

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

DATE: MONDAY, APRIL 18, 2022

TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION

FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST

SUBJECT: MEETING ON MONDAY, APRIL 18, 2022

There will be a meeting of the Public Records Advisory Commission on Monday, April 18th, 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, APRIL 18, 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 March 21, 2022 meeting
4. Facility renovations update
5. Interns - progress on their projects, May intern, completing scanning of City Council meetings documents
6. Plans for our 40th anniversary in 2023
7. Records Management training
8. PRAC representative to HARC appointment
9. New Business
 - a. 2 current Commission vacancies
 - b. Next meeting: May 16, 2022
 - c. Software upgrade meetings
 - d. Visit from University of Puerto Rico students

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Members, please call the Records Administrator & Archivist at (703) 746-4591 if you are not able to attend or send email to jackie.cohan@alexandriava.gov.