

State Records Managers Chat for May 2023

May 25, 2022, 11:00 a.m. Eastern Time

Indiana Archives and Records Administration

Conducted via Microsoft Teams

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

See pg 2 for more information on the meeting format.



AGENDA

- I. **Welcome** – Amy Robinson, State Agency Records Analyst
- II. **IARA Staff Introductions**
- III. **Monthly Bulletin review**
 1. Scavenger Hunt and Random Drawing Winners
 2. Prizes!
 3. RM Topic of the Month: Email Deletion Guidance for State Employees
- IV. **Questions, Concerns, Discussion** – Here's where I mute, you un-mute, and we hear from you!
- V. **Date of Next Meeting** – June 29 at 11:00 a.m.

Meeting Format

Microphones

- **Please mute your microphones during the presentation section unless you want to speak.** This keeps the audio clear and understandable for future viewers.
- **You *are* welcome to speak during the presentation section** (unless the presenter requests otherwise)! **Just use the "Raise hand" button**, or put your question in the text chat, and the presenter can call on you when they've reached a reasonable spot for a pause.
- **You can leave your mic on for the entire Questions/Concerns/Discussions section, if you care to.** It's meant to be a bit of a free-for-all, encouraging people to talk to the presenter(s) and each other. No need to wait to be called on here; just use general courtesy and try not to interrupt another speaker.

Cameras

- **Turning on your camera is fine**, as long as you're fine with having tiny video images of you available to the public via the bulletin and chat archive on IARA's website.
- **Leaving your camera *off* is also fine.** Unless your first name is Amy and your last name begins with an R.
- **If you're having any difficulties seeing/hearing the meeting** (or if people are having difficulties hearing you), at *that* point we'd advise turning your camera off. This often helps, because broadcasting live video takes up quite a bit of your connection's bandwidth.

Meeting Entry Issues

- **If you're having problems getting into / back into the Teams meeting, please contact Jeannine Roe** at jroe1@iara.in.gov in Teams, or call her at 317-232-3658.

Unfortunately Amy can't assist with technical issues while presenting, but that's why she's grateful for her always-helpful colleagues!