

Public Records Advisory Commission (PRAC)

Minutes of the June 2, 2026 Meeting

Location: Alexandria Archives and Records Center, 801 South Payne Street

Start Time: 7:30PM

End Time: 8:14PM

Present: Sean Ferguson (Archivist); Samuel Giovannucci; Kelsey Hamilton; Karen Paul; Christine Laba, James McKeon

Quorum established: Yes

Excused Absence: None

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

Appointment of Secretary: Christine Laba was appointed secretary.

Approval of Minutes: The May 2026 minutes were reviewed with no edits. Minutes approved by unanimous consent without edits.

Records Management Updates: Continuing monthly meetings with City Attorney and IT; holding pattern with IT migration from shared drives to SharePoint; moving forward with an electronic records management software solution, vendor meetings and demos.

Continuing Records survey meetings with city departments, addressing challenges with locating records.

Archives Updates: City Attorney visited to review samples of public records to be made accessible without a FOIA request.

Retrieval of off-site records is continuing at pace; 350 of 1300 boxes returned.

Clean-up of facility continues.

Received a large Hollinger delivery.

Volunteer and Intern Projects and Public Programming:

Four high school seniors spent one week indexing historic deeds, which piqued a lot of interest including follow-ups to volunteer throughout the summer. One

MLIS graduate volunteer will be set to indexing permits; and one paid intern, a PhD student of history and Fulbright scholar, will be set to processing and digitizing historic Parks and Recreation scrapbooks as part of the Historic Alexandria Foundation grant. Two additional people expressed an interest in volunteer opportunities following a tour of the facility.

Public Programming:

Additional volunteer tours and exhibit talks, possibility of adding city staff tours with department-specific records management training.

Installing a pop-up exhibit at the Lyceum. Possible partnership with the Black History Museum in 2027 on urban renewal.

HARC Update

Digitization equipment discussion at the next meeting

New Business: None

Next Meeting: The next meeting is scheduled for July 7, 2026.

Adjourn: A motion to adjourn was made by Kelsey Hamilton and seconded by Christine Laba. The meeting adjourned at 8:14PM.