

STATE RECORDS COMMISSION

MINUTES

February 16, 2011

Springfield, Illinois

A meeting of the State Records Commission was held at 9:30 a.m., February 16, 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; Steve Klokkenga, 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, Lynn Kahbeah and Sandra Lucas.

Agency representatives present were Gary Dunn from Southern Illinois University – Edwardsville and Caitlin Knutte, Law Clerk for the Office of the Attorney General.

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 January 19, 2011. Mr. Stockton said quotation marks need to be added to the suggested change on page 2 line 16. Mr. Kramp moved to approve. Ms. Patton seconded the motion. The motion carried and the minutes of the January 16, 2011 State Records Commission meeting were approved as amended.

The first item of new business was Application 07-13 from Southern Illinois University – Edwardsville (Vice Chancellor for University Relations). Mr. Stockton moved to 100.03, “Major Gift Campaign Files” and 100.04 “Fund Raising Campaign Files.” He suggested adding a weeding clause to the retentions. After deliberation the Commission agreed to add the clause to both items. Mr. Boyd moved to item 100.01 “Development Officers’ Files.” Mr. Boyd noted the retention has the use of the word “routine materials,” but there is no definition as to what is a “routine”

document. Mr. Jones said he inadvertently left this page out but will add it. Mr. Boyd then moved to item 100.06 “University Foundation and Alumni Board Conflict of Interest Disclosure Forms.” Mr. Boyd asked if the “conflict of interest disclosure forms” were public records. Mr. Dunn said yes. Mr. Boyd then moved to item 100.08 “University Foundation and Alumni Board Contracts.” Mr. Boyd noted item 110.04 “Intern Agreements” has “destroy in a secure manner” but 100.08 does not. He suggested adding “in a secure manner” to the retention of 100.08. Mr. Boyd then moved to item 110.01 “Alumni Membership Files.” He asked if this retention should have destroy “in a secure manner.” Mr. Dunn said no. Ms. Patton then moved to item 100.01 “Development Officers’ Files.” She asked if these were originals or duplicates. Mr. Dunn said these are the original records. She asked if 110.07 “Alumni/Donor Giving History Lists” were copies and how they were different from 100.01. Mr. Dunn said this was just a list of who gave. Mr. Dunn said the files in 100.01 have more information about the donors. She asked how the list is created. Mr. Dunn said the list in 110.07 is created from the file 100.01. Ms. Patton asked how item 200.01 “Alumni Donors’ Files” fit in with the other two items. He said item 200.01 would be in the list but the donors are different from the donors listed in the Development Officers Files. Ms. Patton then moved to item 110.02 “Membership/Invitation Letters” and 110.03 “Alumni Surveys.” Ms. Patton asked what was being “superseded” in both of these items. Mr. Dunn said in 110.02 it is the membership letter and in 110.03 it is the survey. Ms. Patton suggested specifying what was being superseded in the retention. Ms. Patton then moved to 110.09 “Alumni Publication Files.” She asked if these were copies or originals and what happens to the extra copies. Mr. Dunn said that the original is transferred to the University Archives and then one copy stays with the department. Ms. Patton then moved to item 120.03 “Deeds.” Ms. Patton suggested adding the word “facilities” to the second paragraph of the recommendation before the word “constructed.” Mr. Boyd asked if this could pertain to parking lots. Mr. Dunn said yes. After deliberation the Commission suggested amending the retention to read “Retain in office (1) year after the closing date for mortgage/land deeds purchased by facilities and or related structures constructed with etc....” Ms. Patton then

moved to item 120.09 “Pledge Records for Major Gifts and Annual Giving Program.” She asked if anything is not an annual giving gift. Mr. Dunn said there is no set dollar amount on what is a major gift and it would differ from director to director. Ms. Patton next moved to item 130.03 “Films, Videotapes, and Sound Recordings.” Ms. Patton suggested for consistency using the same wording in the description as in the title. Film is listed in the title but not in the description. Mr. Stockton also suggested adding the weeding clause to the retention. Ms. Patton then moved to item 160.01 “FCC Public Inspection File.” She asked what type of contracts were referred to in sub section F). Mr. Dunn said he was unsure. Ms. Patton asked if the 7 day construction production provision comes from federal law. Mr. Dunn said yes. Ms. Patton then moved to the retention F) contracts, also item number 160.01 Ms. Patton asked if “Retain until current contract is superseded” is the normal language used when referring to contracts. Ms. Huston said the language is usually after expiration. Ms. Patton suggested amending the retention to read “after expiration” instead of superseded. Ms. Patton then moved to item 210.02 “Direct Mailings Files.” Ms. Patton asked what “mailing copies” in the description referred to. Mr. Dunn said outgoing mail. Ms. Patton then moved to item 210.07 “Centralized Solicitation Letters & Scripts.” She noted a typographical error in the retention. Mr. Boyd moved to approve as amended. Ms. Patton seconded the motion. The motion carried and Application 07-13 was approved as amended.

The next item of new business was Application 11-01 from the Department of Human Services (Procurement Office). Mr. Kramp asked under the procurement code if retention periods are listed. Commission members did not believe so. Ms. Patton moved to Item 1 “Procurement Files.” Ms. Patton said there are some records which could be in these files that are not listed. She suggested adding “protests, cancellations of invitations for bids or requests for proposals, and specifications” to the description after “Files may contain”... Mr. Boyd asked whether the list should be an all inclusive list or whether to leave it open ended with “and related materials” as stated. Ms. Patton and Ms. Lucas suggested to adding the other items but leave it open-ended as

well. Mr. Stockton moved to approve as amended. Mr. Kramp seconded the motion. The motion carried and Application 11-01 was approved as amended.

Application 10-65 from the Department of Insurance (All Divisions) was the next to be considered. Mr. Boyd moved to approve. Ms. Patton seconded the motion. The motion carried and Application 10-65 was approved as written.

The last item of new business was Application 10-63 from the Department of Central Management Services (Bureau of Benefits). Mr. Stockton moved to approve. Ms. Patton seconded the motion. The motion carried and Application 10-63 was approved as written.

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

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

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

*07-13 Southern Illinois University - Edwardsville
(Vice Chancellor for University Relations)
Approved as Amended

11-01 Department of Human Services
(Procurement Office)
Approved as Amended

10-65 Department of Insurance
(All Divisions)
Approved as Written

10-63 Central Management Services
(Bureau of Benefits)
Approved as Written

*Agency Representative in Attendance