

Public Records Advisory Commission (PRAC)  
Minutes of the November 18, 2019 Meeting  
Alexandria Archives & Records Center, 801 S. Payne St.

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

**Call to Order:** The meeting was called to order at 7:29 PM.

**Appointment of Secretary:** Susan Hellman was appointed secretary.

**Minutes:** The minutes of October 21, 2019 meeting were approved unanimously with no corrections or additions.

**Update on Archives and records Center renovation:** Jackie attended a building renovation feasibility study meeting with project architects. The City must bring the building up to Code. There must be a restroom within one floor of where people work; therefore, the building needs one upstairs. The current voter registration area is a possibility, as is a stackable unit on the fire escape. The current men's room violates Code as it is not accessible. This will become a storage room. The fire escape is basically structurally sound. Some windows outside of archaeology storage that let in water and humidity will be bricked closed. The big rose window upstairs will also be closed. The first-floor balcony will be repaired, but nobody can go out there. The leaking cupola will also be repaired. The Fire Department will demolish the burn training building and rebuild it on the same site. This will not cause problems for the PRC, as it has three-hour fire walls. A door may need to be relocated. The City is looking into replacing the existing sprinkler system with one that mists instead of sprinkles, using less water and causing less water damage.

**New draft for City Council talking points:** Barbie created a draft which Jackie edited. Jackie will plug numbers into the tables. Cam suggested taking inflation into account. Sean suggested adding labor costs. He also recommended that the talking points should note how long we expect the space to accommodate growth, which would strengthen the case for additional funding. For example, "This will provide shelving for X years." Jackie noted that we have fewer records now due to digitization, and can extrapolate data from the past four or five years. She will add that information to the letter. Cam asked if there is a timeline on action pieces and when we should go to Council. Jackie replied that we will probably start the ball rolling in January 2020, but it may take another year.

**Update on Records Management training:** Jackie reported that there has not been much progress on this front. Rich suggested we write up something and ask the City Attorney for input. Jackie will discuss this with Gretchen Bulova, Director of the Office of Historic Alexandria.

**Update on acquiring street parking:** The Traffic and Parking Board will vote on the parking request this evening. Jackie requested 17 spaces on the same side of S. Payne Street as PRC with a 3-hour time limit.

**Records destruction:** Jackie discussed this with Annette. She has not gotten input/action from the City Attorney. Jackie decided to get signatures of approval from the department head, i.e. Gretchen Bulova, and a records office liaison. Jackie contacted other jurisdictions to ask how they get authorization for records destruction. Fredericksburg uses the RM3 Destruction Form provided by Virginia, and only requires a signature from a department head. Due to a past snafu, Alexandria uses a different form. Jackie is considering switching to the Virginia RM3 form. In the past, people had to come to PRC and verify records prior to their destruction. Records destruction required signatures from both the Commonwealth's Attorney and the City Attorney. Now, people do not have to verify the records prior to destruction and the Commonwealth's Attorney does not have to sign off on the destruction.

**HARC Update:** There was no HARC update as the meeting was scheduled for the following evening.

**New Business:**

- a. **Removing ivy from the fire escape** – Ivy on the fire escape is weakening the structure. Jackie explained that they will clean off the ivy, then put tarps on the fire escape to hopefully prevent the ivy from returning.
- b. **High-density shelving** – An office area is under consideration for shelving. While it is a nice office space it would be a good space for additional shelving. Rich asked if the City requires three bids. Jackie replied that this is a capital project, so three bids may not be necessary. In 2001, the City paid the lowest bidder approximately \$42,000 for shelving in one room, and it isn't great. The same firm added shelving in the Courthouse, and the Circuit Court Clerk did not like it. Jackie would like to use Warner Boyd, a trusted company that provides quality work.

**Next meeting** - Our next meeting will be on January 20, 2020. As this is Martin Luther King Day, we may consider changing the date. Monica will not be able to attend a meeting on January 20. Sean pointed out that one of the City public websites states that we meet on Thursdays. We will look into getting that corrected.

**Adjourn:** 8:02pm

Respectfully submitted,

Susan Hellman