

# AGENDA

April 25, 2024

11:00 a.m. Eastern Time, Microsoft Teams

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. Oversight Committee on Public Records Updates
    - Schedules Approved
    - Next OCPR meeting is May 29.
  2. April is Records and Information Management Month!
    - IARA is presenting a webinar on responsible records destruction for state agencies.
    - We'll be at Government Records Day!
    - We have posters!
  3. Topic of the (Records and Information Management) Month: Managing Mailboxes When Somebody Leaves
- IV. **Date of Next Meeting** – May 30 at 11:00 a.m.
- V. **Questions, Concerns, Discussion** – Here's where you un-mute and we hear from *you*! Questions and replies can also be placed in the meeting's text chat, if you prefer.

# Meeting Format

## A.I. Bots

- **Please don't turn on any AI note-taking or report-creation tools such as Read.ai**, even if they are available to you during this meeting. These types of tools are not sanctioned by the State of Indiana and may pose a security risk. A recording of the meeting will be available afterwards.

## 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!