

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

DATE: FRIDAY, OCTOBER 16, 2015
TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION
FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST
SUBJECT: MEETING ON MONDAY, OCTOBER 19, 2015

There will be a meeting of the Public Records Advisory Commission on Monday, October 19th, 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, OCTOBER 19, 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 September 21, 2015 meeting
5. Approval of the April 27, 2015 minutes
6. Discussion of FY 2017 Budget requests
7. Update on renovations for new reception, offices and processing area
8. Upcoming civic engagement community meetings
9. News on recruitment of new members to fill 2 vacancies
10. New Business

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.

