

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

DATE: MONDAY, MAY 21, 2018
TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION
FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST
SUBJECT: MEETING ON MONDAY, MAY 21, 2018

There will be a meeting of the Public Records Advisory Commission on Monday, May 21st, 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, MAY 21, 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 April 16, 2018 meeting
4. Introductions
5. Components of effective records management training
6. Sample (architectural plans copying) intern announcement
7. HARC (Historic Alexandria Resources Commission) update
8. New Business
 - a. FOIA and Virginia law relating to property owners
 - b. HPE software troubleshooting update
 - c. Roof replacement
 - d. Fiche reader/printer replacement
 - e. Architectural plans scanner

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