

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

DATE: February 25, 2026  
TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION  
FROM: SEAN FERGUSON, RECORDS ADMINISTRATOR & ARCHIVIST  
SUBJECT: MEETING ON TUESDAY, March 3, 2026

There will be a meeting of the Public Records Advisory Commission on TUESDAY, March 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  
March 3, 2026 7:30 PM

### DISCUSSION ITEMS

1. Call to order at 7:30 p.m.
2. Appointment of secretary
3. Approval of the February 3 minutes
4. Update on pending IT Projects at the archives
5. Update on access and storage at the archives
6. Feedback on new records destruction procedures
7. Update on intern project processing historic deeds collection
8. Selecting a representative for the Historic Alexandria Resources Commission (HARC)
9. New Business

Next meeting: April 7, 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).