

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

DATE: MONDAY, OCTOBER 24, 2022  
TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION  
FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST  
SUBJECT: MEETING ON MONDAY, OCTOBER 24, 2022

There will be a meeting of the Public Records Advisory Commission on Monday, October 24<sup>th</sup>, 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, OCTOBER 24, 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 and September 19, 2022 meetings
4. Facility renovations update
5. Intern and volunteer update
6. Records Center Clerk position update
7. Discussion on future Archives and Records Management Program structure
8. HARC report
9. New Business
  - a. 2 current Commission vacancies
  - b. Next meeting: November 21, 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](mailto:jackie.cohan@alexandriava.gov).