

The general meeting of United Methodist Women was called to order at 7:30 p.m. on Monday, March 5, 1990 in the Bradshaw Room. President Ann Marie Langford was in the chair. She opened with group singing of "Be Still My Soul", followed by her introduction of Reverend Dr. Mark Wethington, pastor of Glendale Heights United Methodist Church. Dr. Wethington then introduced a Seminary student from Northern Germany who is serving an internship with him. The subject of Dr. Wethington's most interesting and informative presentation was Peru where he has spent considerable time in the mission field. He described the geographical area of Peru, showed some slides depicting the life of the people and explained the role of Methodism, which is 100 years old in Peru. A question and answer period followed.

#### Business

Treasurer Doris Bridges presented the proposed budget which was approved without change.

A vote in the affirmative was taken on a love gift of \$100 to the UMW Assembly to be held in Kansas City.

Pledges in the amount of \$3748 have been reported.

Call to Prayer and Self Denial offering totaled \$676.35; \$200 came from Circle 6 and \$216.00 from Methodist Retirement Home Circle.

#### Announcements

Members who would like to participate in a love gift for Linda Carson who is getting married in May are invited to give funds to their Circle Chairperson. A gift will be selected after consultation with Melissa Carson. Betty Craig is putting together a file of recipes for Linda. Interested members should write the recipes on 3 x 5 cards and bring to the April meeting.

UMW will be serving the annual luncheon for the Voluntary Services Bureau. Sign-up sheets were circulated for assistance in preparation, serving and clean up. The date of the luncheon is April 25, 1990.

Hilda Coble reported that 7 blankets plus mailing fee of \$5.25<sup>were</sup> ~~was~~ collected for Church World Service.

Circle 8 delivered 21 boxes of cookies to shut-ins and gave 9 boxes to Ann Stallings for delivery.

Circle 4 is collecting items for school kits.

Wesley Women made approximately \$500 on soup and baked goods, proceeds to be used for the Womens Shelter.

Following adjournment, a delightful reception was given by Wesley Women.

*Beulah Latta*  
Beulah Latta, Secretary

The first part of the document discusses the importance of maintaining accurate records. It emphasizes that proper record-keeping is essential for the effective management of any organization. This section also touches upon the legal implications of record retention and the role of various departments in ensuring compliance with relevant regulations.

In the second section, the focus shifts to the practical aspects of record management. It provides a detailed overview of the different types of records that an organization might generate, such as financial statements, personnel files, and operational reports. The text also discusses the challenges associated with storing and retrieving these records efficiently.

The third part of the document delves into the technological solutions available for record management. It explores the benefits of using digital storage systems and software applications to streamline the record-keeping process. This section also addresses the security concerns that arise when handling sensitive information in a digital format.

Finally, the document concludes with a summary of the key points discussed. It reiterates the importance of a proactive approach to record management and offers some practical advice for organizations looking to optimize their record-keeping practices. The text also includes a list of references and a glossary of terms used throughout the document.

The document is intended to serve as a comprehensive guide for anyone responsible for managing an organization's records. It provides a clear and concise overview of the subject matter, covering both the theoretical and practical aspects of record management. The information presented is based on current best practices and industry standards.

It is important to note that the specific requirements for record management may vary depending on the nature of the organization and the jurisdiction in which it operates. Therefore, it is recommended that organizations consult with legal counsel to ensure that their record-keeping practices are fully compliant with all applicable laws and regulations.

The document is a valuable resource for anyone interested in the field of record management. It provides a wealth of information that is both accessible and easy to understand. The clear and logical structure of the document makes it an ideal reference tool for anyone working in this area.

In conclusion, the document highlights the critical role of record management in the success of any organization. It provides a detailed and practical guide to the various aspects of record-keeping, from the importance of accurate records to the latest technological solutions. The information presented is both timely and relevant, making it a must-read for anyone in the field.