

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

DATE: JANUARY 20, 2023

TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION

FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST

SUBJECT: MEETING ON MONDAY, JANUARY 23, 2023

There will be a meeting of the Public Records Advisory Commission on Monday, January 23<sup>rd</sup>, at 7:30 PM. **The meeting will be held in person at the Archives and Records Center at 801 South Payne Street. Parking is available either in the small lot, alongside the north fence that borders the property or on the street in front of the facility.**

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, JANUARY 23, 2023 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 November 28, 2022 meeting
4. Introductions—we have a new member (Dennis McDonald)
5. Sprinkler, HVAC, and window, etc. upgrades to the facility begin in March (finally!)
6. Archives and Records Center staff updates (retirement, hires)
7. Continuing conversation on the future City of Alexandria Archives and Records Management Program structure, operations and goals
8. HARC report
9. New Business
  - a. 1 current Commission vacancy
  - b. Next meeting: February 27, 2023?

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).