

Public Records Advisory Commission (PRAC)

Meeting Minutes – May 5, 2026

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Meeting Information

- Meeting Date: April 7, 2026
- Location: Alexandria Archives and Records Center, 801 South Payne Street
- Start Time: 7:31 PM
- End Time: 8:14 PM

Attendance

- Members Present: Sean Ferguson (Archivist); Samuel Giovannucci; Kelsey Hamilton; Karen Paul; Christine Laba
- Excused Absence: John Conner, Maoira Kirker
- Quorum Established: Yes

Call to Order

The meeting was called to order at 7:31 PM.

Appointment of Secretary

Samuel Giovannucci was appointed secretary.

Approval of Previous Minutes

- Minutes Reviewed: April 7, 2026
- Minutes approved by unanimous consent without edits.

Agenda Items

Updates on FOIA Access Policy

Sean provided updates regarding the successful removal of the archival records from the city FOIA system.

Records Management Updates

The electronic records survey is nearing completion.

Ending offsite storage of record collections and return of 1,300 boxes to the main archives is underway. The truckload of boxes has been returned.

Looking Ahead to Summer at the ARchives and PRAC

Over the summer the Archives will be host to several public tours.

Discussion of potentially suspending meetings during the summer months. Due to the nature of activities occurring over the summer, it was unanimously decided not to take any summer break.

Public Indexes and Finding Aids

Work continues on the creation and approval of public facing records finding aids. A grant to assist in the creation of finding aids for seven collections has been submitted.

Grant Updates

Local grant application in progress for archival enclosures. Karen Paul brought up potential additional grant opportunities.

New Business

No new business.

Next Meeting

June 2, 2026 at 7:30 PM.

Adjournment

- Motion by: Kelsey Hamilton
- Second by: Christine Laba
- Adjourned at: 8:14 PM