

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

DATE: MONDAY, APRIL 15, 2019
TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION
FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST
SUBJECT: MEETING ON MONDAY, APRIL 15, 2019

There will be a meeting of the Public Records Advisory Commission on Monday, April 15th, 2019, at 7:30 PM. **The meeting will be held in 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, April 15, 2019, 2019, 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 March 18, 2019 meeting
4. Laserfiche Records Management Subcommittee update
5. City Council
6. HARC Update
7. New Business
 - a. Records destruction
 - b. Records management training
 - c. Desktop microform reader
 - d. Landscaping, etc.

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.