

Public Records Advisory Commission (PRAC)
Minutes of the September 16, 2019 Meeting
Archives & Records Center, 801 S. Payne St.

Present:

Jackie Cohan (Archivist), Rich Brune (Chair), Cam Cook, Barbie Keiser, Monica St. Dennis, Sean Ferguson (Guest)

Call to Order:

The meeting was called to order at 7:30pm. The Commission welcomed Sean Ferguson, a Preservation Specialist interested in the Commission's work.

Appointment of Secretary:

Cam Cook was appointed secretary.

Minutes:

The minutes of the June 17, 2019 meeting were approved.

Laserfiche Records Management Subcommittee Update:

The City's Customer Service Portal for electronic planning record submission is going live next month. Jackie has been working with them on how records will appear and fine-tuning the schema they will follow for data storage. The subcommittee is meeting with Jackie every two or three weeks. In addition to storage, the automation of records destruction was discussed, along with the roles of division or department heads in signing off for destruction; though further discussion with the City Attorney is needed.

PRAC's Annual Report for FY 2019:

Rich presented and submitted the annual report for FY 2019.

Records Management Training:

Archive & Records Center met with the City Manager to discuss records management training. The City Manager relayed his concerns about proper records destruction procedures; concerns that can be alleviated by records management training. Jackie will provide him a list of permanent record categories from the Library of Virginia. The commission stressed the importance of records management training for most, if not all, City employees.

Other Business:

- **Parking** - Jackie updated the PRAC about the parking situation arising from sharing space with ALIVE! and their volunteers.
- **HARC** - Monica provided updates from the past three HARC meetings.
- **Landscaping/Building Management** - Jackie updated the PRAC about the need for landscaping services for the Archives & Records Center. Roofs and HVACs are also scheduled to be replaced.
- **Interns** - The summer intern has completed her work. Her service was of great help to the Archives & Records Center.
- **City Council Talking Points** - Jackie will continue working on talking points for City Council.

The meeting adjourned at 8:34pm.

Respectfully submitted,

Cam Cook
Secretary