

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

DATE: MONDAY, MARCH 20, 2017
TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION
FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST
SUBJECT: MEETING ON MONDAY, MARCH 20, 2017

There will be a meeting of the Public Records Advisory Commission on Monday, March 20, 2017, at 7:30 PM. **The meeting will be held in Room 1102A at City Hall 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, MARCH 20, 2017 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 21, 2016 meeting
4. Introductions
5. Briefing on the commission's activities over the past few years
5. Update on records/archives management software acquisition
6. Issues to work on over the next year
7. New Business

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