

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

DATE: MONDAY, SEPTEMBER 21, 2015

TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION

FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST

SUBJECT: MEETING ON MONDAY, SEPTEMBER 21, 2015

There will be a meeting of the Public Records Advisory Commission on Monday, September 21st 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, SEPTEMBER 21, 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
4. Review of the minutes of the June 29, 2015 meeting
5. Introductions
6. Update on renovations of former Print Shop for new Archives and Records Center reception, offices and processing area
7. Status on recruitment of new members to fill vacancies
8. Plans for the coming year
9. 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.

