

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

DATE: MONDAY, OCTOBER 18, 2021

TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION

FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST

SUBJECT: MEETING ON MONDAY, OCTOBER 18, 2021

There will be a meeting of the Public Records Advisory Commission on Monday, October 18th, at 7:30 PM. **The meeting will be held in person 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 contact the Records Administrator & Archivist at jackie.cohan@alexandriava.gov 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 18, 2021, 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. Approval of the draft minutes of the September 20, 2021 meeting
4. Update on elevator renovations
5. Discussion on how to prepare for staff retirements and loss of institutional knowledge with respect to fulfilling research requests (both FOIA and non-FOIA)
6. Internships and volunteer activities
7. Standards for what's "historically significant" in terms of permanently retaining records that are not designated by LVA as permanent
8. HARC update (Monica)
9. New Business
 - a. 2 current Commission vacancies
 - b. Next meeting: November 15, 2021

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