

## STATE RECORDS COMMISSION

### MINUTES

August 17, 2011

Springfield, Illinois

A meeting of the State Records Commission was held at 9:30 a.m., August 17, 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; Steve Klokkenga, representing State Comptroller Judy Baar Topinka; David Boyd, representing Malcolm E. Weems, Acting Director of the Department of Central Management Services; and Jim Kramp, representing State Treasurer Dan Rutherford.

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

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 July 20, 2011. Mr. Boyd noted page 2, line 26 should read "approved as corrected." This correction should also be noted on page 5, line 30. Mr. Kramp moved to approve. Mr. Boyd seconded the motion. The motion carried and the minutes of the July 20, 2011 meeting were approved as amended.

The first item on the agenda was Old Business, Application 10-58 from the Department of Transportation (All). This Application was deferred at the May 18, 2011 State Records Commission meeting to review the supersession of several applications which have records not considered as administrative correspondence. Mr. Jones said the records officer from IDOT, Diana Sternitzke, requested item #2, "Routine Miscellaneous Correspondence," be withdrawn and submitted as a separate application at a later date. Ms. Patton moved to item 1 "Executive Correspondence Files." She noted in item 1 of Application 91-52 "Administrative and General Correspondence Files of the Division of Highways Executive Office" (which is superseded by 10-58) there is a reference to "minutes of intra or inter-agency/organization proceedings or conferences." Ms. Patton asked if this could include public bodies that fall under the "Open Meetings Act." Mr. Jones said he was unsure. Ms. Patton said if this involves separate public bodies the retention would not be sufficient. After deliberation the Commission decided to

approve this application contingent on the verification as to whether item #1 includes public bodies. If it does the item will be deferred. Ms. Patton moved to approve. Mr. Boyd seconded the motion. The motion carried and Application 10-58 was approved as written based on the above contingency. (After consultation with the agency item #1 has been deferred).

Application 11-20 from the Office of the State Comptroller (Electronic Commerce) was next on the agenda. Mr. Boyd moved to approve. Ms. Patton seconded the motion. The motion carried and Application 11-20 was approved as written.

The next application on the agenda was 11-21 from the Office of the Comptroller (Pre-Audit). Mr. Kramp moved to approve. Mr. Stockton seconded the motion. The motion carried and Application 11-21 was approved as written.

Application 11-26 from the Office of the Secretary of State (Vehicle Services) was next on the agenda. Mr. Jones noted this application was rewritten to change from microfilming to scanning. Mr. Stockton moved to approve. Ms. Patton seconded the motion. The motion carried and Application 11-26 was approved as written.

The next Application on the agenda was Application 11-41 from the Department of Veterans' Affairs (Fiscal). Mr. Boyd asked about the 2<sup>nd</sup> paragraph of the retention of item 1 "Veterans' Assistance Fund Grant Files." He asked what the range would be in "three (3) years lapsed from the date of application or notification of rejection." After deliberation the Commission agreed to remove "lapsed from the date of application or," from the retention. The 2<sup>nd</sup> paragraph of the retention should read "Retain unsuccessful grant applications, grant proposals, and related documents for three years from date of notification..." Mr. Boyd moved to approve. Mr. Klockenga seconded the motion. The motion carried and Application 11-41 was approved as amended.

Application 02-62C from Eastern Illinois University (V.P. for University Advancement) was the next item on the agenda. Mr. Boyd asked whether this record could contain personal information. Mr. Jones said yes. Mr. Boyd suggested amending the retention to "destroy in a secure manner". Mr. Kramp moved to approve. Mr. Stockton seconded the motion. The motion carried and Application 02-62C was approved as amended.

The next Application on the agenda was 85-146B from Western Illinois University (V.P. for Advancement and Public Services). Mr. Boyd moved to approve. Mr. Stockton seconded the motion. The motion carried and application 85-146B was approved as written.

The next Application on the agenda was 85-146C from Western Illinois University (V.P. for Advancement and Public Services). Mr. Stockton moved to approve. Mr. Boyd seconded the motion. The motion carried and Application 85-146C was approved as written.

The last item of business was Application 85-146D from Western Illinois University (V.P. for Advancement and Public Services). Mr. Boyd moved to approve. Mr. Stockton seconded the motion. The motion carried and Application 85-146D was approved as written.

Mr. Joens informed the commission that he had met with representatives from the University of Illinois to discuss electronic records issues. He said they were going to work together to come up with suggestions for rules changes and best practices on dealing with electronic records issues. He also said the state's chief information officer and the Attorney General's Office would also be asked to participate.

The date of the next scheduled State Records Commission meeting is Wednesday, September 21, 2011 at 9:30 a.m. in the John Daly Conference Room of the Margaret Cross Norton Building, Springfield, Illinois. Mr. Kramp moved to adjourn. Ms. Patton seconded the motion and the August 17, 2011 State Records Commission adjourned at 9:45 a.m.

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

- 10-58 Department of Transportation  
(All)  
*Approved as Written (Exception Item #1 was deferred)*  
(This application was deferred 5/18/11 to review the supersession of several application which have records series not considered as administrative correspondence.)
- 11-20 Office of the Comptroller  
(Electronic Commerce)  
*Approved as Written*
- 11-21 Office of the Comptroller  
(Pre-Audit)  
*Approved as Written*
- 11-26 Office of the Secretary of State  
(Vehicle Services)  
*Approved as Written*
- 11-41 Veterans' Affairs  
(Fiscal)  
*Approved as Amended*
- 02-62C Eastern Illinois University  
(V.P. for University Advancement)  
*Approved as Amended*
- 85-146B Western Illinois University  
(V.P. for Advancement and Public Services)  
*Approved as Written*
- 85-146C Western Illinois University  
(V.P. for Advancement and Public Services)  
*Approved as Written*
- 85-146D Western Illinois University  
(V.P. for Advancement and Public Services)  
*Approved as Written*