

# Agenda

## Local Records Co-ordinators' Meeting

**2:00 – 3:30 AM**

**Thursday 18 April, 2013**

**Baillieu Library Ground Floor Dulcie Hollyock Room**

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1. 2:00-2:10 Expectations of Budget Divisions (Kathryn Dan, General Manager, University Records and Policy)
2. 2:10-2:30 Overview of the Records Improvement Program (Adelaide Parr, Records Analyst)

**2:30-2:45 Break for refreshments and networking session**

3. 2:45-2:55 Developing a Records Management Improvement plan based on a case study
4. 2:55-3:15 Group discussion
5. 3:15-3:30 Open forum and updates