



Delaware County  
**RECORDS CENTER**

Delaware County Records Commission  
Agenda  
June 9, 1999

- I. Approval of the minutes from the October 15, 1998 meeting
- II. Approval of the Schedule of Records Retention and Disposition
  - Delaware City/County Health Department
  - Delaware County Treasurer (update)
- III. New Business
  - Introduction of Lori Williams, Records Clerk
- IV. Old Business
  - The Records Center Web site has been placed on the Engineers web site as a link.
  - Christine Shaw has completed her degree with Mount Vernon Nazarene College
  - The Association of Records Managers and Administrators (ARMA) tour of the Records Center and luncheon at Buns Restaurant went very well on March 16, 1999



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Minutes from the Delaware County Records Commission  
Meeting of  
June 9, 1999

The meeting of the Delaware County Records Commission was held at the Delaware County Commissioners hearing room, 101 N. Sandusky Street, Delaware. The meeting was presided over by Mr. Donald Wuertz, chairman.

Persons present: Donald Wuertz, Duncan Whitney, Kay Conklin, Kevin Williams, Lori Williams, Christine Shaw.

The October 15, 1998 minutes were approved as written. Ms. Conklin made the motion to accept the minutes. Mr. Whitney seconded the motion. Minutes approved.

The following retention schedule (s) were reviewed for approval:

Delaware City/County Health Department  
Delaware County Treasurer (update/addition)

Mr. Whitney made the motion to accept the retention schedules as written. Ms. Conklin seconded the motion. The schedules were approved.

**New Business:**

Ms. Shaw introduced Lori Williams. Ms. Williams is the Records Clerk that started employment with the Records Center on May 17, 1999.

**Old Business:**

Ms. Shaw stated that the Center's web site is a link off of the County Engineer's web site. Mr. Williams explained that being a link off of the County Engineer's site was only temporary until the Administrative Services department established a site for the Center to be a part of.

Congratulations went to Christine Shaw for the completion of her BBA degree from Mount Vernon Nazarene College.

Ms. Shaw stated that the ARMA tour of the Center and luncheon at Bun's Restaurant went very well on March 16, 1999.

With no further business, Mr. Wuertz made a motion to adjourn the meeting. Meeting adjourned.

Christine Shaw  
Records Commission Secretary