

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

DATE: MONDAY, MARCH 21, 2022

TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION

FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST

SUBJECT: MEETING ON MONDAY, MARCH 21, 2022

There will be a meeting of the Public Records Advisory Commission on Monday, March 21st, 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, MARCH 21, 2022 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 February 28, 2022 meeting
4. Facility renovations update
5. Interns - progress on their projects
6. Topics to cover in staff succession document
7. Research projects - whether doors at Minnie Howard Recreation came from Old Jail site on N. St. Asaph (no)
8. New Business
 - a. 2 current Commission vacancies
 - b. Next meeting: April 18, 2022
 - c. Software upgrade

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