

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

DATE: MONDAY, NOVEMBER 15, 2021  
TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION  
FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST  
SUBJECT: MEETING ON MONDAY, NOVEMBER 15, 2021

There will be a meeting of the Public Records Advisory Commission on Monday, November 15<sup>th</sup>, 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](mailto: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, NOVEMBER 15, 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 October 18, 2021 meeting
4. Preparing for staff departures and OHA reorganization update
5. Renovations
6. Internships and volunteer activities
7. Employee records management training/retention document
8. HARC update (Monica)
9. New Business
  - a. 2 current Commission vacancies
  - b. Next meeting: January 24?, 2021
  - c. New City Manager

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.