

Public Records Advisory Commission (PRAC)  
Minutes of the April 15, 2019 Meeting  
City Hall, Room 1102A

**Present:** Jackie Cohan (Archivist); Rich Brune (Chair); Cam Cook; Lynn Jordan; Barbie Keiser; Monica St. Dennis; Susan Hellman

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

**Appointment of Secretary:** Barbie Keiser was appointed secretary.

**Minutes:** The minutes of the March 18, 2019 meeting were approved, as submitted.

**Relocation of PRAC meeting venue**

Commission members agreed to relocate the monthly meeting venue from City Hall to the Alexandria Archives & Records Center, 801 S Payne St, Alexandria, effective May 20, 2019.

**Laserfiche Records Management Subcommittee update**

The City is changing its permitting program(s). Jackie Cohan is on the subcommittee and views it an opportunity for Records Center input on procedures moving forward. As of the last meeting, *only completed product packets* will be submitted from the three entities involved in building permits: Code enforcement, Planning, and Transportation. This should help prevent departments from maintaining multiple copies of records.

The Subcommittee is currently documenting current processes/workflow of departments issuing building permits. While there are still some questions as to who will key data into Laserfiche, the target date for getting the system up and running is mid-October 2019. (This should be less of a challenge now that there is a greater reliance by departments on electronic records.)

**City Council**

The Commission discussed the last phase of the Records Center renovation, that is, demolition of the old office and additional moveable storage shelving for the space. That will allow records stored offsite to be moved to the Records Center, saving the cost of offsite storage (@ \$2500/year, down from a high of \$5500-6000), not to mention ease-of-access for researching those records. While the move to electronic records has reduced the number of cubic feet accessioned each year (@500 boxes) we will need this storage space.

**Note:** The old office is temporarily being used to process the Carlton Funn Collection (a collection of film posters donated to the Alexandria Black History Museum), saving the city \$700/month that they were paying for storage of the posters.

Over the next month, Jackie Cohan will draft some talking points Commission that members can use in a letter inviting City Council members for a tour of the Records Center. This will allow us to emphasize the budget requirements for completing the renovations.

### **HARC Report**

No HARC report was given during this meeting, but Commission members mentioned an upcoming discussion regarding changes to National Registry designation.

### **New Business**

- a. **Records destruction.** There has been an increase in lawsuits, so the City legal department needs to know more about what's in each box designated by the departments for destruction. This goes to procedure, requiring greater detail from the departments in the contents form that accompanies each box destined to the Records Center for destruction. A question remains as to how the Records Center should deal with the boxes ready to be destroyed and whether they need to go back to the departments for additional review. Jackie will explore this in the coming days and report back to the Commission next month.
- b. **Records management training.** No information has been forthcoming regarding the draft training sent to the City Manager's office. Jackie will follow-up.
- c. **Desktop microform reader/printer.** Commission members will explore the cost as the two reader/printers are not working properly.
- d. **Landscaping.** Trees are overgrown and a (possible) wasp nest was discovered. Jackie will contact the arborist to take a look and assign a work detail.
- e. **Money allocated to replace the HVAC.** No word has been forthcoming regarding bids submitted for the project by vendors. Jackie will follow-up, exploring the cutoff date for the bids and whether the money was allocated for this fiscal year or can be carried over to next year.
- f. **Leak discovered.** The slanted windows appear to be leaking. Jackie will contact the appropriate office to arrange replacement of the rubber gaskets securing them.

**Adjournment:** The meeting was adjourned at 8:01.

Respectfully submitted,  
Barbie Keiser