

Agenda

Local Records Co-ordinators Meeting

9:30am – 11.00 pm

Thursday 31 May, 2012

Ground Floor Meeting Room Baillieu Library (Dulcie Hollyock Room)

1. 9:30 to 9:40 : Welcome

Help us to help you

Kathryn Dan (General Manager, Records & Policy)

2. 9:40 – 10:15 Audit, Risk and Records

Kathryn Dan (General Manager, Records & Policy)

10:15 – 10:30 Morning Tea and Networking Session

3. Digitisation and Risk

Guest Speaker - Joe Arthur (Co-coordinator University Digitisation Services)