

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

DATE: MONDAY, FEBRUARY 22, 2021
TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION
FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST
SUBJECT: MEETING ON MONDAY, FEBRUARY 22, 2021

There will be a meeting of the Public Records Advisory Commission on Monday, February 22nd, 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, FEBRUARY 22, 2021, 7:30 PM
Virtual Meeting via Zoom

https://zoom.us/webinar/register/WN_e4b0u8rDSUqHUYKrWQPX8g

Webinar password: **099543**
962 6151 2751 (Webinar ID)

DISCUSSION ITEMS

1. Call to order at 7:30 p.m.
2. Appointment of secretary
3. Review of the draft minutes of the January 25, 2021 meeting
4. Internships/Projects
5. Records Center activities (Annette Morris)
6. Facility renovations update
7. Microfilm scanning
8. New Business
 - a. 2 current Commission vacancies
 - b. Next meeting: March 15, 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.