

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

DATE: FEBRUARY 21, 2024
TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION
FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST
SUBJECT: MEETING ON MONDAY, FEBRUARY 26, 2024

There will be a meeting of the Public Records Advisory Commission on Monday, February 26th 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
FEBRUARY 26, 2024 7:30 PM

DISCUSSION ITEMS

1. Call to order at 7:30 p.m.
2. Appointment of secretary
3. Approval of the minutes of the January 22, 2024 meeting
4. New member -- introductions
5. Facility renovations update
 - a. Interior and HVAC work nearly complete
 - b. Fire escape demolished
 - c. Elevator replacement delayed until June
6. Decision on preserving the City's Web information/dashboard
7. Databases (Content Manager, etc.), programs, etc. other than SharePoint for providing public access to records
8. Update on ITS/City's Open Data Project
9. New Business
 - a. Next meeting: March 18, 2024

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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.