

DOWNSTATE LOCAL RECORDS COMMISSION
Margaret Cross Norton Building
Conference Room – 2nd Floor
Springfield, Illinois

MINUTES

Meeting of May 3, 2011

MEMBERS PRESENT: John Curtin, Chairman Local Records Commission and Christian County Board Chairman; Jack Ahola, Macon County State's Attorney; Dave Joens, representative of the Secretary of State; Patty Sprague, St. Clair County Auditor (via conference call); Gary Stockton, State Historian Designee; and Robert Walters, Mayor of Beardstown

MEMBERS ABSENT: None

STAFF PRESENT: Gloria Huston, Sheila Cowles, Rheta Miller, Wanda Schmidgall, and Steve Whitlow

STAFF ABSENT: Pat Sriner

GUESTS: None

Chairman John Curtin called the meeting of the Downstate Local Records Commission to order at 10:00 AM.

A motion was made by Jack Ahola and seconded by David Joens to accept the April 5, 2011 minutes as submitted.

OLD BUSINESS: None

NEW BUSINESS:

The first order of business was the proposed retention period for "Computer Aided dispatch and Mobile Data Computer Auto Text Recordings" records. These records were submitted by the METCAD 9-1-1 agency in Champaign County on Application 11:111, Item #8. The current retention reads "Retain for thirty (30) days, then dispose of provided no litigation is pending or anticipated. Retain recordings where litigation is pending for thirty (30) days after closure of case." Gloria Huston said she recommended that the phrase "provided no investigations are pending or anticipated" be added to the current language to provide for those circumstances

where there is no litigation pending after thirty (30) days, but there may be an on-going investigation or a pending investigation which might lead to litigation or other legal action. She said this recommendation was based on a recommendation from Lynn Patton, Head of the Attorney General’s Opinions Division, which she made to the State Records Commission last month on some similar records they were reviewing. Ms. Huston said she was seeking permission from the Commission to add this language to other recordings held by other types of agencies as well.

Gary Stockton made the motion to accept the proposed retention period of, “Retain for thirty (30) days, then dispose of provided no litigation or investigation is pending or anticipated. Retain recordings where litigation is pending or anticipated or an investigation is pending or anticipated for thirty (30) days after closure of case.” Jack Ahola seconded the motion.

The following new applications, add-ons, and amendments were accepted as submitted. The motion was made by Gary Stockton and seconded by Jack Ahola. The motion carried.

NEW APPLICATIONS:

<u>County</u>	<u>Agency</u>	<u>Application No.</u>	<u>City</u>
Kankakee	Yellowhead Twp.	11:110	Grant Park
Champaign	METCAD 9-1-1	11:111	Urbana
LaSalle	Seneca Grade School Dist. #170	11:112	Seneca
Macon	Maroa Twp. Assessor	11:113	Oreana
Bureau	Bureau-Marshall-Putnam Tri-County Special Education Coop	11:114	Princeton
Kendall	Yorkville C.U.S.D. #115	11:115	Yorkville
Macoupin	Macoupin County Health Dept.	11:116	Carlinville
Coles	Coles Co. ROE #11 (includes: Clark, Coles, Cumberland, Douglas, Edgar, Moultrie, and Shelby Cos.)	11:117	Charleston
Kankakee	Bradley-Bourbonnais Community High School District #307	11:118	Bradley
Macoupin	Girard Twp.	11:119	Girard
DeWitt	DeWitt Co. Sheriff	11:120	Clinton

Champaign	Village of Savoy	11:121	Savoy
Bond	Bond Co. Circuit Clerk 3rd Judicial Court	11:122	
Brown	Brown Co. Circuit Clerk 8th Judicial Circuit	11:123	
Cass	Cass Co. Circuit Clerk 8th Judicial Circuit	11:124	
Christian	Christian Co. Circuit Clerk 4th Judicial Circuit	11:125	
Coles	Coles Co. Circuit Clerk 5th Judicial Circuit	11:126	
LaSalle	LaSalle Co. Circuit Clerk 13th Judicial Circuit	11:127	
LaSalle	LaSalle Co. Circuit Clerk 13th Judicial Circuit	11:128	
LaSalle	LaSalle Co. Circuit Clerk 13th Judicial Circuit	11:129	
Mason	Mason Co. Circuit Clerk 8th Judicial Circuit	11:130	
McDonough	McDonough Co. Circuit Clerk 9th Judicial Circuit	11:131	
Montgomery	Montgomery Co. Circuit Clerk 4th Judicial Circuit	11:132	
Morgan	Morgan Co. Circuit Clerk 7th Judicial Circuit	11:133	
Peoria	Peoria Co. Circuit Clerk 10th Judicial Circuit	11:134	
Peoria	Peoria Co. Circuit Clerk 10th Judicial Circuit	11:135	
Peoria	Peoria Co. Circuit Clerk 10th Judicial Circuit	11:136	
Peoria	Peoria Co. Circuit Clerk 10th Judicial Circuit	11:137	
Peoria	Peoria Co. Circuit Clerk 10th Judicial Circuit	11:138	
Pike	Pike Co. Circuit Clerk 8th Judicial Circuit	11:139	
Randolph	Randolph Co. Circuit Clerk 20th Judicial Circuit	11:140	
Rock Island	Rock Island Co. Circuit Clerk 14th Judicial Circuit	11:141	

Stephenson	Stephenson Co. Circuit Clerk 15th Judicial Circuit	11:142
Tazewell	Tazewell Co. Circuit Clerk 10th Judicial Circuit	11:143
Knox	Knox Co. Circuit Clerk 9th Judicial Circuit	11:144

ADD-ONS:

<u>County</u>	<u>Agency</u>	<u>Application #</u>	<u>Add-on Item #'s</u>
Coles	Coles Co. Sheriff	10:241	207
DuPage	Naperville CUSD #203	85:089	88 - 90
Lake	College of Lake County	10:116	411
Lake	Village of Vernon Hills	96:137	52 - 72
Macon	Village of Forsythe	04:026	149 and 408
McHenry	Village of Lake in the Hills	10:309	327
Ogle	Ogle Co. Health Dept.	94:005	95
Sangamon	Sangamon Co. State's Attorney	90:078	18
Will	Joliet Board of Police and Fire Commissioners	91:076	7
Will	Will Co. Adult Detention Facility	97:087	28
Will	Will Co. Animal Control	92:223	15
Will	Will Co. ROE #56	09:130	44
Will	Will Co. Supervisor of Assessment	02:096	31
Woodford	Woodford Co. Clerk & Recorder	09:030	511

AMENDMENTS:

<u>County</u>	<u>Agency</u>	<u>Application #</u>	<u>Amendment Item #'s</u>
Will	Will Co. Sheriff	03:106	36
Macon	Village of Forsythe	04:026	101
Will	Village of New Lenox	05:026	4, 13, 62, 71, 86, 87, 112, 114, 124, and 149
Brown	Brown Co. Assessor	10:196	18
DuPage	Naperville CUSD #203	85:089	1, 5, 7, 8, 28, 30, 37, 38, 50-52, 54, 61, 73, 75, 78, 84, and 87
Sangamon	Sangamon Co. State's Attorney	90:078	2, 8, 13, and 15
Will	Joliet Board of Police and Fire Commissioners	91:076	6
Crawford	Crawford Co. Supervisor of Assessments	95:181	9
Lake	Village of Vernon Hills	96:137	2, 7, 9, 25, 26, 30, 31, 36- 38, 42, 44, and 49
Will	Will Co. Adult Detention Facility	97:087	2

Date of the next meeting of the Downstate Local Records Commission is Tuesday,
June 7, 2011.

Jack Ahola made a motion to adjourn and David Joens seconded that motion. The meeting
adjourned at 10:10 A.M.

Minutes submitted by: Rheta Miller, Archives' Local Records Unit