

MINUTES

PUBLIC RECORDS ADVISORY COMMISSION
MONDAY, May 17, 2021, 5:30 PM
Virtual Meeting via Zoom

https://zoom.us/webinar/register/WN_L-7YZCLVSm6SUCp98GmB5A

Webinar password: 396960
935 5143 9007 (Webinar ID)

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

Call to Order: The meeting was called to order at 5:30pm.

Appointment of Secretary: Cam Cook was appointed Secretary.

Approval of the draft minutes of the March 15, 2021 and April 19, 2021 meetings : Minutes from March 15, 2021 and April 19, 2021 were approved.

Facility Renovations Update:

- Purchasing has not put out a bid for facility renovations; therefore, the earliest that work could start is September, although that is dependent on the bid.
- Archaeology/Museums are destroying items that are no longer needed to be kept, using a dumpster procured by General Services.
- The Financial Coordinator has put in a request to repair or replace the Archive's fire escape.
- Last year, funding to replace the Archive's 1980s-era elevator was requested as a Capital Improvement Project. There are \$589,000 worth of funding for the project in 2022.
- Jackie contacted Paxton regarding an estimate for off-site storage of ~3400 boxes from two rooms. If Code Administration records, often accessed for FOIA, could be segregated from that group, then the rest could be kept on pallet storage to keep costs down.

Research Projects Update:

Dr. Krystyn Moon, a professor from University of Mary Washington, is still working with OHA dealing with historical housing covenants affecting African-Americans. Dr. Moon will present her findings in an encore presentation of *Finding a Place to Call Home: Race and Place in Alexandria, Virginia, 1860s-1960s* on 20 May 2021 for Historic Preservation Month with Historic Alexandria.

MINUTES

Alexandria Archaeology would like to use Archive's scanners to scan loaned land tax records on microfilm from the Library of Virginia archives. The exact nature of how the loan from the Library of Virginia will work is to be determined.

Upcoming internships:

Jackie met with 2 MLIS students from University of Maryland for internships in the summer and fall. They will work on scanning historical City dockets, transcripts and Planning/Zoning records.

City COVID-19 operations update:

The City Manager has directed departments to implement Phase 1 of pre-COVID operations beginning 17 May 2021. Phase 2 begins around Labor day.

HARC update: Monica St. Dennis provided an update from HARC.

New Business:

- There are two vacancies on the commission.
- Next Meeting: 21 June @ 7:30 PM.

Adjournment: PRAC adjourned at 6:00pm.

Respectfully Submitted,

- Cam Cook