

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

DATE: NOVEMBER 28, 2022
TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION
FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST
SUBJECT: MEETING ON MONDAY, NOVEMBER 28, 2022

There will be a meeting of the Public Records Advisory Commission on Monday, November 28th, 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, NOVEMBER 28, 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 October 24, 2022 meeting
4. Facility renovations update
5. Intern and volunteer update
6. Records Center Clerk position
7. Discussion on Sean Ferguson's survey findings on local government archives (and on the future City of Alexandria Archives and Records Management Program structure)
8. HARC report
9. New Business
 - a. 1 current Commission vacancy (probably, after Council votes on new applicant December 13, 2022)
 - b. Next meeting: January 23, 2023

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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.