

The January 25, 2016 meeting was cancelled due to snow, so the same agenda was used for the February 22, 2016 meeting

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

DATE: FRIDAY, FEBRUARY 19, 2016
TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION
FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST
SUBJECT: MEETING ON MONDAY, FEBRUARY 22, 2016

There will be a meeting of the Public Records Advisory Commission on Monday, February 22nd, at 7:30 PM. **The meeting will be held at the Archives and Records Center at 801 South Payne Street.**

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, FEBRUARY 22, 2016 7:30 PM
ARCHIVES AND RECORDS CENTER
801 SOUTH PAYNE STREET

DISCUSSION ITEMS

1. Call to order at 7:30 p.m.
2. Appointment of secretary
3. Review of the minutes of the November 23, 2015 meeting
4. Update on FY 2017 Budget requests
5. Discussion of best strategies to keep department heads, etc. informed on retention schedules, etc.
6. Update on renovations for new reception, offices and processing area
7. 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.