

Public Records Advisory Commission (PRAC)

Minutes of the July 7, 2026 Meeting

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

Start Time: 7:30PM

End Time: 8:14PM

Present: Sean Ferguson (Archivist); John Connor, Christine Laba, James McKeon, Hammet (Public, interested in volunteering)

Quorum established: No

Excused Absence: Samuel Giovannucci, Kelsey Hamilton, Maoria Kirker Andrews, Karen Dawley Paul

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

Appointment of Secretary: Christine Laba

Approval of Minutes: The June 2026 minutes could not be approved because we did not have quorum.

Records Management Updates: Assisting City departments with migrating from shared drives to SharePoint to take advantage of SharePoint's records management capabilities. Planning & Zoning is the first department to implement with administrative records. They have requested records management training, as well.

Sean will be meeting with the RM team at UVA in August to see how they are using SharePoint to manage their records.

As part of the City Hall renovations, they will have to significantly reduce their paper records footprint. Sean will work with them to get comfortable with "born digital" files instead of print & file.

The Public Information Office of the Police Department delivered AV materials that need to be inventoried

Archives Updates: Creating a list of public records that can be made accessible without a FOIA request.

Retrieval of off-site records is continuing at pace; 300 of 1300 boxes remain to be retrieved. In the process, the Archives is increasing intellectual control over the records through processing collections and rehousing others.

Volunteer and Intern Projects and Public Programming:

Currently, the Archives has three volunteers plus one intern plus possibly one bonus intern from a city department that wants their records processed quickly. One intern completed processing of Department of Traffic records and has started on the historic Parks and Recreation scrapbooks (approximately 30 boxes). One intern is processing historic permits, 1930-1980s and creating a finding aid, also found historic permits from the 1910s-20s. The project of processing historic deeds from 1868-1980s continues.

Digitization Equipment Discussion: The Archives currently has one hand-me-down scanner from the library which needs a transparency adapter (cost \$500), a brand new scanner plus adapter can be purchased for \$5000. The Archives is also researching the cost of a large format scanner for scanning plans.

The Archives is expecting to receive a \$25,000 grant in the fall, which could be used for digitization equipment that would benefit the entire city – an adaptable/adjustable scanner that can scan oversize records, books and 3D artifacts. The library already has one of these scanners; however, if the Archives needs to use it, the Archives has to transport fragile artifacts across the city. The grant could be used for additional materials, a scanning contractor or equipment. There are a lot of possibilities.

Public Programming: None

HARC Update: None

Digitization equipment discussion at the next meeting

New Business: None

Next Meeting: The next meeting is scheduled for August 4, 2026.

Adjourn: The meeting adjourned at 8:14PM.