

Agenda

Local Records Co-ordinators Meeting

2pm – 3:30 pm

Tuesday 6th March, 2012

Ground Floor Meeting Room Baillieu Library

1. 2.00 to 2.05 : Welcome and introductions - Kathryn Dan (General Manager, Records & Policy)
2. 2.05 – 2:20 The new Approved Records Policy and Procedures - Kathryn Dan (General Manager, Records & Policy)
3. 2:20 – 3:00 The LRC Role - What are some records skills? What should be in your Position Description? Kathryn Dan (General Manager, Records & Policy)

3:00 – 3:15 Afternoon Tea and Networking Session

4. 3:15 – 3:25 Open Forum – What did you like about LRC Network Meetings last year? What would you like for us to cover in future Meetings? – Carmela Gallo Records Analyst
5. 3:25 – 3:30 IMAS Forums – Sally Newton (Senior Information Analyst – University Library)