

STATE RECORDS COMMISSION
MINUTES
September 21, 2011
Springfield, Illinois

A meeting of the State Records Commission was held at 9:30 a.m., September 21, 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, Sandy Lucas, Dallas Harris 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 August 17, 2011. Mr. Kramp moved to approve. Mr. Boyd seconded the motion. The motion carried and the minutes of the August 17, 2011 meeting were approved as written.

The first item of new business was Application 11-42 from the Department of Central Management Services (Bureau of Personnel). Mr. Boyd moved to approve. Mr. Klokkenga seconded the motion. The motion carried and Application 11-42 was approved as written.

Mr. Joens introduced Dallas Harris to the Commission who is our new electronics records archivist. Mr. Joens also informed the Commission that Mr. Harris will be working with the University of Illinois, the State Archives, the Attorney General's office, and the Department of CMS to come up with suggestions for rule changes and best practices on dealing with electronic records issues.

The next item on the agenda was Application 11-39 from the Department of Corrections (Legal Counsel). Mr. Boyd moved to item #1 "Ethics Training Files." He asked why there wasn't a reference to electronic media in the item. Ms. Lucas explained staff is writing retention schedules media neutral now. Ms. Lucas said the agency did not specify they had electronic media. Mr. Boyd said something should be in the retention addressing the electronic media. He

said hard copy documents are “destroyed” and electronic media are deleted. He suggested coming up with wording for future applications which address this issue. Mr. Joens said state standards define the destruction of hard copy and electronic media. Mr. Jones asked if when writing an application even if the agency does not have electronic records at the present time but will have in the future, should this issue be addressed in the retention. The Commission said yes. Ms. Patton moved to item #2 “Statements of Economic Interest Files.” She said the second to the last sentence of the description the word should be “one” instead of “on”. Ms. Patton then asked if there were other records besides the statements of economic interest in this series. She said the statements are posted on the Secretary of State’s website and wanted to make sure the confidential information was not included. Ms. Lucas said she is unsure as to what is actually posted. The agency told her the information in the series was confidential. Ms. Patton said information such as address is personal but not necessarily confidential. After deliberation Ms. Patton moved to approve as corrected. Mr. Boyd seconded the motion. The motion carried and Application 11-39 was approved as corrected.

The next application to be considered was 11-50 from the Illinois Department of Public Health (Office of the Director). Mr. Kramp moved to approve. Mr. Boyd seconded the motion. The motion carried and Application 11-50 was approved as written.

The next item on the agenda was Application 11-40 from the State Retirement System. Mr. Boyd moved to Item #1 “Closed Death Claim Files.” He said the first paragraph of the retention should have “destroy in a secure manner” added. Mr. Boyd then asked why the agency was reducing the retention from permanently to seven years. Ms. Lucas said she had contacted Lynn Patton asking if there would be any reason these records would need to be retained longer than seven years. She added that the agency felt there was no need to retain these records longer than seven years after closure. Ms. Patton said there is a statute of limitation on the amount of time you can file a claim on an estate. She said seven years should cover the time limit. Mr. Stockton suggested adding “whichever is longer” to the last paragraph of the retention. The last paragraph should read “Retain microfilm for seven (7) years from death or closure of estate, whichever is longer, then destroy in a secure manner provided all audits etc...” Mr. Boyd moved to approve. Ms. Patton seconded the motion. The motion carried and Application 11-40 was approved as amended.

The next item on the agenda was Application 84-66EE from Eastern Illinois University (V.P. for Business Affairs). Mr. Joens noted on item #1400.04 “Central Stores Incoming Merchandise Tickets” the date should read “2005.” Ms. Patton asked if the two year retention was sufficient from an auditing standpoint. Mr. Boyd said yes. Mr. Kramp moved to approve. Mr. Klokkenga seconded the motion. The motion carried and Application 84-66EE was approved as corrected.

Application 95-12D from Eastern Illinois University (Office of the President) was the next item on the agenda. Ms. Patton moved to item 170.16 “Freedom of Information Act Files.” Ms. Patton suggested adding “and no review is pending with the Attorney General’s Public Access Counselor” after the word “anticipated” in the retention. The Commission agreed. Mr. Jones asked if that should be the standard retention for FOI, Ms. Patton said yes. Mr. Boyd moved to approve. Mr. Klokkenga seconded the motion. The motion carried and Application 95-12D was approved as amended.

The next item on the agenda was Application 07-09F from Southern Illinois University – Edwardsville (Provost and Vice Chancellor for Academic Affairs). Mr. Boyd moved to item 340.001 “Attention and Behavior Clinic Client Files.” He said the last sentence of the retention is missing the audit clause. Mr. Boyd moved to approve. Mr. Kramp seconded the motion. The motion carried and Application 07-09F was approved as amended.

The next Application to be considered was 07-09G from Southern Illinois University – Edwardsville (Vice President for Academic Affairs). Ms. Patton moved to approve. Mr. Kramp seconded the motion. The motion carried and Application 07-09G was approved as written.

The last item on the agenda was Application 07-11B from Southern Illinois University – Edwardsville (Vice Chancellor for Administration). Ms. Patton moved to item 290.09 “Certificates of Insurance.” She asked if there is a stated period of coverage on the face of the certificate. Mr. Jones said he was unsure. Ms. Patton said contracts within the universities are multiyear contracts and you want to make sure that the agency has insurance coverage for each of the years of the contracts. She suggested adding the words “of the contract” after expiration in the retention. Mr. Boyd moved to approve. Mr. Klokkenga seconded the motion. The motion carried and Application 07-11B was approved as amended.

The date of the next scheduled State Records Commission meeting is Wednesday, October 19, 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 September 21, 2011 State Records Commission adjourned at 9:50 a.m.

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

- 11-42 Central Management Services
 (Bureau of Personnel)
 Approved as Written

- 11-39 Department of Corrections
 (Legal Counsel)
 Approved as Corrected

- 11-50 Department of Public Health
 (Office of the Director)
 Approved as Written

- 11-40 State Retirement System
 Approved as Amended

- 84-66EE Eastern Illinois University
 (V.P. for Business Affairs)
 Approved as Corrected

- 95-12D Eastern Illinois University
 (Office of the President)
 Approved as Amended

- 07-09F Southern Illinois University - Edwardsville
 (Provost and Vice Chancellor for Academic Affairs)
 Approved as Amended

- 07-09G Southern Illinois University - Edwardsville
 (V.P. for Academic Affairs)
 Approved as Written

- 07-11B Southern Illinois University - Edwardsville
 (V.C. for Administration)
 Approved as Amended