

Public Records Advisory Commission
Box 178, City Hall
Alexandria, Virginia 22313
(703) 746-4591

DATE: MONDAY, FEBRUARY 28, 2022
TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION
FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST
SUBJECT: MEETING ON MONDAY, FEBRUARY 28, 2022

There will be a meeting of the Public Records Advisory Commission on Monday, February 28th, at 7:30 PM. **The meeting will be held in person at the Archives and Records Center.**

Commission members are required to attend 75% of the meetings. If you are ill, or will be out of town, please call the Records Administrator & Archivist at (703) 746-4591 to be excused.

Persons with disabilities requiring special accommodations or arrangements should contact the Records Administrator & Archivist at (703) 746-4591 at least 48 hours prior to the meeting.

AGENDA

PUBLIC RECORDS ADVISORY COMMISSION
MONDAY, FEBRUARY 28, 7:30 PM

DISCUSSION ITEMS

1. Call to order at 7:30 p.m.
2. Appointment of secretary
3. Approval of the draft minutes of the January 24, 2022 meeting
4. Facility renovations update
5. Interns and other volunteers
6. Items to discuss with new City Manager, Jim Parajon, when he visits
7. Temperature- and humidity-controlled Archives Room nearly out of space
8. Davis and Ruffner Land Records Collection usage
9. New Business
 - a. 2 current Commission vacancies
 - b. Next meeting: March 21, 2022

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Members, please call the Records Administrator & Archivist at (703) 746-4591 if you are not able to attend.