**VHERMAG**

**Victorian Higher Education Records Management and Archives**

**Group**

**AGENDA**

**Date:**

**Wednesday 4 December, 2013**

**Time: 10.30 –12.30**

**Venue:**

**Building D**

**D2.1002 – Level 2**

**Deakin University, Waterfront Campus**

**Agenda Items**

* Welcome, apologies and introductions
* Review of previous minutes
* Institutional Updates
* RDA update (Adelaide Parr)
* AURA (Adelaide Parr)
* TRIM update- inMailX (Ken Mould)
* Other Business
* Arrangements for next meeting
* Tour of Alfred Deakin Building including Alfred Deakin Prime Ministerial Library