

AGENDA

March 31, 2022, 11:00 a.m. Eastern Time
Indiana Archives and Records Administration
Monthly State Records Managers Chat



This Chat will be recorded, and may later be placed online for you and other Records Managers to view.

To avoid some bandwidth issues we've experienced, please remain muted until the discussion portion, and keep your camera off unless you'd like to turn it on while you're speaking.

- I. Welcome** – Amy Robinson, State Agency Records Analyst
- II. IARA Staff Introductions**
- III. Monthly Bulletin review**
 - 1. [Records Managers Survey](#)
 - 2. Retention Schedule Review Cycle (minor change)
 - 3. Updates for Forms Management
 - 4. New meeting invite system
- IV. Questions, Concerns, Discussion** – Here's where you un-mute and we hear from *you*!
- V. Date of Next Meeting** – April 28, 2022 at 11:00 a.m.