

Public Records Advisory Commission (PRAC)

Meeting Minutes – April 7, 2026

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Meeting Information

- Meeting Date: April 7, 2026
- Location: Alexandria Archives and Records Center, 801 South Payne Street
- Start Time: 7:33 PM
- End Time: 8:29 PM

Attendance

- Members Present: Sean Ferguson (Archivist); Samuel Giovannucci; Kelsey Hamilton; Maoria Kirker; John Connor; Christine Laba
- Quorum Established: Yes

Call to Order

The meeting was called to order at 7:33 PM.

Appointment of Secretary

Kelsey Hamilton was appointed secretary.

Approval of Previous Minutes

- Minutes Reviewed: March 3, 2026
- Minutes approved unanimously without edits.

Agenda Items

Selection of New Chair

Samuel Giovannucci was self-nominated, seconded by Maoria Kirker, and approved unanimously as Chair.

Selection of HARC Representative

Christine Laba self-nominated, John Connor seconded, and approved unanimously as HARC representative.

IT and Records Management Updates

Updates provided on research kiosk, ArchiveSpace, Preservica, records survey progress, and program expansion strategy.

ADA Compliance Discussion

Discussion highlighted requirements for accessible digital documents, prioritization of public-facing materials, and need for a compliance plan.

FOIA Process Updates

Proposed changes include departmental responsibility for FOIA responses and expanded access to archival records.

Storage Updates

Plan to transfer 1,300 boxes from offsite storage and reallocate cost savings to archives budget.

AI and SharePoint Guidance

Guidance in development; current approach focuses on outputs rather than AI prompts.

Intern Project

Historic deeds processing nearing completion; finding aid forthcoming.

Grant Updates

Local grant application in progress for archival enclosures; federal grants paused.

New Business

No new business.

Next Meeting

May 5, 2026 at 7:30 PM.

Adjournment

- Motion by: Maoria Kirker
- Second by: Samuel Giovannucci
- Adjourned at: 8:29 PM