

Public Records Advisory Commission (PRAC)  
Minutes of the February 25, 2019 Meeting  
Archives and Records Center  
801 South Payne Street

**Present:** Jackie Cohan (Archivist), Rich Brune (Chair), Cameron Cook, Susan Hellman, Lynn Jorden, Barbie Keiser, Monica St. Dennis

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

**Appointment of Secretary:** Monica St. Dennis was appointed secretary.

**New Commissioner:** Lynn Jorden has joined the commission. She is a political researcher who often requests public records for her work.

**Minutes:** The minutes of the January 28, 2019 meeting were approved.

**Election of Chair:** Rich Brune has been elected chair of the commission.

**Discussion of ways to provide records to researchers:** To help familiarize our new members with PRAC's purpose, Jackie Cohan explained the Archive and Records Center's purpose and the difficulties they have been facing, particularly in regard to the city's recent requirement that all records must be accessed through FOIA.

- Jackie Cohan has asked the city attorney's office if it would be possible to establish a collection which would be freely available without going through the FOIA process. The suggested records are mostly, although not exclusively, property records.
- The Archive and Records Center may be collaborating in the future with the Alexandria Public Library to make historic documents freely available online.
- The question has been raised whether the archive and the ongoing records management program should be managed separately to allow for ease of access to the archival holdings. This would create a great deal more work for ARC staff, and the Commission overwhelmingly felt that the two programs should continue to be managed together.

**Building repairs and projects:** The bids are out, but no decision has been made at this time.

**Historic Alexandria Resources Commission Update:** Monica St. Dennis reported that at their February meeting, HARC discussed the following topics:

- The BAR hearing on 619 S. Lee Street;
- The combined Board of Architectural Review for the Old and Historic and Parker-Gray Historic Districts;
- The newly-elected Mayor and City Council Members' historic preservation priorities;
- HARC's new member orientation process;
- Potential future developments in the Old and Historic District; and

- The Friendship Firehouse Museum's victory in this year's endangered artifacts competition.

**Summer Intern:** A library science student from the University of Maryland has expressed an interest in interning at the Archive and Records Center this summer.

**Records Management Training:** The ARC staff is still waiting for feedback on the training program.

**Adjournment:** The meeting adjourned at 8:18pm.

Respectfully submitted,

Monica St. Dennis  
Secretary