

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

DATE: MONDAY, FEBRUARY 24, 2020

TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION

FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST

SUBJECT: MEETING ON MONDAY, FEBRUARY 24, 2020

There will be a meeting of the Public Records Advisory Commission on Monday, February 24th, 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, FEBRUARY 24, 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 January 20, 2019 meeting
4. Update on Archives and Records Center renovation
5. Update on Records Management training, etc.
6. HARC update
7. New Business
 - a. Maintenance
 1. Doors
 2. Roof leaks
 3. Window leaks
 - b. Commission vacancy

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.