

MINUTES

**DRAFT**

**PUBLIC RECORDS ADVISORY COMMISSION  
MONDAY, October 19, 2020, 7:30 PM  
Virtual Meeting via Zoom**

**[https://zoom.us/webinar/register/WN\\_kIULHwUbQAShc76xA9guEA](https://zoom.us/webinar/register/WN_kIULHwUbQAShc76xA9guEA)**

**Webinar password: 730378  
917 8622 8003 (Webinar ID)**

**Present:** Jackie Cohan (Archivist), Rich Brune (Chair), Cam Cook, Sean Ferguson, Lynn Jordan, Monica St. Dennis, Annette Morris (Records Manager)

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

**Appointment of Secretary:** Cam Cook was appointed Secretary.

**Approval of past minutes:** Approval is pending a rules change. Meeting minutes currently require in-personal approval. The minutes from September 21, 2020 need to be reconstructed due to Zoom recording corruption.

**Update on records destruction, offsite storage, & records scanning:** Annette Morris, the City's Records Manager, updated PRAC about records destruction and offsite storage use.

- Archives & Records has received approval to dispose of certain Code Enforcement records, mostly blueprints and other temporary records.
  - Next group to handle is certain microfilm records
- Police Dept. is working on purging certain records from 1985 to 1995
- The goal is to get caught up on destruction to move documents out of offsite storage - making search more seamless for staff.
- Documents in Room 4 will be the first to be considered to be moved.
- As more records get moved from offsite storage, Archives & Records will be better able assess space and storage needs going forward.
- Certificates of Occupancy from Code Administration are being scanned

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### **Status of facility upgrade:**

- Planning is near 99% for HVAC & sprinkler upgrades. Work will begin sometime 2021.
- A bid for this work is going out in March 2021.
- General Services wants to seal certain aspects of the building, particular storage areas.
  - There was discussion about a commercial-grade sealing mist - though we don't know much more about it. Jackie will investigate their ideas for fitness
- Landscaping improvements will happen on the front and back sides of the building; along with the fire escape area.
- The hope is, after this work, only small maintenance work is needed in the future.

### **New Business:**

- There are two vacancies on the commission; along with expiring terms

**Adjournment:** PRAC adjourned at 8:02pm.

Respectfully Submitted,

- Cam Cook