

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

DATE: OCTOBER 19, 2023

TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION

FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST

SUBJECT: SPECIAL MEETING ON WEDNESDAY, OCTOBER 25, 2023

There will be a Special Meeting of the Public Records Advisory Commission on Wednesday, October 25<sup>th</sup> at 5:00 PM. **The meeting will be held on Zoom at 5:00 PM.**

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 25, 2023 5:00 PM

995 8216 0871 (meeting ID)  
882503 (passcode)

<https://zoom.us/j/99582160871>

### DISCUSSION ITEMS

1. Call to order at 5:00 p.m.
2. Appointment of secretary
3. Vote on HARC storage needs letter

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).