

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

DATE: MONDAY, OCTOBER 19, 2020
TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION
FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST
SUBJECT: MEETING ON MONDAY, OCTOBER 19, 2020

There will be a meeting of the Public Records Advisory Commission on Monday, October 19th, 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, October 19, 2020, 7:30 PM

Virtual Meeting via Zoom

https://zoom.us/webinar/register/WN_kIULHwUbQAShc76xA9guEA

Webinar password: **730378**

917 8622 8003 (Webinar ID)

DISCUSSION ITEMS

1. Call to order at 7:30 p.m.
2. Appointment of secretary
3. Approval of past minutes still pending since current rules require in-person approval (September 21, 2020 Zoom recording of minutes—file corrupted)
4. Update on records destruction (Annette Morris)
5. Update on offsite storage (Annette Morris)
6. Update on what records are being scanned (Annette Morris)
7. Status of facility upgrade (HVAC, sprinklers, etc.)
8. New Business
 - a. There are still 2 current Commission vacancies
 - b. Next meeting: November 16, 2020 via Zoom

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