

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

DATE: MONDAY, JANUARY 20, 2020

TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION

FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST

SUBJECT: MEETING ON MONDAY, JANUARY 20, 2020

There will be a meeting of the Public Records Advisory Commission on Monday, January 20th, 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, JANUARY 20, 2020, 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 November 18, 2019 meeting
4. Update on Archives and Records Center renovation
5. Update on Records Management training and the City's Administrative Regulations for the Records Management Program
6. Status of record destruction
7. New guidelines for Boards and Commissions members/meetings
8. New Business
 - a. Update on removing ivy from the fire escape
 - b. High-density shelving

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