

Public Records Advisory Commission (PRAC)  
Minutes of the October 18, 2021 Meeting  
Archives & Records Center, 801 S. Payne St.

**Present:**

Jackie Cohan (Archivist), Lynn Jordan (Chair), Allan Krinsman, Cam Cook, Monica St. Dennis, Sean Ferguson

**Call to Order:**

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

**Appointment of Secretary:**

Cam Cook was appointed secretary.

**Minutes:**

The minutes of the September 20, 2021 meeting as amended were approved.

**Update on elevator renovations:**

Elevator renovations are moving forward.

**Discussion on how to prepare for staff retirements and loss of institutional knowledge with respect to fulfilling research requests (both FOIA and non-FOIA):**

Both Jackie and Annette are approaching their retirements. Their expansive knowledge and expertise regarding the City's collections will need to be passed on to new staff members in order to prevent degradation in processing research requests. As hiring and knowledge transfer will take time, it is the Commission's view that the process begin as soon as possible. All relevant City stakeholders need to have plans ready to execute, as FOIA request handling is mandated by law.

Currently, the City is under a hiring freeze. The Commission discussed the possibility of internal promotion or reassignment from OHA or other departments. The Commission also discussed plans to contact the City Council to convey our urgency, which can be further discussed at the next meeting.

Jackie will also contact OHA's Director, Gretchen Bulova, to see what plans already exist.

**Internships and volunteer activities:**

The current batch of interns are working out well. There may be an opening for a new volunteer, though space is limited.

The MLIS program at the University of Michigan expressed interest in placing interns. Jackie will fill out the form they have sent; noting projects in digitization available for interns.

**Standards for what's "historically significant" in terms of permanently retaining records that are not designated by LVA as permanent:**

We continued a discussion from the September 20, 2021 meeting about the exact nature of 'historically significant' records in regards to record retention training. Jackie found this definition from GS-19; Series 010064 from Library of Virginia.

*This series documents the history of the locality, its government, its accomplishments, its officials, or employees. This may include material of an exceptional nature that is listed as disposable in this or other general schedules. This series may include, but is not limited to: scrapbooks; photographs; articles; program notes; documentation of events sponsored or funded by the locality; narratives; and printed, audio, or audiovisual histories.*

This definition gives the Archives significant leeway and relies on the institutional expertise of the Archivist. Jackie will note this in the training documents.

**HARC update:** Monica St. Dennis provided a HARC update.

**Other Business:**

- Vacancies - There are 2 vacancies on the Commission; if anyone knows anyone interested, tell them to apply.
- The next meeting is November 15, 2021 @ 7:30pm.

The meeting adjourned at 8:34pm.

Respectfully submitted,

Cam Cook  
Secretary