

Agenda

Local Records Co-ordinators' Meeting

9:30 – 11.00 AM

Monday 19 May 2014

Dulcie Hollyock Room, Ground floor Baillieu Library

Organising electronic records to support your business processes

9:30 – 9:45 Review of records management fundamentals

9:45 – 10:15 Setting up or improving management of electronic records in a new environment – led by Adelaide Parr, Records Analyst

What kind of record keeper are you?

Business processes and records: preparing for a new environment – exercise and discussion

10:15 – 10:30 Break

10:30 – 10:50 Business processes and records: preparing for a new environment – exercise and discussion (continued)

10:50 – 11:00 A quick look at TRIM Carmela Gallo, Records Analyst