

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

DATE: MONDAY, OCTOBER 21, 2019
TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION
FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST
SUBJECT: MEETING ON MONDAY, OCTOBER 21, 2019

There will be a meeting of the Public Records Advisory Commission on Monday, October 21st, 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, October 21, 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 September 16, 2019 meeting
4. Status of Archives and Records Center renovation
5. City Council talking points (for removing City records from offsite storage and providing space for their storage here)
6. Progress report on Records Management training for all City employees
7. Update on acquiring street parking
8. HARC Update
9. New Business
 - a. Records destruction and research at the Archives
 - b. Landscaping completed
 - c. Fire escape
 - d. Update on intern and volunteer

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