

# Agenda

## Local Records Co-ordinators Meeting

**9:30 – 11:00 AM**

**Tuesday 10 September, 2013**

**Baillieu Library Ground Floor Dulcie Hollyock Room**

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1. 9.30 to 9.40: Welcome and updates - Kathryn Dan
2. 9.40 – 10.15 The University Records & Retention Disposal Authority and how to use it  
(Lucinda Davies )

10:15 –10:30 **Morning tea and networking time**

3. 10:30 – 11.00 Getting a grip on disposal – useful resources (Carmela Gallo)