

Agenda

Local Records Co-ordinators' Meeting

2:00 – 3:30 pm

Tuesday 18 February 2014

Dulcie Hollyock Room, Ground floor Baillieu Library

- **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