Other Alexandria sites with records not maintained by us was discussed.

Update ADA information to reflect parking and hours of operation.

Historic Alexandria Resources Commission (HARC) Meeting: Jen was not present to give us an update.

New Business:

- The City Records Management Training was temporally halted by the city manager. A meeting will be held in November to discuss training goals.

- OHA has a hiring moratorium in place.
- WIFI is being added to the Building. Seven places were Identified and budgeted.

Action Items:

Jackie will continue updating the web page.

Adjournment: The meeting was adjourned at 8:05 PM

Respectfully submitted,

Rich Brune, Secretary