

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

DATE: MARCH 18, 2024  
TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION  
FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST  
SUBJECT: MEETING ON MONDAY, MARCH 18, 2024

There will be a meeting of the Public Records Advisory Commission on Monday, March 18<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. Parking is available either in the small lot, alongside the north fence that borders the property or on the street in front of the facility.**

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  
MARCH 18, 2024 7:30 PM

## DISCUSSION ITEMS

1. Call to order at 7:30 p.m.
2. Appointment of secretary
3. Approval of the minutes of the February 26, 2024 meeting
4. David Kovalik to be PRAC representative to HARC
5. Facility renovations update
  - a. Interior nearly completed (except for elevator)
  - b. Fire escape construction progress
  - c. Cleaning post-construction
6. Intern for Fall 2024
7. Update on ITS/City's Open Data Project/Public access to records online
8. New Business
  - a. Next meeting: April 15, 2024

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 or send email to [jackie.cohan@alexandriava.gov](mailto:jackie.cohan@alexandriava.gov).