

Public Records Advisory Commission (PRAC)
Minutes of the March 18, 2019 Meeting
City Hall, Room 1102A

Present:

Jackie Cohan (Archivist), Rich Brune (Chair), Cam Cook, Lynn Jordan, Barbie Keiser

Call to Order:

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

Appointment of Secretary:

Cam Cook was appointed secretary.

Minutes:

The minutes of the February 25, 2019 meeting were approved.

Land/Property Record Policies:

The City is replacing their existing permitting technology with another. Jackie attended and led a meeting with department stake-holders to develop standard operating procedures and to reduce work duplication.

Various categories of permanent records were discussed to help the Commission better understand the kinds of records effected.

Paperless Retention of Permanent Records:

The Commission discussed issues that can arise from the retention of paperless permanent records. The Commission stressed that paperless technologies that create permanent records must be thoroughly tested for long-term stability, and further stressed that copies of paperless permanent records be kept on pristine, long-term digital storage mediums.

Barbie Keiser suggested reaching out to the Conservation Center for Art & Historic Artifacts in Philadelphia to seek helpful resources in regards to long-term digital storage.

Meeting Venue:

The Commission discussed changing their usual meeting venue from City Hall to the Archives and Records Center. While the commissioners present agreed with the change, Jackie Cohan will check with other PRAC commissioners before implementing the change.

Records Destruction:

The City Attorney remains concerned when approving the planned destruction of certain records. Jackie Cohan will continue to discuss possible course of actions with the City Attorney to assuage her concerns.

Library Records Collaboration:

ARC held an initial meeting with Alexandria Public Library to make historic documents freely available online.

Adjournment:

The meeting adjourned at 8:15pm.

Respectfully submitted,

Cam Cook
Secretary