

Public Records Advisory Commission (PRAC)

Meeting Minutes

Meeting Information

- Meeting Date: August 2, 2026
- Location: Alexandria Archives and Records Center, 801 South Payne Street
- Start Time: 7:35 PM
- End Time: 8:08 PM

Attendance

- Members Present: Sean Ferguson (Archivist); Sam Giovannucci; Maoria Kirker Andrews; Kelsey Hamilton; James Hammet (Public, volunteer)
- Quorum Established: No
- Excused Absence: Karen Paul; Christine Laba

Call to Order

The meeting was called to order at 7:35 PM.

Appointment of Secretary

Maoria Kirker Andrews was appointed secretary.

Approval of Previous Minutes

- Minutes Reviewed: June and July minutes could not be approved because quorum was not reached.

Agenda Item 1: Records Management Updates

- SharePoint migration – First meeting will be with Planning and Zoning tomorrow. Will be migrating from shared drives to SharePoint. Having information on a SharePoint spreadsheet that aligns with destruction policies (see next bullet) is what they're aiming for based on conversations with records management folks from UVA. SharePoint will allow them to be a "super user" with access to all the records. Working with IT to also figuring out a tagging system for records.

- Destruction procedures - Met with the records management folks from UVA to learn about how they manage records. They group records based on retention schedules to make destruction and general management easier. They also use a form to have one person in a department sign off that the records are not part of active litigation. Will be exploring this as an option.
- City Hall – Renovations process is picking up pace and floor plans are starting to show how much space folks will have for records storage. Brought to the table to talk about cutting down on paper records. Part of this process is pushing for Preservica, the digital archive software. This will be a way to preserve records instead of printing them.

Agenda Item 2: Archives Updates

- Public access – No updates but City Attorney’s Office is responding to questions. Received a third round of approval for a public research kiosk.
- Offsite storage – 1,300 offsite storage boxes brought the archives. Many boxes were in rough shape and needed fixed or replaced. Been triaging these boxes and working through them.
- New finding aids – Intern using new processing manual for these. Intern working on Traffic Department records and finding aid, as well as some other boxes. Completed 4 finding aids so far.
- Intern projects – See above. Will have 3 interns for the fall. One will be split with OHA.

Agenda Item 3: Space Planning and Digitization Equipment

- First phase of this project is storage and how to improve it at the warehouse. Many of the museums want to consolidate their storage in the warehouse and need to prepare for that. Some of the rooms and shelves just need to be reimaged to maximize storage space. The second phase is improving the public facing side of the space. Should be able to renovate the big open room for about \$20,000 with carpet, outlets, fresh paint, and some furniture.
- Working with other departments to hopefully cost share digitization equipment (a scanner). Working on getting a lower cost desktop scanner too.

New Business

- No new business was discussed

Next Meeting

Next meeting scheduled for September 1, 2026 at 7:30 PM

Adjournment

- Adjourned at: 8:08 PM