

Meeting cancelled due to lack of quorum

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

DATE: MONDAY, APRIL 18, 2016
TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION
FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST
SUBJECT: MEETING ON MONDAY, APRIL 18, 2016

There will be a meeting of the Public Records Advisory Commission on Monday, April 18, 2016, at 7:30 PM. **The meeting will be held at City Hall, Room 1102A, at 7:30 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
MONDAY, APRIL 18, 2016 7:30 PM
CITY HALL, ROOM 1102A

DISCUSSION ITEMS

1. Call to order at 7:30 p.m.
2. Appointment of secretary
3. Review of the minutes of the March 21, 2016 meeting
4. Development of questions to ask prospective employees
5. Update on renovations for new reception, offices and processing area
6. New Business

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.