

Victorian University Records Management and Archives Group

November 17th 2005 2.30pm

University House – Karagheusian Room

University of Melbourne, Parkville

1. Welcome & Apologies
2. Terms of Reference
3. Organisational Arrangements
 - a. Chairperson
 - b. Dates of meetings & representation from each University
 - c. Email distribution list & website
4. VVCC role and relationship
5. Benchmarking
6. Overview of Records Services & major projects
7. Any other business
8. Next meeting