

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

DATE: SUNDAY, SEPTEMBER 15, 2019
TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION
FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST
SUBJECT: MEETING ON MONDAY, SEPTEMBER 16, 2019

There will be a meeting of the Public Records Advisory Commission on Monday, September 16th, 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, SEPTEMBER 16, 2019, 2019, 7:30 PM
ARCHIVES AND 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 June 17, 2019 meeting
4. Laserfiche Records Management Subcommittee update
5. PRAC's Annual Report for FY 2019 (Rich will discuss)
6. Report on meeting with City Manager Mark Jinks and Assistant City Manager Emily Baker (OHA Director Gretchen Bulova also attended) on Records Management training for all City employees
7. Discussion on strategy for getting ample parking for both Archives and Records Center and food bank staff
8. HARC Update
9. New Business
 - a. Records destruction
 - b. Landscaping, etc.
 - c. Update on construction/building projects
 - d. Update on interns

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