

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

DATE: APRIL 21, 2025

TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION

FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST

SUBJECT: MEETING ON MONDAY, APRIL 21, 2025

There will be a meeting of the Public Records Advisory Commission on Monday, April 21st 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, on the street in front of the facility or on Jefferson Street nearby.

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 ARPIL 21, 2025 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 March 17, 2025 meeting
4. Records Management training update
5. Facility update on water leakage/pipes/new hatches in the basement as well as recent replacement of pipes on the first floor
6. Hiring (staff) updates
7. Project to digitize our permit collection update (pilot project largely approved with OHA—and not ITS—funding)
8. Public access to records—possible use of APEX? Currently, users are restricted to searching only their own properties
9. HARC update
10. New Business
 - a. Next meeting: May 19, 2025

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.