

Public Records Advisory Commission (PRAC)
Minutes of September 21, 2015 Meeting
Alexandria City Hall, Room 1102A

Present: Ann Parham (Chair), Jackie Cohan (Archivist), Carol Abrams, Anna Briseno (George Mason student observer) and Lisa Knight.

The meeting was called to order at 7:34 p.m.

Lisa Knight was appointed Secretary.

Minutes of the May 11th, 2014 meeting were approved. Minutes of the April 27th were not approved, as they were not received. Jackie will follow up with Laura for meeting minutes.

Introductions

Jackie introduced herself and the Archives & Records Center to the newest member, Carol.

Renovations to the Archives & Records Center

Jackie reported that the renovations have begun with the 150K that was approved. The reception area now has more room for processing and guests. Drywall has been put up for Jackie's office. New flooring has been laid in the lounge. Jackie reported that more space was given to Archives & Records than requested. Patrice should be working on the specs in October. Lance will be giving a large office to Alexandria Archaeology. Jackie had the alarm disabled to the space, as she was concerned about ALIVE's access to the alarm.

Recruitment of new members

Ann reported that she posted the opening to the SLA ListServ, Lisa posted to the Records Management ListServ. Carol responded to the posting on the SLA ListServ. Lisa reported that she has gotten 3 inquires. Two were from non-Alexandria residents, one is a resident and he should be applying. Carol will research posting to the University of Maryland ListServ and the Catholic University ListServ.

Plans for the upcoming year

Jackie has in her budget the funds for one part time employee. Currently, she is using a temp on a trail basis. She wants to fill the position soon, as soon as December. Jackie is requesting another part time position, as a replacement for the position that was lost in 2009.

New business

The HARC representative position is still vacant.

Jackie submitted an administrative regulation, but it has been sitting dormant. She hopes for some movement with the appointment of the AR Coordinator. Jackie will follow up with the AR Coordinator once he/she is hired & City Attorney's office.

The commission asked for FY2017 CIP monies for mobile shelving on the first floor ground, opening an office to put mobile shelving in, and adding mobile shelving to the basement. In addition to the construction of the mobile shelving, records will have to be brought back to the center from offsite.

A deputy director, Gretchen Bulova, has been hired. She is the former director of Gadsby's Tavern and once was the City's Records Administrator and Archivist at the Archives & Records Center. The deputy director, Liz Williams, is now the acting director of Gadsby's.

Ft. Ward is hiring a deputy director.

Adjournment

The meeting adjourned at 8:40 p.m.

Respectfully submitted,

Lisa Knight, Secretary