

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

DATE: MONDAY, JANUARY 22, 2018

TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION

FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST

SUBJECT: MEETING ON MONDAY, JANUARY 22, 2018

There will be a meeting of the Public Records Advisory Commission on Monday, January 22, 2018, at 7:30 PM. **The meeting will be held at City Hall in Room 1102A.**

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, JANUARY 22, 2018, 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 November 20, 2017 meeting
4. Working with Alexandria Library
5. Infrastructure maintenance
6. HARC update
7. New Business
 - a. TRIM RM software
 - b. Budget cuts
 - c. Archival collection weeding
 - d. Maintenance issues (door and boiler)
 - e. Department-wide strategic plan
 - f. Stakeholder's meeting on Jan. 24

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Members, please call the Records Administrator & Archivist at (703) 746-4591 if you are not able to attend.