

**Public Records Advisory Commission (PRAC)
Minutes of the September 19, 2016 Meeting
Alexandria City Hall, Room 1102A**

Present: Jackie Cohan (Archivist), LiMin Fields, Barbie Keiser

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

Appointment of Secretary: Barbie Keiser was appointed Secretary

Minutes: Members approved the minutes of the June 20, 2016 meeting

Update on Renovations

The office move was carried out on-time and smoothly, with only a few minor adjustments required (e.g., painting touch ups; leak fixed; ALIVE sink stopped up). Jackie is awaiting the purchase order for lobby furniture (couch + two chairs). In addition, she is exploring the purchase of an adjustable reference desk that can also be used as a workstation (with Internet connection). She will be moving the conference table and put together the study carrel in coming days.

Jackie intends to expand the cleaning contract, but additional costs should be minimal. There is also a need to expand pest control. Costs at present are \$35/month, but this is likely to increase with the new space. The new pest control agreement will include the ground floor, basement loading docks, main area, offices, and larger open area for researchers in the new addition.

The swinging doors have been re-hung and now work better than previously. The old area is locked and all traffic comes through the new location. There is a key pad on the fire exit upstairs and on the room for records awaiting destruction. On September 16, ITS came to inspect. With staff moving about throughout the day, there is a need to adjust the intercom service to be sure that phones ring in all rooms.

Since the move, several researchers have come to use the archives. There is sufficient space for them to work, with additional tables available. Jackie is planning an open house for all who worked on the new space, possibly tied to an upcoming PRAC meeting.

Bricks set aside for storage have been relocated to a secure area near the archives.

Records/Archives Management Software

The Records/Archives Management Software used by Alexandria is TRIM version 6.1. TRIM, formerly Tower Software, is now owned by Hewlett Packard. HP maintenance agreements were high, so we stopped paying for user support. It's important that we upgrade to the more current version (version 8.1) and reconsider a maintenance contract for the new software.

Jackie has written specifications for a new Records/Archives Management Software package that emphasized better keyword searching than is available in TRIM v6.1. Also, she is seeking software optimized for FOIA requests. During initial investigation, Jackie learned that Fairfax County is moving to OpenText at a cost of \$360K for software (**\$180K/department**).

Annual Report

The Commission reviewed last year's annual report. With the absence of a Commission Chair, those present at this meeting reviewed options for putting the report together this year. While technically late, Jackie has confirmed that the Public Records Annual Report is not the only report missing, so we have a few weeks yet to complete it. Jackie will use last year's format, inserting bullet points of this year's accomplishments. This will be distributed to the Commission members, and to avoid the burden falling on a single individual, each will take a section to revise/edit.

New Business

HARC meetings

New hires

A new position description for the Records Center clerk (+ 10 questions for applicants to address) were drafted in the spring. The request to fill the Records Center clerk position was sent to the Office of Management and Budget (OMB) two years ago. Due to budget issues, the position has been filled by temps. This means that a new request will have to be submitted to OMB for an approval of the position.

Jackie noted that FOIA requests have dropped off a bit lately, but there is no reason to think that will continue, and we should look to fill the FOIA position as well. We still need to figure the grade for the FOIA position (20 hours/week).

Jackie is reviewing the budget as it's possible that all government departments will be required to implement an across-the-board 10% reduction in spending. Therefore, there is no money for mobile shelving this year, even though it would allow us to move records from storage and save those costs.

Commission members discussed the six-week summer youth program. Youth require a good deal of supervision. In past years, much of their work has had to be re-done. However, we did agree that it was a good program and we should look for discrete projects that could be carried out by youth next summer.

Adjournment: The meeting was adjourned at 8:20PM.

Respectfully submitted,
Barbie Keiser, Secretary