

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

DATE: MONDAY, NOVEMBER 19, 2018

TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION

FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST

SUBJECT: MEETING ON MONDAY, NOVEMBER 19, 2018

There will be a meeting of the Public Records Advisory Commission on Monday, November 19th, 2018, at 7:30 PM. **The meeting will be held in Room 1102A at City Hall.**

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 19, 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 October 22, 2018 meeting
4. Discussion on selecting a new Chairman
5. Future projects
6. HARC update
7. New Business
 - a. Replacement of first-floor garage door
 - b. Repairs to basement garage door
 - c. OHA director replacement
 - d. Reductions in offsite storage
 - e. Records transfer, request, etc. training in December

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.