

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

DATE: JULY 16, 2023

TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION

FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST

SUBJECT: MEETING ON THURSDAY, JULY 20, 2023

There will be a meeting of the Public Records Advisory Commission on Thursday, July 20<sup>th</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 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  
THURSDAY, JULY 20, 2023 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 May 15, 2023 meeting
4. Facility improvements update
5. Digitization accomplished by Archives staff over the last fiscal year (starting July 1, 2022)
6. FOIA and other research statistics for the past fiscal year
7. Meeting on June 15<sup>th</sup> with ITS staff James Bryant to discuss electronic records and the replacement of ALEXNET (intranet for City staff)
8. Strategic Vision Statement to guide the direction of the City's Archives and Records Management Program for the future/collaboration with other City departments and commissions on providing open, easily accessible, and free data
9. HARC Report
10. New Business
  - a. Next meeting: September 18, 2023
  - b. Retirement of City Attorney at the end of the year

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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](mailto:jackie.cohan@alexandriava.gov).