

STATE RECORDS COMMISSION
MINUTES
January 19, 2011
Springfield, Illinois

A meeting of the State Records Commission was held at 9:30 a.m., January 19, 2011 in the John Daly conference room at the Margaret Cross Norton Building in Springfield.

Commission members present were: Chairman David A. Joens, designee of Secretary of State Jesse White; Lynn Patton, representing Attorney General Lisa Madigan; Stan Brown, representing State Comptroller Judy Baar Topinka; Jim Kramp representing State Treasurer Dan Rutherford; David Boyd, representing James Sledge, Director of the Department of Central Management Services; and Gary Stockton, the designee of State Historian Thomas F. Schwartz and Secretary of the Commission.

State Archives staff members present were: Gloria Huston, Steve Jones, Bob Boots, and Lynn Kahbeah.

Agency representatives present were: Steve Klokkenga from the Office of the Comptroller.

The meeting was called to order by Mr. Joens at 9:30 a.m. Mr. Joens called for approval of the minutes of the meeting held December 15, 2010, Mr. Boyd suggested the following amendments: page one, in line 21 after "amended" the wording "and page 9, line 30 "corrected" not "amended" should be inserted." At the bottom of page two, Mr. Boyd said the discussion dealing with applications 10-45 from the Department of DHS should be moved to the paragraph for Application 10-41 from the department of DHS. The discussion was, "Mr. Boyd questioned the difference in the retentions of Items 1, 2, and 3. Item 1 has "from date of submission" but the others do not. Ms. Lucas explained working papers and support documentation are not submitted." Mr. Kramp moved to approve as amended. Mr. Brown seconded the motion. The motion carried and the minutes from the December 15, 2010 State Records Commission meeting were approved as amended.

The first item of new business was Application 10-61 from the Office of the Secretary of State (Index). Mr. Boyd suggested adding "and deleted when administrative value has expired" to the recommendation. Mr. Kramp moved to approve. Ms. Patton seconded the motion. The motion carried and application 10-61 was approved as amended.

The next item of business was Application 10-52 from the Illinois Toll Highway Authority (Communications). Mr. Boyd moved to item #1 "Public Relations Files." He asked if "press release" and "news release" were the same. He asked if Application 10-52 should also supersede item #4 which is "News Releases." Mr. Jones said yes. Mr. Boyd moved to item #2 "Publication Files." He questioned retaining all instructional videos/webinars permanently. He said this could cause some confusion as to which is the most recent. Mr. Jones said the agency wanted these maintained permanently. Mr. Boyd moved to approve. Mr. Brown seconded the motion. The motion carried and application 10-52 was approved as amended.

Application 09-70 from the Department of Revenue (Communications) was the next item on the agenda. Mr. Boyd moved to item #1 "Real Estate Transfer Declarations and Assessment Information on Sold Properties." Mr. Boyd said the word "Recommendation" needs to be added to the retention. Mr. Boyd then suggested adding "provided all audits are completed and no litigation is pending or anticipated" to the 2nd paragraph of the retention. Ms. Patton noted the citation should read "ILCS 200/1-1." Ms. Patton also noted the last line of the supersession clause should be amended to "from" seven years etc... Mr. Brown moved to approve. Ms. Patton seconded the motion. The motion carried and application 09-70 was approved as amended.

The next order of business was Application 10-60 from the State Fire Marshall (All Divisions). Mr. Boyd moved to item #2 "Internal Audits Files." His concern was that these files only address the internal audit files not the administration management documents. Mr. Boyd said he had spoken with Jeff Anderson from the State Fire Marshall's office regarding his concern. Mr. Boyd suggested adding "and all management and administrative documents used to carry out the

internal audit function such as annual reports, audit plans, continuing education, quality assurance, risk assessment, analytical auditing procedures, and follow-up on reported audit findings" to the description. Mr. Anderson had agreed with adding that language. Mr. Kramp moved to approve. Mr. Boyd seconded the motion. The motion carried and application 10-60 was approved as amended.

Application 92- 78R from Eastern Illinois University (Vice President for Student Affairs) was the next item on the agenda. Mr. Boyd moved to item 220.22 "Authorization Forms for Traffic Tickets to be Billed Directly to Student Accounts." He asked if these forms are signed when tickets are issued. Ms. Huston said yes. She said this form is signed to authorize the money to be deducted from their student account. Mr. Jones said this form has to be filled out each time a student receives a ticket it is not kept on file. Mr. Boyd suggested the retention be amended to "Retain in office for two (2) years after the date of resolution etc." instead of "generation." Ms. Patton asked if this was just for campus police. Mr. Jones said yes. After deliberation Mr. Brown moved to approve. Ms. Patton seconded the motion. The motion carried and application 92- 78R was approved as amended.

The last item on the agenda was application 96-32AA from Eastern Illinois University (Vice President for Academic Affairs). Mr. Boyd moved to 700.18 "Learning Disability Evaluation Records." He suggested amending the retention to "after the data is no longer needed" in the place of "generation." Ms. Patton said she was concerned with the wording also. She suggested amending the retention to read "Retain in the office for ten (10) years after the last date of service delivery for adults or until three (3) years after a minor reaches the age of majority, whichever is later." The Commission agreed to add the language provided by Ms. Patton. Mr. Boyd moved to approve. Mr. Kramp seconded the motion. The motion carried and application 96-23AA was approved as amended.

The date of the next scheduled State Records Commission meeting is Wednesday, February 16, 2011 at 9:30 a.m. in the John Daly conference room of the Margaret Cross Norton Building, Springfield, Illinois.

Mr. Brown moved to adjourn. Mr. Boyd seconded the motion. The motion carried and the meeting was adjourned at 10:00 a.m.

The following applications were submitted to the State Records Commission members for consideration:

- 10-61 Office of the Secretary of State
(Index)
Approved as Amended

- 10-52 Illinois Toll Highway Authority (Communications)
Approved as Amended

- 09-70 Department of Revenue
(Communications)
Approved as Amended

- 10-60 State Fire Marshall
(All Divisions)
Approved as Amended

- 92- 78R Eastern Illinois University
(Vice President for Student Affairs)
Approved as Amended

- 96-32AA Eastern Illinois University
(Vice President for Academic Affairs)
Approved as Amended

* Agency Representative in Attendance