

Public Records Advisory Commission (PRAC)
Minutes of the October 22, 2018 Meeting
Archives and Record Center
801 South Payne

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

Call to Order: The meeting was called to order at 7:25PM

Appointment of Secretary: Rich Brune was appointed Secretary

Minutes: Minutes of September were reviewed, corrected and approved.

October 22nd meeting with the Acting City Attorney Joanna Anderson and Assistant City Attorney Adrienne Fine covered: records management processes, records management/FOIA training, coordination with City Attorney's Office, FOIAs and researchers, and replacement of the 1983 Administrative Regulation on Records Management.

The Acting City Attorney had some questions concerning the current policy and processes. She was concerned with the Signoff process. The meeting went well, and the city reps were very respectful to assisting us with any issues.

Jackie is going to prepare a letter to the City Attorney about FOIA requests and Document Retention and other issues. She will distribute a copy to the commission members for review and comment prior to sending.

Previous attempts at updating the 1983 Administrative Regulation on Records Management plan were submitted to the city but have never been approved.

General Services visit to Archives and Records Center

William Miner and Luming Li got a tour of the building and inspected the building. Jackie gave them an update on the condition of the building.

Replacement of first-floor garage door

The door is on its way. There has been a lot of discussion on who is going to be paying for the door. General Services wanted Jackie to cancel the order. Due to the critical condition of the door the order is not being canceled.

OHA director replacement

The interviews for this position have not been started. We do not know all the applicants because this was advertised nationwide.

Adjournment: The meeting was adjourned at 7:57PM.

Respectfully submitted,

Rich Brune
Secretary