

# Agenda

## Local Records Co-ordinators' Meeting

2:00 – 3:30 pm

Tuesday 18 February 2014

**Dulcie Hollyock Room, Ground floor Baillieu Library**

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- **2:00-2:05** **Welcome and updates** Kathryn Dan, General Manager University Records and Policy
- **2:05-2:25** **Getting your records in order – Clean ups and moving**  
Presentation on the key issues by Records Services
- **2:25-2:45** **Panel discussion** – Experiences and lessons from staff who have been there and done that
- **2:45-3.00** **Break**
- **3.00-3.30** **Permanent or Temporary records** – putting the words into practice