

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

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

There will be a meeting of the Public Records Advisory Commission on Monday, October 21<sup>st</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, 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  
OCTOBER 21, 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 September 16, 2024 meeting
4. Elevator upgrade report
5. City Hall renovations/records management training
6. Intern projects update
7. ITS Project Request update/records management software
8. HARC update
9. New Business
  - a. Next meeting: November 18, 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](mailto:jackie.cohan@alexandriava.gov).