

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

DATE: May 16, 2024, 2024
TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION
FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST
SUBJECT: MEETING ON MONDAY, MAY 20, 2024

There will be a meeting of the Public Records Advisory Commission on Monday, May 20th 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, on the street in front of the facility or on Jefferson Street nearby.**

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
MAY 20, 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 March 18 and April 15, 2024 meeting
4. New member (Emma Parsons) introductions
5. Recent tours of the Archives and Records Center
6. Facility renovations update
 - a. Contractor has (largely) completed interior, except for the punch list we provided that lists problems that need to be corrected
 - b. Fire escape construction progress
 - c. Cleaning post-construction
 - d. Elevator
7. ITS Project Request (our ITS coordinator formally made a request for funding on May 8th to put digitized Archives records online for public access)
8. HARC Update
9. New Business
 - a. Next meeting: June 17, 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.