

**LOCAL RECORDS COMMISSION OF COOK COUNTY**  
**Chicago, Illinois**

Minutes  
April 12, 2011

The meeting was held in the State of Illinois Video Conferencing Centers in Springfield and Chicago. The meeting was called to order at 11:00 A.M. by Chair Martha Martinez.

**CHICAGO SITE:**

Members Present: Martha Martinez, Chair; Dave Joens, Director of State Archives and designee for the Office of the Secretary of State; Connie Kravitz, Cook County Comptroller; and Kathy McKee, Cook County State's Attorney's designee.

Members Absent: Greta Bever, for Mary Dempsey, Mayor of Chicago designee

Staff Present: Jean Hynes, Illinois State Archives

Staff Absent: None

Guests: None

**SPRINGFIELD SITE:**

Members Present: Gary Stockton, designee for Thomas F. Schwartz, Illinois State Historian

Staff Present: Gloria Huston, Archival Program Administrator, Illinois State Archives; and Pat Sriner, Illinois State Archives

Staff Absent: Bob Boots, Illinois State Archives

The minutes of the March 8, 2011 meeting of the Local Records Commission of Cook County were reviewed by the Commission. Dave Joens made a motion to accept the minutes as submitted and Kathy McKee seconded the motion. The motion carried.

**OLD BUSINESS: None**

**NEW BUSINESS:**

The following Applications/Add-ons/Amendments were presented for approval.

**Applications:**

11:007C – Maywood-Melrose Park-Broadview School Dist. #89 (Melrose Park). Dave Joens made the motion to accept the application as submitted. Kathy McKee seconded the motion. The motion carried.

11:008C – Reavis High School Dist. #220. (Burbank). Dave Joens made the motion to accept the application as submitted. Gary Stockton seconded the motion. The motion carried.

11:009C – Village of Western Springs (Western Springs). Dave Joens made the motion to accept the application as submitted. Kathy McKee seconded the motion. The motion carried.

Dave Joens asked Jean Hynes if there are Applications for all of the villages in Cook County. She didn't know for sure, but thought there may be some missing. Gloria Huston said she was sure the Local Records Unit had not inventoried the records of every municipality in Cook County. She said the Records Management Section has a listing of applications that have been approved, but not a listing of agencies that have never made application to the commission. He stated he was just curious after noticing that the Village of Western Springs had some records on their Application dating back to the early 1800's.

Connie Kravitz asked, "What is the significance of the 78th birthday?" in the recommendation for Personnel Files, listed under item 88 for the Village of Western Springs. Gloria Huston explained that most employees have retired by age 78 and that if they are still working, then the work and salary history record is to be retained for ten (10) years after termination of employment, then disposed of provided no litigation is pending or anticipated as stated in the recommendation for this records series. Commission Member Kravitz said they just had an employee retire at age 86, so she was wondering how that specific number was selected. Ms. Huston said the recommendation was originally approved around 1988 and that she did not recall how that age was selected to be the cut-off; however, she felt comfortable that this recommendation will meet any legal need of the agency, the former employee, and the public.

#### **Add-Ons:**

03:042C – Cook Co. Treasurer (Chicago). Gary Stockton made the motion to accept the addition of Item #1600 as submitted. Dave Joens seconded the motion. The motion carried.

96:011C – Village of Wheeling (Wheeling). Kathy McKee made the motion to accept the addition of Items #2.1333 and #2.134. Dave Joens seconded the motion. The motion carried.

96:048C – Oak Park River Forest High School (Oak Park). Dave Joens made the motion to accept the addition of Items #173, 174, and 175; along with the Amendments of Items #105 and 106. Kathy McKee seconded the motion. The motion carried.

#### **Amendments:**

03:002C – Metropolitan Water Reclamation District of Greater Chicago (Chicago). Dave Joens made the motion to accept the Amendments of Items #213, 403, 503, 703, and 1901. Gary Stockton seconded the motion. The motion carried.

Dave Joens asked if Steve Colaizzi did the amendments for the Metropolitan Water Reclamation District; and Gloria Huston stated that she had done them, per the request of the agency.

The date of the next meeting of the Local Records Commission of Cook County is scheduled for [Tuesday, May 10, 2011](#) at 11:00 a.m. at the Illinois Department of Central Management Services Chicago Video Conference Center located in Room 9-036 of the James R. Thompson Center and the Springfield Video Conference Center located at 130 West Mason.

**ADJOURNMENT:**

Dave Joens moved that the meeting adjourn and Gary Stockton seconded the motion. The meeting adjourned at 11:25 A.M.

Minutes submitted by: Pat Sriner, Records Management Unit