

**Public Records Advisory Commission (PRAC)**  
**Minutes of the September 17, 2018 Meeting**  
**Alexandria City Hall, Room 1102A**

**Present:** Jackie Cohan (Archivist), Barbie Keiser, John Hocker, Monica St. Dennis, Susan Hellman, Rich Brune

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

**Appointment of Secretary:** Rich Brune was appointed Secretary

**Minutes:** Minutes of the June 18 meeting were tabled because several members were unable to open the file that was sent out.

**Update on collaboration with Communications and Public Information Office, City Attorney's Office and IT on the handling of City records.**

The IT group distributed the Online Document Retention training programs early. Gretchen reviewed the slides and requested that some slides be removed. They agreed.

There was also discussion on the Record Retention Letter that the Acting City Attorney Joanna Anderson about what to do with the City related information resident on personal computers and how they should process it.

**Intern update.**

There were 3 Applications for the open position Jackie is going to identify a set of projects (including skill sets needed) that might suit interns so that Commission members can assist her to target educational programs from which to seek interns for the fall semester 2018.

**HARC Update**

Waterfront – Interim Park at O King Street

There was a lot of discussion on the art work and other displays slated for the interim park.

The *Godspeed* will be docked at the City of Alexandria Marina near the Torpedo Factory Art Center on October 12-16, as part of the Portside in Old Town Festival.

Alexandria ReNew, “Wet Weather Program” Presentation (Combined Sewer)

The new plan was reviewed, and the city will be digging 120 down to install the storage tanks to help with downtown flooding

### Proposal to Combine BARs

The City Council voted to study the idea of combining both the Parker-Gray and the Old and Historic Board of Architectural Review.

### Freedom House Museum

The loan agreement between the City and the Northern Virginia Urban League (NVUL) has been signed. The MOU regarding museum management is still in progress.

### Ramsey Homes

Materials from the Ramsey Homes that are designated to be preserved before the demolition of all the homes is complete, will be stored at a facility that is available.

### **New Business**

There are still some outstanding Barcode issues. They are being addressed and resolved.

The Garage Door replacement/repair may be paid for by general services if possible.

The (3) HVAC units need to be replaced they have been there a long time and need updating. The food bank needs strong a/c where the Archives and Records Center working spaces/non-storage areas need normal a/c.

The Annual Report has been submitted.

Adjournment: The meeting was adjourned at 8:12PM.

Respectfully submitted,

Rich Brune