

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

DATE: MONDAY, NOVEMBER 18, 2019

TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION

FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST

SUBJECT: MEETING ON MONDAY, NOVEMBER 18, 2019

There will be a meeting of the Public Records Advisory Commission on Monday, November 18<sup>th</sup>, 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, November 18, 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 October 21, 2019 meeting
4. Update on Archives and Records Center renovation
5. New draft for City Council talking points
6. Update on Records Management training
7. Update on acquiring street parking
8. Records destruction
9. HARC Update
10. New Business
  - a. Removing ivy from the fire escape
  - b. High-density shelving

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.