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PUBLIC RECORDS ADVISORY COMMISSION
MONDAY, April 19, 2021, 7:30 PM
Virtual Meeting via Zoom

https://zoom.us/webinar/register/WN_FU-1YdlfQOSyrj3gCcvFmQ

Webinar password: 619915
932 0229 7259 (Webinar ID)

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

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

Appointment of Secretary: Cam Cook was appointed Secretary.

Review of February 22, 2021 Meeting Minutes: PRAC's February meeting minutes, as amended, were approved.

Approval of March 15, 2021 Meeting Minutes: The following changes are necessary before PRAC can approve the March meeting minutes.

- Correct spelling of Annette's name
- Under *Status of Facility Upgrade*
 - Note monthly meetings with General Services and OHA staff
 - Note that Voter Registration, Archaeology, and OHA Museums uses space in Payne Street location

Records Center Activities: Annette continues to re-catalog/destroy certain records - keeping historically-designated records. Additional areas have been cleared in anticipation of upcoming renovations.

Facility Renovations Update: Renovation bid is going out within the month. General Services has rented a dumpster. Archaeology/Museums are also destroying items that are no longer needed to be kept. Jackie discussed the costs of moving boxes and shelving off-site for up to a year.

FOIA Requests and Other Research Projects: The volume of FOIA requests have remained at a stable level.

Dr. Krystyn Moon, a professor from University of Mary Washington, has been working with the Department of Planning and Zoning and OHA dealing with historical housing covenants (OHA has custody of the records that are being used for the research project). Dr. Moon

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received boxes from Paxton; however, there were 4 missing boxes that were later located. Maps and other useful records are being scanned.

HARC Update: There was no HARC update as their next meeting is tomorrow.

New Business:

- There are two vacancies on the commission; along with expiring terms.
- Next Meeting: May 17th @ 5:30 PM.

Adjournment: PRAC adjourned at 8:00pm.

Respectfully Submitted,

- Cam Cook