

Public Records Advisory Commission

Box 178, City Hall

Alexandria, Virginia 22313

(703) 746-4591

DATE: MONDAY, JANUARY 24, 2022

TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION

FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST

SUBJECT: MEETING ON MONDAY, JANUARY 24, 2022

There will be a meeting of the Public Records Advisory Commission on Monday, January 24th, 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 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.

PUBLIC RECORDS ADVISORY COMMISSION

AGENDA FOR JANUARY 24, 2022

MEETING VIA ZOOM

<https://zoom.us/j/94853788095>

Passcode: 412744

7:30 PM

1. Call to order at 7:30 PM.
2. Appointment of secretary.
3. Review of the draft minutes of the November 21, 2021 meeting.
4. Covid update (City policies, meetings).
5. Update on facility renovations.
6. Internships.
7. Discussions with department head.
8. Archives and Records Center's website for City employees.
9. HARC update (Monica).
10. New Business
 - a. Commission vacancies
 - b. Next meeting: February 28, 2022