

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

DATE: MONDAY, MAY 20, 2019  
TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION  
FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST  
SUBJECT: MEETING ON MONDAY, MAY 20, 2019

There will be a meeting of the Public Records Advisory Commission on Monday, May 20<sup>th</sup>, 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, MAY 29, 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 April 15, 2019 meeting
4. Laserfiche/Records Management Subcommittee update
5. Talking points for City Council
6. HARC update
7. New Business
  - a. Processor for Carlton Funn collection
  - b. Building repair and HVAC replacement project
  - c. Records management training update
  - d. Records destruction update
  - e. Intern starting at the end of month

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.