**VHERMAG**

Victorian Higher Education Records Management and Archives Group

**AGENDA**

26th September 2013

**Meeting Details:**

**Date:** Thursday26th September, 2013

**Time:** 10.00 a.m. -12 noon

**Location:** La Trobe University, John Scott Meeting House, Bundoora Campus

**Agenda Items:**

1. Welcome, apologies and introductions
2. Review/Approval of minutes of last meeting
3. Presentation: Toula Varvarigos, eAssure: Records Compliance
4. VHERMAG Terms of Reference (Adelaide Parr, University of Melbourne)
5. RDA Working Party Update (Adelaide Parr, University of Melbourne)
6. Retention of HDR student files (Kirsten Wright, Victoria University)
7. Institutional Updates
8. Other business / next meeting