

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

DATE: MONDAY, JUNE 27, 2022
TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION
FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST
SUBJECT: MEETING ON MONDAY, JUNE 27, 2022

There will be a meeting of the Public Records Advisory Commission on Monday, June 27th, 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, JUNE 27, 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 May 16, 2022 meeting
4. Facility renovations update (bid solicitation was recently posted publicly)
5. Interns and volunteers update (including Police Department recruits)
6. New policy developing on research and FOIAs
7. Alarm system (security alarm) update
8. Records Management training
9. HARC report
10. New Business
 - a. 2 current Commission vacancies
 - b. Hiring a new Records Center Clerk
 - c. Records Manager/Records Center Supervisor retiring
 - d. Next meeting: September 19, 2022

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. [TTY citizen assistance at (703) 838-5056]

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.