

AGENDA

August 31, 2023

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 Building groundbreaking and construction traffic info
2. Amy's potted plant is too cute to kill. Watch her manage it anyway.
3. Records Coordinator process changes
 - New separate change forms for Records and Forms Coordinators
 - IARA no longer tracking division/facility coordinators

IV. Questions, Concerns, Discussion – Here's where you un-mute and we hear from *you!*

V. Date of Next Meeting – September 28, 2023 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!