

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

DATE: MONDAY, SEPTEMBER 21, 2020
TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION
FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST
SUBJECT: MEETING ON MONDAY, SEPTEMBER 21, 2020

There will be a meeting of the Public Records Advisory Commission on Monday, September 21st, at 7:30 PM. **The meeting will be held virtually via Zoom.**

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 21, 2020, 7:30 PM
Virtual Meeting via Zoom

https://zoom.us/webinar/register/WN_LjFLEJ2FSW6-HiqadTQq-g

Webinar password: **009151**
986 3939 0668 (Webinar ID)

DISCUSSION ITEMS

1. Call to order at 7:30 p.m.
2. Appointment of secretary
3. Review of the minutes of the February 24, 2020 meeting
(pending as current City policy allows such approval only
in person)
4. Annual Report (July 1, 2019 - June 30, 2020)
5. Activities over the last 6 months:
 - a. Records Center operations
 - b. FOIAs and research
 - c. Records Management training
 - d. Records destruction
 - e. Internships
 - f. Archives & Records Center facility
6. New Business
 - a. 2 current Commission vacancies
 - b. Records Management software upgrade
 - c. Next meeting: October 19, 2020 via Zoom

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.