

STATE RECORDS COMMISSION
MINUTES
July 20, 2011
Springfield, Illinois

A meeting of the State Records Commission was held at 9:30 a.m., July 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; Gary Stockton, the designee of State Historian and Secretary of the commission; and Steve Klokkenga, representing State Comptroller Judy Baar Topinka.

State Archives staff members present were: Steve Jones, Sandy Lucas, Gloria Huston, Lynn Kahbeah, and Michael Hall.

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 June 15, 2011. Ms. Patton moved to approve. Mr. Stockton seconded the motion. The motion carried and the minutes of the June 15, 2011 meeting were approved as written.

The first item of old business was Application 09-03 from the State Retirement System (Benefits). This application was deferred February 18, 2009 to change the description to include “an employee only has one year from closure to make another claim on same injury”, to amend the retention to three years, and re-evaluate the volume. Ms. Lucas said the changes requested by the Commission had been made. Ms. Patton moved to approve. Mr. Stockton seconded the motion. The motion carried and Application 09-03 was approved as rewritten.

The next item of old business was Application 07-11A from Southern Illinois University – Edwardsville (V.C. for Administration). This Application was deferred June 15, 2011 to research where positive test results are maintained. Mr. Jones said he spoke with the records officer for SIUE, Gary Dunn, and he said the Facilities Management Department does not get the positive test results back. They are forwarded to the Department of Human Resources. Ms. Patton noted at the last meeting it was suggested the words “a list of employees and” be deleted from the description. Ms. Patton moved to approve as amended. Mr. Klokkenga seconded the motion. The motion carried and Application 07-11A was approved as amended.

The last item of old business was Application 85-148I from Western Illinois University (Vice President of Student Affairs). This application was deferred June 15, 2011 to research whether employee X-rays were also included in item #500.05 "X-Rays and X-Ray Interpretations." Mr. Jones checked and employee x-rays are not included in this item. They are included in item 500.01 "Employee Medical Records." Ms. Patton noted on item 500.05 in the recommendation, section 1) the wording should read "in" litigation not "of" litigation. Ms. Patton moved to approve as amended. Mr. Stockton seconded the motion. The motion carried and Application 85-148I was approved as amended.

The first item of new business was Application 11-16 from Central Management Services (Personnel). This application was rewritten in order to move the jurisdiction from the Governor's Office to CMS. Ms. Patton moved to item 1 "Yearlong Internship Applicant Files for Those Not Accepted." Ms. Patton asked if the Michael Curry Internship Program stayed with the jurisdiction of the Governor. Ms. Lucas said yes. Ms. Patton moved to approve as written. Mr. Stockton seconded the motion. The motion carried and Application 11-16 was approved as written.

The next item on the agenda was Application 11-31 from the State Board of Education (Administrative Services). Ms. Patton moved to item #6 "Building Complaint Forms." She asked if the state owned this building or leased it. Mr. Jones said he was not sure. Ms. Patton said if the building is leased it may be necessary to maintain the records longer in case of breach of contract. If the state owns the building the two year retention would be adequate. Mr. Joens suggested putting the application aside until later in the meeting, so the comptroller's office could be called to determine who owned the building.

Application 11-32 from the Department of Employment Security (Revenue) was the next to be considered. Ms. Patton noted a typo in the retention. Mr. Stockton moved to approve. Ms. Patton seconded the motion. The motion carried and application 11-32 was approved as corrected.

The next Application on the agenda was 11-28 from the Illinois Board of Higher Education (Planning and Budget). Ms. Patton moved to approve. Mr. Stockton seconded the motion. The motion carried and Application 11-28 was approved as written.

Application 11-13 from the Office of the Secretary of State (Merit Commission) was the next on the agenda. Mr. Joens moved to Item #1 “Minutes of Merit Commission Hearings and Meetings.” He asked that microfilming be added to this retention. Ms. Lucas noted there is no provision for deletion of the scanned image. After deliberation the Commission suggested the recommendation should read “Scan as generated, then transfer original hard copies to the State Archives for permanent retention. The scanned images may be deleted upon expiration of administrative value. State Archives may microfilm hard copy at their discretion.” Ms. Patton then moved to item 2 “Annual Reports.” She said in line two of the description, Secretary of State’s “Merit Employment Code” is the actual Act name, therefore the quotations and the apostrophe should be removed from the name. She also suggested removing “et seq.” from the citation. Ms. Patton then moved to Item 3 “Merit Commission Discharge Allocation Hearing Case Files.” She said in the description the reference to Secretary of State’s “Merit Employment Act” should be amended to Secretary of States Merit Employment Code with no quotations. The citation should also be amended to (15 ILCS 310/9a) and “et seq.” deleted. Ms. Patton moved to approve. Mr. Stockton seconded the motion. The motion carried and Application 11-13 was approved as amended.

The next item on the agenda was Application 11-38 from the Office of the Secretary of State (Personnel). Ms. Patton moved to Item #1 “Bloodborne Pathogens Exposure Control Files.” She noted the recommendation should read separation “from” not “of” as listed. Ms. Patton moved to approve. Mr. Klockenga seconded the motion. The motion carried and Application 11-38 was approved as amended.

Application 11-34 from Veterans’ Affairs (Personnel) was the next item to be considered. Ms. Patton moved to approve. Mr. Stockton seconded the motion. The motion carried and Application 11-34 was approved as written.

Application 92-78U from Eastern Illinois University (V.P. for Student Affairs) was the next item on the agenda. Ms. Patton moved to item 340.02 “Routine Administrative Correspondence and Related Supporting Documents.” She suggested adding “and documents” to the description after the word correspondence, and in the third line of the description making the word “office” plural. Ms. Patton then moved to item 340.04 “Personnel Files”. She said in the third line of the description the word “workman’s” should be amended to “workers.” Ms.

Patton moved to approve. Mr. Klokkenga seconded the motion. The motion carried and Application 92-78U was approved as amended.

The next item of new business was Application 92-78T from Eastern Illinois University (V.P. for Student Affairs). Ms. Patton moved to approve. Mr. Stockton seconded the motion. The motion carried and Application 92-78T was approved as written.

Application 07-09D from Southern Illinois University – Edwardsville (V.P. for Academic Affairs) was the next item on the agenda. Ms. Patton moved to item 1700.007 “Fiscal Management and Grant Post Award Records,” in paragraph b). The series includes real property and equipment. She said the three year retention is not sufficient for real property contracts and suggested amending the retention to twenty years. Ms. Patton said the three year retention would be sufficient for the equipment and other records but not real property. The Commission suggested separating the two. Mr. Stockton moved to approve as amended. Ms. Patton seconded the motion. The motion carried and Application 07-09D was approved as amended.

The last item on the agenda was Application 93-10D from Southern Illinois University Medical School (Comptroller). Ms. Patton moved to approve. Mr. Stockton seconded the motion. The motion carried and Application 93-10D was approved as written.

The Commission then returned to Application 11-31 from the State Board of Education. Mr. Klokkenga confirmed the building was leased by the state. Ms. Patton suggested amending the retention to four years in case of contract issues so there would be documentation to support a breach of contract. Mr. Stockton moved to approve. Ms. Patton seconded the motion. The motion carried and Application 11-31 was approved as amended.

The date of the next scheduled State Records Commission meeting is Wednesday, August 17, 2011 at 9:30 a.m. in the John Daly Conference Room of the Margaret Cross Norton Building, Springfield, Illinois. Mr. Stockton moved to adjourn. Mr. Klokkenga seconded the motion and the July 20, 2011 State Records Commission adjourned at 10:15 a.m.

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

- 09-03 State Retirement System
 (Benefits)
 Approved as Rewritten
- 07-11A Southern Illinois University –Edwardsville
 (V.C. for Administration) was deferred June 15 to research where positive test
 results are maintained.
 Approved as Amended
- 85-148I Western Illinois University
 (Vice President of Student Affairs) This application was deferred June
 15th to research whether employee X-rays were also included in item 500.05 “X-
 Rays and X-Ray Interpretations”
 Approved as Amended
- 11-16 Central Management Services
 (Personnel)
 Approved as Written
- 11-31 State Board of Education
 (Administrative Services)
 Approved as Amended
- 11-32 Department of Employment Security
 (Revenue)
 Approved as Corrected
- 11-28 Illinois Board of Higher Education
 (Planning and Budget)
 Approved as Written
- 11-13 Office of the Secretary of State
 (Merit Commission)
 Approved as Amended
- 11-38 Office of the Secretary of State
 (Personnel)
 Approved as Amended

- 11-34 Veterans Affairs
(Personnel)
Approved as Written
- 92-78U Eastern Illinois University
(V.P. for Student Affairs)
Approved as Amended
- 92-78T Eastern Illinois University
(V.P. for Student Affairs)
Approved as Written
- 07-09D Southern Illinois University-Edwardsville
(V.P. for Academic Affairs)
Approved as Amended
- 93-10D Southern Illinois University-Medical School
(Comptroller)
Approved as Written