



Delaware County
RECORDS CENTER

Delaware County Records Commission
Agenda
October 15, 1998

- I. Approval of the minutes from the May 13, 1998 meeting
- II. Approval of the Schedule of Records Retention and Disposition
 - None
- III. New Business
- IV. Old Business



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Minutes from the Delaware County Records Commission
meeting of
October 15, 1998

The meeting of the Delaware County Records Commission was held at the Delaware County Records Center, 50 Channing Street, Delaware. The meeting was presided over by Ms. Deborah Martin, chairman.

Persons present: Deborah Martin, Kay Conklin, Betty Porter, Shari Baker, Kevin Williams, Christine Shaw

The May 13, 1998 minutes were approved as written. Ms. Conklin made the motion to accept the minutes. Ms. Martin seconded the motion. Minutes approved.

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

None

New Business:

Ms. Shaw announced that the Columbus Chapter of the Association of Records Managers and Administrators (ARMA) will be having their March 16, 1999 meeting at the Records Center. A tour will be given to the ARMA members at 11:00 a.m and lunch at Buns Restaurant will be at 1:00 p.m. Ms. Shaw ask that if any Commission member is interested in being apart of the tour and lunch, please let her know.

Ms. Shaw presented a web site that she had completed through attending Mount Vernon Nazarene College. The web site featured the Delaware County Records Center. Ms. Shaw ask that the web site be placed on line with the other Delaware County web sites. Ms. Porter made a motion for the web site to be on line with the other county web sites. Ms. Conklin seconded the motion. The motion was passed by all.

Ms. Conklin voiced concern about her staff preparing information for microfilming. A suggestion was mentioned to place money in individual budgets for the 1999 budget for a possible temporary worker to assist with the prepping process.

Old Business:

None

With no further business, Ms. Martin made a motion to adjourn the meeting. Meeting adjourned.

Christine Shaw
Records Commission Secretary