

**Public Records Advisory Commission
Minutes of the November 16, 2020 Meeting
Virtual Meeting via Zoom**

Present: Jackie Cohan (Archivist), Annette Morris (Records Manager), Rich Brune (Chair), Cam Cook, Sean Ferguson, Monica St. Dennis, David Kaiser (Guest)

7:33 call to order

Call to Order: The meeting was called to order at 7:33 p.m.

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

Approval of Past Minutes: Because of our virtual meeting format, we were unable to approve the previous month's minutes. However, no commission members suggested any modifications.

Discussion with David Kaiser, Green Building Engineer at the Department of General Services, on air sealing the Archives and Records Center facility:

- Sean Ferguson sent extensive comments about air sealing ahead of the meeting, and Sean led the discussion about air sealing.
 - There is some level of concern about off-gassing and volatile organic compounds (VOC), so we would prefer low- or no-VOC options whenever possible.
 - Mr. Kaiser mentioned that we will use the South Coastal Air Quality Management standards, and that he can put a clause into the contract that the commission can approve materials prior to installation.
 - In principle, ARC staff should move the collection out of the building during the sealing process, but in practice that's not realistic due to staffing concerns.
 - Mechanical upgrade could be starting as soon as April, and it might be possible to time the air sealing around that to have minimal disruption to the collection
 - Sean's guidance is meant for paper-based materials, and we'll need different standards for the museum-type collections on the third floor.

Update from Annette Morris on Records Center activities:

- By the end of the year, staff want to have cleared a specific section to bring back material from offsite storage, and that looks like it's going to be completed. There will be about 300 cubic feet coming back from storage (close to half of what's there), to cut costs.
- Scanning certificates of occupancy -- one section has been put into the records management program and it has been sent to code enforcement to be put on laserfiche for the rest of the city to access.

Commission Goals for 2021:

- Records management training was about to start when the pandemic hit, so hopefully in 2021 that will move forward. At the very least, Jackie would like to put a video together

that city employees can watch at their convenience. It's possible that records management training can be done via zoom, which Jackie will follow up on.

- Due to the pandemic and projected budget shortfalls, the commission does not feel that it's necessary to ask for more money for shelving at this time.
- Sean Ferguson suggested that the upcoming facility upgrade might provide a good opportunity to set up data loggers to monitor the environment in the Archive and Records Center. Jackie is optimistic that it may be possible to borrow some from another department, and will report back.

Status of Facility Upgrade: The project is tentatively scheduled to begin in March or April of 2021, but there are no further updates.

HARC update: Monica St. Dennis provided an update on the Historic Alexandria Resources Commission.

New business:

- There are currently two vacancies on the commission, and several members have terms expiring in early 2021.
- We traditionally don't meet in December, so our next meeting will take place on Monday, January 18, 2021.

Adjournment: The commission adjourned at 8:15 p.m.

Respectfully submitted,

Monica St. Dennis, secretary