

**Public Records Advisory Commission  
Minutes of the March 15, 2021 Meeting  
Virtual Meeting via Zoom**

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

**Call to Order:** The meeting was called to order at 7:35 pm.

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

**Approval of Past Minutes:** The following changes were proposed:

- Jackie wanted to remove a phrase from the first page of minutes;
- Lynn corrected the spelling of her last name; and
- There was further discussion about whether the vinegar smell of some films is a risk to the health of the staff or the integrity of other films. Both versions will be included in the updated minutes.

The commission will vote to approve the amended February minutes at the April meeting.

**Update on Records Center activities:**

- Annette has been catching up on overdue records destruction.
- Annette has also been working on converting architectural plans, of which there are thousands in the collection.
- Annette is in the process of scanning all of the Archives' paperwork electronically to make it easier for staff to find. At this point paper backups are still being retained.

**Status of Facility Upgrade:** The project hasn't gone out for a bid yet, although that is expected to change this month. General Services had been making decisions in the absence of direction from ARC staff, who are now having monthly zoom meetings with General Services, Voter's Registration and other OHA staff who are affected by the renovations. The Payne Street Facility houses the Archives and Records Center, but Alexandria Archaeology and OHA's museums also use some of the rooms, as does Voter's Registration.

**Upcoming Research:** Krystyn Moon from the University of Mary Washington will be using the Davis and Ruffner collection of mortgage titles to research housing covenants and African-American history in Alexandria. It will be a three-month project and she'll be retrieving boxes herself from our offsite storage.

**HARC Update:** Monica provided an update about the Historic Alexandria Resources Commission.

**Vacancies:** There are still several vacancies on the commission, and we have not had any applications that we know of. Rich is not planning to re-apply when his term expires in June, which will leave us with four members.

**Next meeting:** The next meeting will be on April 19, 2021, via zoom.

**Adjournment:** The meeting adjourned at 8:03 pm.

Respectfully submitted,

Monica St. Dennis, Secretary