

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

DATE: MONDAY, SEPTEMBER 19, 2016  
TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION  
FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST  
SUBJECT: MEETING ON MONDAY, SEPTEMBER 19, 2016

There will be a meeting of the Public Records Advisory Commission on Monday, September 19, 2016, at 7:30 PM. **The meeting will be held at City Hall, Room 1102A, at 7:30 PM.**

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 19, 2016 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 June 20, 2016 meeting
4. Update on renovations for new reception, offices and processing area
5. Discussion on records/archives management software
6. Annual report for 2015-2016
7. 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.