

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

DATE: MONDAY, NOVEMBER 16, 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, November 16th, 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, NOVEMBER 16, 2020, 7:30 PM

Virtual Meeting via Zoom

https://zoom.us/webinar/register/WN_yNSFjCE9SBmbhXkEObzJUg

975 7258 9988 (ID)

959866 (password)

DISCUSSION ITEMS

1. Call to order at 7:30 p.m.
2. Appointment of secretary
3. Approval of past minutes is still pending since current rules require in-person approval
4. Discussion with David Kaiser, Green Building Engineer at the Department of General Services, on air sealing the Archives and Records Center facility
5. Update from Annette Morris on Records Center activities
6. Discussion on Commission goals for 2021
7. Status of facility upgrade (HVAC, sprinklers, etc.)
8. HARC update from Monica St. Dennis
9. New Business
 - a. There are still 2 current Commission vacancies and upcoming term expirations
 - b. Next meeting: January (?) 2021 via Zoom

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