

AGENDA

November 30, 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 keep the audio clear for future viewers, please remain muted until the discussion section unless the speaker has called on you.

See the reverse side of this agenda for further tips on meeting format, audiovisual and connection issues.

- I. **Welcome** – Amy Robinson, State Agency Records Analyst
- II. **IARA Staff Introductions**
- III. **Monthly Bulletin review**
 1. Electronic Records Program staff changes and contact information
 2. Critical Records webinar is now online!
 3. Destroying records converted to another format / format-agnostic retention language
- IV. **Questions, Concerns, Discussion** – Here's where you un-mute and we hear from *you!*
- V. **Date of Next Meeting** – December 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 each other.

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 send Amy R. a chat message in Teams**, and she'll tag someone to help you.

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