

STATE RECORDS COMMISSION
MINUTES
April 20, 2011
Springfield, Illinois

A meeting of the State Records Commission was held at 9:30 a.m., April 20, 2011 in the John Daly conference room of the Margaret Cross Norton Building in Springfield.

Commission members present were: Chairman David Joens, designee of Secretary of State Jesse White; Lynn Patton, representing Attorney General Lisa Madigan; Steve Klockenga, 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 and Sandy Lucas. Agency representatives in attendance were Tony White and Julie Brooks of the Illinois Department of Transportation and Terry Ford and Jodi Schrage of the State Fire Marshall's office.

The meeting was called to order by Mr. Joens at 9:30 a.m. Mr. Joens called for the approval of the minutes of the meeting held on March 16, 2011. Mr. Boyd had two minor corrections to the minutes. On page 2, line 47, he said the sentence should read "use to be," not "used to be" and on page 3, line 77, he asked that the section name (Business Services) be added to the name of the requesting agency (Illinois Toll Highway Authority). Jim Kramp moved to approve the minutes as amended. Lynn Patton seconded and the minutes of the March 16, 2011 meeting were approved as amended.

Chairman Joens requested leave of the body to go to New Business. Leave was granted and the commission went to Application 11-09 from the Department of Transportation (Office of Quality Compliance and Review). Agency representative were in attendance to answer questions. Mr. Boyd said the title of Item 1 did not agree with the description. Specifically, he said the title as written states "all phases of departmental activities" and the description talks about only the reports and the actual audits. He recommended adding the word "audit" before the word "activities." Mr. Boyd moved to approve as amended and Ms. Patton seconded and Application 11-09 was approved as amended.

The commission then discussed Application 10-67 from the State Fire Marshall's Office. Agency representatives were in attendance to answer questions. Ms. Patton noted that in Item 1, first paragraph, there was a listing of seven different types of conveyances that are covered by this and in the second paragraph was another listing but that the two listings didn't match. She asked that the listings be made consistent. Ms. Patton also noted that in Item 3 there was a listing that only contained five of the seven conveyances. She asked if that was supposed to cover all of conveyances as well. Ms. Schrage said it should cover all of them. Ms. Patton also suggested moving the parenthetical statement (collectively hereinafter referred to as "conveyance") from Item 3 to Item 1. Ms. Patton noted two typos in the application and said "statues" should be "statutes" in Item 1 and "is so" should be "if so" in the second paragraph of Item 2. She also asked what code was referenced in the description of Item 4. Ms. Schrage said it was the A.S.M.E. and said she would get the exact wording of what that stood for to records' staff for inclusion in the description. Ms. Patton also suggested adding "or investigations" after "litigation" in the recommendation. For item 8, she said the citation for the Elevator Safety and Regulation Act should read (225 ILCS 312/1 et. seq). Mr. Boyd moved to approve the application as amended. Ms. Patton seconded and Application 10-67 was approved as amended.

The commission returned to Old Business. The first item was Application 03-053, Item 1, from the Department of Central Management Services. Ms. Patton said she thought 14 days was a short period in which to file litigation, so she requested that "or investigation" be added behind litigation in the recommendation. Mr. Kramp moved to approve the application as amended and Mr. Stockton seconded the motion. Application 03-053 was approved as amended.

Next on the agenda was Application 11-08 from the Illinois Toll Highway Authority. Noting that the letter received from the Toll Highway Authority mentioned in its third paragraph that one of the purposes of the tapes was to research complaints by customers, Ms. Patton recommended inserting "or investigations" after the word "litigation" in the recommendation. Mr. Boyd said the letter addressed his concern that they have the ability to isolate and capture a recording and copy it. He said adding "investigations" helps his concerns. Mr. Boyd questioned the use of the word "original" in the phrase "original Customer Service Complaints because "original" wasn't defined." Mr. Jones said that was probably an incorrect use of the word. The commission agreed to remove the word "original." Mr. Boyd asked what triggered a complaint

going to the Inspector General. He asked that wording be put in the second paragraph of the description to the effect of “customer service complaints that are determined should be investigated by the Inspector General,” so that it is identified what is going to the Inspector General. Mr. Boyd moved to approve as amended and Ms. Patton seconded the motion. Application 11-08 was approved as amended.

The commission returned to New Business and Application 11-14 from Central Management Services. Mr. Kramp moved to approve. Ms. Patton seconded the motion and the application was approved as written.

Next was Application 11-06 from Central Management Services. Mr. Kramp asked how on Item Number 1 the records data from the “small minority of situations” was sent to the Court of Claims. He asked if they were just pulling information that was relevant to the case. Ms. Lucas said yes, if the case went to the Court of Claims, the data became part of the court case. Mr. Boyd moved to approve the application. Ms. Patton seconded. Application 11-06 was approved as written.

The next item on the agenda was Application 87-62J from Southern Illinois University (Office of the Chancellor). Mr. Stockton moved to approve and Mr. Kramp seconded. Application 87-62J was approved as written.

Application 87-62 G from Southern Illinois University (Office of the Chancellor) was next. Mr. Boyd recommended that for Items 11, 12 and 13 records kept for less than three years be “destroyed in a secure manner,” not just disposed of. For Item 15, he recommended this language for records kept for less than five years. He said this would make this consistent with the phrasing used for items kept longer as part of these items. Mr. Kramp moved to approve as amended and Mr. Stockton seconded and Application 87-62G was approved as amended.

The commission next discussed Application 97-43MM from Southern Illinois University (Provost and Vice Chancellor). Mr. Kramp moved to approve and Mr. Boyd seconded and application 97-43MM was approved as written.

The next application was 97-43CC from Southern Illinois University (Provost and Vice Chancellor). Mr. Boyd noted that on the first item (425.17), the description talks about microfilming and scanning but the recommendation does not discuss what the retention is for the scanned documents. Chairman Joens said the scanned documents are duplicates and don't need

retention, but for clarity sake for SIU staff, retention could be added. He suggested adding language that the university retains the scanned copies until the administrative value was complete. Mr. Boyd noted the second item had the same issue. He recommended the wording of the proposed new language include “delete from the system.” Mr. Kramp moved to approve as amended and Mr. Klokkenga seconded. Application 97-43CC was approved as amended.

Application 97-43NN from Southern Illinois University (Provost and /Vice Chancellor) was next. Mr. Boyd asked if there was any value in the original final examination questions for each course, where they should be destroyed rather than merely disposed of. He noted that everything else in the record series was “destroy in a secure manner” but the final examination questions were just “dispose of.” He said it would be better to be on the safe side and include these records as “destroy in a secure manner.” Mr. Boyd moved to approve as amended and Mr. Stockton seconded and Application 97-43NN was approved as amended.

The next item on the agenda was Application 11-10 the Illinois Toll Highway Authority. Mr. Stockton moved to approve the application as written and Mr. Kramp seconded the motion. Application 11-10 was approved as written.

The commission then discussed Application 98-02K from the Office of the State Treasurer. Mr. Boyd moved to approve as written and Mr. Kramp seconded and that application was approved as written.

The next item on the agenda was Application 96-32DD from Eastern Illinois University (Vice President for Academic Affairs). Ms. Patton moved to approve and Mr. Boyd seconded. Application 96-32DD was approved as written.

Mr. Kramp asked to return to Application 98-02K. He said he thought this application’s purpose had been to allow the Treasurer’s office to use the Secretary of State’s micrographics department for microfilming records. He asked that this application be deferred rather than be approved. Mr. Stockton moved to rescind the previous motion on the application and instead defer the application. Mr. Kramp seconded. The commission voted to defer Application 98-02K.

The commission moved to Application 96-32EE from Eastern Illinois University (Vice President of Academic Affairs). Mr. Stockton made a motion to approve as written and Mr. Boyd seconded the motion. Application 96-32EE was approved as written.

The date of the next scheduled State Records Commission meeting is Wednesday, May 18, 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. Klokkenga seconded the motion and the April 20, 2011 State Records Commission adjourned at 10:15 a.m.

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

- 03-53 Central Management Services
 Bureau of Communication and Computer Services) Item #1
 Approved as Amended

- 11-08 Illinois Toll Highway Authority
 (Business Services)
 Approved as Amended

- *11-09 Department of Transportation
 (Office of Quality Compliance and Review)
 Approved as Amended

- *10-67 State Fire Marshall
 (Division of Elevator Safety)
 Approved as Amended

- 11-14 Central Management Services
 (Bureau of Personnel)
 Approved as Written

- 11-06 Central Management Services
 (Group Insurance)
 Approved as Written

- 87-62J Southern Illinois University
 (Office of the Chancellor)
 Approved as Written

- 87-62G Southern Illinois University-Carbondale
 (Office of the Chancellor)
 Approved as Amended

- 97-43MM Southern Illinois University-Carbondale
 (Provost and Vice Chancellor)
 Approved as Written

- 97-43CC Southern Illinois University-Carbondale
 Provost and Vice Chancellor
 Approved as Amended

- 97-43NN Southern Illinois University- Carbondale
Provost and Vice Chancellor
Approved as Amended
- 11-10 Illinois Toll Highway Authority
(Administration)
Approved as Written
- 98-02K Office of the State Treasurer
(Accounting)
Deferred
- 96-32DD Eastern Illinois University
(Vice President for Academic Affairs)
Approved as Written
- 96-32EE Eastern Illinois University
(Vice President for Academic Affairs)
Approved as Written