

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

DATE: NOVEMBER 20, 2023

TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION

FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST

SUBJECT: MEETING ON MONDAY, NOVEMBER 27, 2023

There will be a meeting of the Public Records Advisory Commission on Monday, November 27th 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 NOVEMBER 27, 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 October 16, 2023 meeting
4. Facility renovations update
5. Burn Building (demolition/reconstruction/concerns) meeting with Fire Dept. and General Services -- report
6. Digitized Archives records now in SharePoint
7. Open Data status
8. Preserving the City's Web information/dashboard
9. New Business
 - a. Next meeting: January 22, 2024
 - b. Alexandria Historical Society records leaving Archives

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.