

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

DATE: MONDAY, NOVEMBER 23, 2015
TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION
FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST
SUBJECT: MEETING ON MONDAY, NOVEMBER 23, 2015

There will be a meeting of the Public Records Advisory Commission on Monday, November 23rd, 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, NOVEMBER 23, 2015 7:30 PM
CITY HALL, ROOM 1102A

DISCUSSION ITEMS

1. Call to order at 7:30 p.m.
2. Appointment of secretary
3. Introductions -- we have a new member
4. Review of the minutes of the October 19, 2015 meeting
5. Update on FY 2017 Budget requests (including new FOIA researcher, restoration of second Records Center Clerk position eliminated in 2009, CFMP funding and funding for mobile shelving on ground floor as well as 5% reduction plan)
6. Update on filling vacant Records Center Clerk position
7. Update on renovations for new reception, offices and processing area
8. Recruitment of new members to fill 2 vacancies
9. New Business

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