

# VHERMAG Agenda

Date: Friday 6 May, 2011,  
Time: 10:00am to 12.30pm

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**Location: John Scott Meeting House – Room 4, La Trobe University, Bundoora Campus.**

- 1 Welcome
  - 2 Updates – All
  - 3 Retention & Disposal Authority Working Group – Update
  - 4 Ken Mould – Deakin University: Demonstration of “Saffron” Integration
  - 5 Auditing
  - 6 Digitisation Plans – Update
  - 7 Question: How do other Uni’s manage Students as Contact Locations (in TRIM or other eDRMS’).
  - 8 Other Business.
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Additional information:

La Trobe University Bundoora Campus map available here:

<http://www.latrobe.edu.au/io/documents/maps/bun/Melbourne-Core-map.pdf>

For those people travelling from Plenty Road: Turn into Kingsbury Drive, follow road for approx 500 metres, turn left into the “West Entry” (Map Ref E7) then right at the next roundabout which will take you to the Security Gatehouse (Map Ref F7).

For those travelling from Waterdale Road, cross Kingsbury Drive, turn left at the next roundabout (Map Ref J8) turn right at the next roundabout (Map Ref F7) which will take you to the Security Gatehouse (Map Ref F7).

The security guards will then provide you with a free car parking pass and will direct you to the visitors carpark (Map Ref E6) or the John Scott Meeting House Parking (Map Ref J3). The John Scott Meeting House is located on Map Ref J4.

Ross Elford & I will be at the John Scott Meeting House from 9.30am.

Any problems, please contact me on 0401 25 4746 or Ross on 0432 18 3663