

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

DATE: January 29, 2026

TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION

FROM: SEAN FERGUSON, RECORDS ADMINISTRATOR & ARCHIVIST

SUBJECT: MEETING ON TUESDAY, February 3, 2026

There will be a meeting of the Public Records Advisory Commission on TUESDAY, February 3 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

February 3, 2026 7:30 PM

### DISCUSSION ITEMS

1. Call to order at 7:30 p.m.
2. Appointment of secretary
3. Approval of the January 6 minutes
4. Update on policy and procedure changes for processing and accessing collections
5. Update on Records Management Survey
6. Update on intern project processing historic deeds collection
7. Updates from the meeting of the Historic Alexandria Resources Commission (HARC)
8. New Business

Next meeting: March 3, 2026

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 [sean.ferguson@alexandriava.gov](mailto:sean.ferguson@alexandriava.gov).