

# AGENDA

October 27, 2022, 11:00 a.m. Eastern Time

Indiana Archives and Records Administration

## Monthly State Records Managers Chat

This Chat will be recorded 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. State Archives Webinar
  2. Updates to [Recommended Capabilities for Electronic Recordkeeping Systems](#) Checklist
  3. Date of Next Oversight Committee on Public Records Meeting
  4. RM Topic of the Month: New Email Retention Brochure
- IV. **Questions, Concerns, Discussion** – Here's where you un-mute and we hear from you!
- V. **Date of Next Meeting** – November 17, 2022 at 11:00 a.m.