

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

DATE: WEDNESDAY, SEPTEMBER 14, 2022

TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION

FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST

SUBJECT: MEETING ON MONDAY, SEPTMBER 19, 2022

There will be a meeting of the Public Records Advisory Commission on Monday, September 19th, 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, SEPTEMBER 19, 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 June 27, 2022 meeting
4. Facility renovations update (bids, fire escape, etc.)
5. Interns, volunteers and onsite OHA employees update
6. Public research over the summer
7. FY 2022 Annual Report
8. Parking issues (street and lot)
9. Collections storage
10. Accreditation visit in December
11. Updating Records Management guidance
12. HARC report
13. New Business
 - a. 2 current Commission vacancies
 - b. September 20th HARC meeting at the Archives
 - c. Next meeting: ????

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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.