

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

DATE: WEDNESDAY, SEPTEMBER 15, 2021

TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION

FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST

SUBJECT: MEETING ON MONDAY, SEPTEMBER 20, 2021

There will be a meeting of the Public Records Advisory Commission on Monday, September 20<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, SEPTEMBER 20, 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 June 21, 2021 meeting
4. Selection of new chairperson
5. Update on facility renovations and offsite box storage
6. Records Center operations update
7. Internships and volunteer activities
8. Training presentation for City boards and commissions and their staff members
9. Records Management training update
10. HARC update (Monica)
11. New Business
  - a. 3 current Commission vacancies
  - b. Next meeting: October 18, 2021
  - c. Tours?

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.