

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

DATE: MONDAY, FEBRUARY 25, 2019
TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION
FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST
SUBJECT: MEETING ON MONDAY, FEBRUARY 25, 2019

There will be a meeting of the Public Records Advisory Commission on Monday, February 25th, 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, FEBRUARY 25, 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 January 28, 2019 meeting
4. Select a new Chairman
5. Discussion on ways to provide records to researchers
6. HARC update
7. New Business
 - a. Building repairs and projects
 - b. Summer intern
 - c. Records management training
 - d. Public research documents

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Members, please call the Records Administrator & Archivist at (703) 746-4591 if you are not able to attend.