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

Date: November 24, 2026

To: Members, Public Records Advisory Commission

From: Sean Ferguson, Records Administrator & Archivist

Subject: Meeting on Tuesday, December 1, 2026

There will be a meeting of the public records advisory commission on Tuesday, December 1, 2026 at 7:30 pm. The meeting will be held in-person at 801 South Payne Street, Alexandria, VA 22314.

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
December 1, 2026, 7:30 PM

Discussion items

1. Call to order at 7:30 p.m.
2. Appointment of secretary
3. Approval of previous minutes
4. Archives updates
5. Records management updates
6. Budget Letter
7. HARC Update
8. New business
9. Next meeting: In-person January 5, 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.