VHERMAG

### Victorian Higher Education Records Management and Archives Group

# Agenda:

**Meeting details:**

**Date:**  Tuesday, 26th June, 2012

**Time:** 10 am

**Location:** Jim Potter Room, Old Physics, University of Melbourne

**Agenda Items:**

1. Welcome and Introductions
2. Institutional Updates
3. RDA Working Group Update
4. VHERMAG terms of reference and membership (Janet Brennan/Adelaide Parr)
5. Academic Promotions (process) documentation retention (Jason McGlone)
6. Student Email (Jason McGlone)
7. VHERMAG survey
8. Any other business

Next Meeting: