

LOCAL RECORDS COMMISSION OF COOK COUNTY
Chicago, Illinois

Minutes
November 8, 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 Dave Joens, Director of State Archives, designee for Jesse White, Secretary of State

Members Absent: Kathy McKee, Cook County State's Attorney's designee

Staff Present: Jean Hynes, Illinois State Archives; and Tim Mottaz, Illinois State Archives

Staff Absent: None

Guests: Phil Costello and Elaena Demos, Archives Department of the Clerk of the Circuit Court of Cook County

SPRINGFIELD SITE:

Members Present: 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 October 11, 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. The motion carried.

OLD BUSINESS: None

NEW BUSINESS:

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

New Applications:

11:026C – Evergreen Park Police Dept. (Evergreen Park). Greta Bever made a motion to accept the application as submitted. Dave Joens seconded the motion. Director Joens inquired about the record series title listed for Item #72. It was listed as “ M.T.D. (Motor Terminal Data) Logs. He questioned if there was a typo, as the abbreviation does not correspond with the name as listed in the title. Local Records Unit Field Representative, Jean Hynes said she would check on it and the application will be corrected before it is mailed out to the agency. The motion carried with the stipulation that the title of item 72 will be corrected.

11:027C – Evergreen Public Library (Evergreen Park). Dave Joens made the motion to accept the application as submitted. Greta Bever seconded the motion. The motion carried.

11:028C – Cook County Circuit Clerk (Chicago). Dave Joens made the motion to accept the application as submitted. Greta Bever seconded the motion. Dave Joens said, this application is submitted to document the transfer of the Mary Todd Lincoln Commitment Papers to the Illinois State Archives. Dave Joens, Director of the Illinois State Archives said once the documents are turned over to him, he will then transport them to Springfield and present them to the Abraham Lincoln Presidential Museum. Greta Bever asked if the Presidential Museum plans to digitize the records. Gary Stockton said he doubted this would happen in the near future. The motion carried.

Add-Ons:

03:002C – Metropolitan Water Reclamation Dist. of Greater Chicago (Chicago). Dave Joens made the motion to accept the addition of Item #119 as submitted. Gary Stockton seconded the motion. The motion carried.

04:035C – Elk Grove Park Dist. (Elk Grove). Dave Joens made the motion to accept the addition of Items #85-98 as submitted. Gary Stockton seconded the motion. The motion carried.

98:031C – Lyons Elementary School Dist. #103 (Lyons). Greta Bever made the motion to accept the addition of Items #30 - 146, and the Amendments to Items #5, 6, 17, 18, 20, 24, 27, 38, 51, 85, 87, 104, and 124. Dave Joens seconded the motion. Dave Joens, questioned the wording of the recommendation for Item #145 (tape recordings of meetings). Gloria Huston stated the recommendation should be corrected to read “Retain audio recordings for sixty (60) days after adoption of minutes, then dispose of.” The motion carried with the addition of the words “after adoption of minutes” added to the recommendation of Item 145.

Amendments:

04:028C – Village of Steger (Steger). Dave Joens made the motion to accept the amendment to Items #4, 15, 51, 77, 96, and 102. Gary Stockton seconded the motion. The motion carried.

The date of the next meeting of the Local Records Commission of Cook County is scheduled for [Tuesday, December 13, 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 motion carried. The meeting adjourned at 11:13 AM.

Minutes submitted by: Pat Sriner, Records Management Unit