

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

DATE: JANUARY 22, 2024

TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION

FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST

SUBJECT: MEETING ON MONDAY, JANUARY 22, 2024

There will be a meeting of the Public Records Advisory Commission on Monday, January 22nd 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 JANUARY 22, 2024 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 27, 2023 meeting
4. Facility renovations update
5. Permanent records storage issues/decisions
6. Additions to digitized Archives records in SharePoint
7. Open Data status
8. Preserving the City's Web information/dashboard (research results)
9. Records of the Alexandria Historical Society deaccessioned
10. New Business
 - a. Next meeting: February 26, 2024

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.