

# VHERMAG

## Victorian Higher Education Records Management and Archives Group

### AGENDA

Venue: Plaza Room 1 - Plaza Conference Centre

Building 172 ( <http://www.pb.unimelb.edu.au/CampusMaps/Parkville.pdf>)  
(also see attached)

University of Melbourne, Parkville Campus

Date: Tuesday 29<sup>th</sup> May, 2007

Time: 2:30 - 4:30

#### Agenda Items:

1. Welcome, apologies and introductions
2. Update on action items from last meeting
3. Update on activities at each University (all)
4. New PROV disposal authority (PROS 07/01)
  - Key differences in revised schedule (SG)
  - Challenges associated with electronic record keeping (HB)
5. Scanning and destroying source records. (HB)
6. Staff development proposal (DM)
  - Feedback on draft proforma  
(<http://www.unimelb.edu.au/records/vhermag/workinggroups.html>)
  - Decision on to proceed or not
7. Presentations:
  - Report of Canadian Exchange - (Catherine Nicholls)
  - Human Behaviour and the making of records and archives (Michael Piggott)
8. Other Business

# PLAZA CONFERENCE ROOM

