

Public Records Advisory Commission (PRAC)  
Minutes of the October 21, 2019 Meeting  
Archives and Records Center, 801 S. Payne St.

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

**Call to Order:** The meeting was called to order at 7:23 p.m.

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

**Minutes:** The minutes of the September 16, 2019 meeting were unanimously approved.

**Status of Archives and Records Center Renovation:** The renovation of the Archives and Records Center is moving forward. On October 10, 2019, ARC staff met with an architecture firm and representatives from general facilities and voter registration. Subjects discussed at the meeting included:

- Installation of cameras on the exterior of the building;
- Locks, security, and access to the staircase;
- Bathroom access for representatives from ALIVE!;
- Maintaining the proper humidity level and temperature;
- Replacing the sprinkler system with a water-based alternative;
- Installing an air curtain above the loading dock to help with humidity control;
- Removal of a rusted balcony and the cupola;
- Replacing the door knobs with ADA-compliant levers; and
- Relocation of the burn unit.

**Records Management Training Update:** The archivist has finished pulling the permanent records from the state schedule and is almost finished making her list of recommendations, which will be submitted to the Director of the Office of Historic Alexandria.

**Update on Street Parking:** The archivist has contacted the Department of Transportation about allowing street parking in front of the Archives and Records Center, and was provided with the appropriate paperwork to begin the process. The process requires the buy-in of all of the impacted neighbors, which the Commission does not anticipate will be a problem.

**HARC Update:** Monica St. Dennis provided an update on the September and October meetings of the Historic Alexandria Resources Commission.

**Records Destruction:** The city hasn't destroyed any records in the last year, with the result that the process for records management is becoming decentralized. The Commission will send a letter to the appropriate city staff urging that the regular records destruction process be resumed.

**Landscaping:** Landscaping, power washing, and general exterior maintenance has been completed.

**Fire escape:** There has been a problem with water coming into the ARC through the fire escape, so the archivist is planning to purchase a tarp for general services to permanently attach to the building. Sean Ferguson suggested getting extra tarps in case of emergency, and Jackie Cohan explained her current emergency water strategy.

**Volunteers and Interns:** An information science student from the University of Kentucky and a student earning a certificate from the Society of American Archivists have reached out to the archivist about volunteering or internships.

The meeting adjourned at 8:30pm.

Respectfully submitted,

Monica St. Dennis  
Secretary