

Activity 1: Records and Information Life Cycle

Be ready to discuss the following questions in class:

- Which stage of the records and information life cycle is the most important in your opinion, and why?
- Which stage of the records and information life cycle do you find the most challenging, and why?
- What are your lessons learned from managing different stages of information life cycle in your department?

Activity 2: What Is Metadata?

Go to an online bookstore and search for the book **“Everything Is Miscellaneous.”** Be ready to discuss the following questions in class:

- What gives you information about this book?
- What relevant metadata can you identify?

Activity 3: Metadata in Your Institution

Be ready to discuss the following questions in class:

- What is your experience in managing metadata in your department?
- How is standardized metadata benefiting your department?
- What could you as an IM specialist do to ensure your department properly manages its IRBVs?

Activity 4: Types of Classification Systems

Be ready to discuss the following questions in class:

- Which classification system does your department use?
- What are the benefits of using this particular system?

Activity 5: Search and Retrieval

Download the **Search Strategy Sheet** (Module 4) and complete the activity as instructed. Be prepared to discuss the results in class.

Activity 6: Developing Retention Specifications

Be ready to discuss the following questions in class:

- What is your experience with the process of developing retention specifications in your department?
- What is the most challenging aspect of this process?
- Which steps did you follow when developing retention specifications?

Activity 7: Disposition Authorizations

Be ready to discuss the following questions in class:

- Which MIDAs, ISDAs and/or new DAs does your department use?
- What is your experience in applying these disposition authorizations?