

City of Alexandria, Virginia

MEMORANDUM

DATE: OCTOBER 17, 2007

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER *J*

SUBJECT: RECEIPT OF ANNUAL REPORT FROM THE PUBLIC RECORDS
ADVISORY COMMISSION

ISSUE: Receipt of the 2006-2007 Annual Report from the Public Records Advisory Commission.

RECOMMENDATION: That Council receive the 2006-2007 Annual Report of the Public Records Advisory Commission and thank the Commission for their efforts on behalf of the City.

DISCUSSION: The Public Records Advisory Commission has prepared a report detailing the activities of the Commission from July 2006 through June 2007. During this period, the Commission held nine regularly scheduled meetings to discuss issues involving the City's archives and records management program. The Commission worked on the following projects during this twelve-month period:

1. **Print Shop Space:** *The Commission recommends that the space at 801 South Payne Street formerly used by the City Print Shop be acquired by the Office of Historic Alexandria for the expanded storage of records, archaeological artifacts, museum objects, and exhibition equipment.*

This was the major issue addressed by the Commission over the past year, and the acquisition is strongly supported by the Commission because the additional space would alleviate OHA's storage issues for years to come as well as provide improved working and processing space for staff and an expanded area for public researches. The City has established a committee to evaluate all departmental requests and needs for use of the vacated Print Shop space and should issue a recommendation this winter.

2. **E-mail:** *The Commission recommends continued monitoring of the City's e-mail policy.*

The Commission has continued to monitor and review the formulation and implementation of the City's e-mail policy.

3. Records Digitization: *Continued monitoring of Citywide digitization projects is warranted in order to fulfill records retention and oversight requirements.*

The Commission has continued to monitor and review the formulation and implementation of records digitization projects in the City government in order to prevent the loss of certain paper and film records in accordance with State requirements.

ATTACHMENT: 2006-2007 Annual Report of the Public Records Advisory Commission

STAFF:

J. Lance Mallamo, Director, Office Historic Alexandria
Jackie Cohan, Records Administrator & Archivist
Rose Williams Boyd, FOIA Officer

PUBLIC RECORDS ADVISORY COMMISSION

Annual Report to the City Council July 2006 – June 2007

The Public Records Advisory Commission (PRAC) provides advice and guidance to the City Records Administrator and Archivist on records management matters and implementation of the records program in the City. The PRAC is authorized to have seven citizen members appointed by the City Council for terms of two years. It is composed of professional archivists, records managers, historians, research specialists, and citizens.

During the period July 2006 – June 2007 the PRAC held nine meetings. Each meeting had an agenda and was open to the public.

Acquisition of Print Shop Space by Office of Historic Alexandria/Archives & Records Center

The major issue addressed by the PRAC during the last year has been the acquisition of the soon to be vacated Print Shop space at 801 South Payne Street by the Office of Historic Alexandria/Archives & Records Center. The PRAC has strongly supported this measure because acquiring the additional space would resolve storage problems for many years to come, and provide improved working and processing space for staff as well as an expanded area for public researchers. Expansion into the Print Shop space is also logical, since an adjacent space would be used and little moving would be required.

City E-Mail Policy

The PRAC has continued to monitor and review the formulation and implementation of an e-mail policy for the City government.

Records Digitization

The PRAC has also continued to monitor and review the formulation and implementation of records digitization projects in the City government.

Ongoing Issues

The PRAC will continue to monitor, review, and make recommendations for the development of a comprehensive, City-wide e-mail policy that incorporates employee training and ensures that Virginia's public e-mail records are managed and preserved in accordance with applicable laws as well as LVA standards and guidelines.

The PRAC will also continue to monitor, review, and make recommendations for records digitization projects in the City government. The PRAC urges that elected officials and City staff take particular care that permanent, historic records of the Mayor's office, the

City Council, boards and commissions, and City agencies are never destroyed. This is a particular temptation and danger following records digitization projects. However, the Library of Virginia requires that all records deemed permanent be retained in either paper or microfilm format in addition to any scanned copies.

Commission Membership

The following citizens served on the PRAC during the period covered in this report:

Alice Fierstein
Louis Gioia
Clarence Henley
Sanford Horn
Nils Kandelin
David Kois
Charles Ziegler

Respectfully submitted:

Charles Ziegler, Chairman
Alice Fierstein
Louis Gioia
Clarence Henley
Sanford Horn
Nils Kandelin
David Kois