

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

DATE: MONDAY, JANUARY 28, 2019

TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION

FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST

SUBJECT: MEETING ON MONDAY, JANUARY 28, 2019

There will be a meeting of the Public Records Advisory Commission on Monday, January 28th, 2019, at 7:30 PM. **The meeting will be held in 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, JANUARY 28, 2019, 7:30 PM
ARCHIVES & 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 November 19, 2018 meeting
4. Discussion on selecting a new Chairman
5. Records management training
6. HARC update
7. New Business
 - a. Asbestos survey
 - b. Building repairs and projects
 - c. New OHA director
 - d. Records destruction update
 - e. Public research

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.