

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

Minutes  
October 11, 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 Martha Martinez.

**CHICAGO SITE:**

Members Present: Martha Martinez, Chair; Greta Bever, for Mary Dempsey, Mayor of Chicago designee; and Kathy McKee, Cook County State's Attorney's designee

Members Absent: None

Staff Present: Jean Hynes, Illinois State Archives

Staff Absent: None

Guests: None

**SPRINGFIELD SITE:**

Members Present: Dave Joens, Director of State Archives, designee for Jesse White, Secretary of State; Gary Stockton, designee for the Illinois State Historian

Members Absent: None

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

Staff Absent: None

Guests: None

The minutes of the September 13, 2011 meeting of the Local Records Commission of Cook County were reviewed by the Commission. Greta Bever made a motion to accept the minutes as submitted and Dave Joens seconded the motion. Gary Stockton asked that the minutes be corrected to read, "Gary Stockton, designee for the Illinois State Historian", as Thomas Schwartz is no longer Illinois State Historian. He made the motion to accept the corrected minutes and Greta Bever seconded the motion. The motion carried.

**OLD BUSINESS: None**

## **NEW BUSINESS:**

The Commission members briefly discussed the need for the Cook County Board President to appoint a new County Comptroller (or designee) to serve on the Local Records Commission of Cook County. Chairperson Martha Martinez stated she would contact the Cook County Board President regarding this matter.

The next order of new business involved a proposed change in the recommendation for the retention of "Freedom of Information Act" Requests and Denials. Gloria Huston stated that at the September 2011 State Records Commission Lynn Patton, head of the Opinions Division of the Illinois Attorney General's Office recommended that state agency retention periods for FOI Requests and Denials be amended to include language regarding pending reviews with the Attorney General's Public Access Counselor. Based on the recommendations from the Attorney General's Office to the State Records Commission, Ms Huston recommended that the Local Records Commission of Cook County approve the following recommendation for this series "Retain for two (2) years after filing date then dispose of, *provided no review is pending with the Attorney General's Public Access Counselor.*" Dave Joens made the motion to accept the proposed retention and Kathy McKee seconded the motion. The motion carried.

The following applications, add-on's, and amendments were presented for approval.

### **Applications:**

11:025C – Schaumburg Twp. District Library. (Schaumburg). Greta Bever made the motion to accept the application as submitted. Dave Joens seconded the motion. The motion carried.

### **Add-Ons:**

91:045C – Norridge Park Dist. (Norridge). Dave Joens made the motion to accept the addition of Items #43 and 44 as submitted. Kathy McKee seconded the motion. The motion carried.

### **Amendments:**     None

The date of the next meeting of the Local Records Commission of Cook County is scheduled for [Tuesday, November 8, 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 Greta Bever seconded the motion. The motion carried. The meeting adjourned at 11:08 AM.

Minutes submitted by: Pat Sriner, Records Management Unit