

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

DATE: MONDAY, OCTOBER 22, 2018
TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION
FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST
SUBJECT: MEETING ON MONDAY, OCTOBER 22, 2018

There will be a meeting of the Public Records Advisory Commission on Monday, October 22nd, 2018, at 7:30 PM. **The meeting will be held at the Archives and Records Center at 801 South Payne Street.**

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 22nd, 2018, 7:30 PM
ARCHIVES AND RECORDS CENTER
801 SOUTH PAYNE STREET

DISCUSSION ITEMS

1. Call to order at 7:30 p.m.
2. Appointment of secretary
3. Review of the minutes of the September 17, 2018 meeting
4. Results of October 22nd meeting with the Acting City Attorney Joanna Anderson and Assistant City Attorney Adrienne Fine: records management processes, records management/FOIA training, coordination with City Attorney's Office, FOIAs and researchers, and replacement of the 1983 Administrative Regulation on Records Management
5. New Business
 - a. General Services visits to Archives and Records Center
 - b. Replacement of first-floor garage door
 - c. OHA director replacement

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.