

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

DATE: JANUARY 17, 2025
TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION
FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST
SUBJECT: MEETING ON MONDAY, JANUARY 27, 2025

There will be a meeting of the Public Records Advisory Commission on Monday, January 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, 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
JANUARY 27, 2025 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 November 18, 2024 meeting
4. Facility update
5. City Hall move and meetings with ITS (Dee Crawley, etc.)
6. Archives staff update
7. ITS Project Request (new one) for digitizing permit collection
8. Public access to records—possible use of APEX
9. HARC update
10. New Business
 - a. Next meeting: February 24, 2025
 - b. Resuming annual records management training at Archives

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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.