

**LOCAL RECORDS COMMISSION
OF COOK COUNTY**

Minutes
January 12, 2016

A meeting of the Local Records Commission of Cook County was held in the State of Illinois Video Conferencing Centers in Springfield and Chicago. The meeting was called to order at 11:01 A.M. by Martha Martinez, Chair.

CHICAGO SITE:

Members Present: Martha Martinez, Cook County Board President's designee and chair of the Commission; Kathy McKee, Cook County State's Attorney's designee; Ivana Dabizljevic for Lawrence L. Wilson, Cook County Comptroller; Greta Bever, for Brian Bannon, Mayor of Chicago designee; David Joens, Director of State Archives and designee for Jesse White, Secretary of State.

Members Absent:

Staff Present: Jean Hynes, Records Archivist, Deneena Norton, Records Archivist

SPRINGFIELD SITE:

Members Present:

Staff Present: Robert Boots, Archival Program Administrator; Rheta Miller, Administrative Clerk; Lynn Kahbeah, Administrative Clerk; Steve Jones, Records Archivist.

Members Absent:

The minutes of the December 8, 2015 meeting of the Local Records Commission of Cook County were reviewed by the Commission. Ms. Bever said the public comment section should include a summary of what was requested by the guests who spoke at the meeting. She suggested adding "all of the speakers were in favor of a permanent retention for these files." Ms. Bever made a motion to accept the minutes as amended. Mr. Joens seconded the motion. The motion carried. Approved unanimously.

OLD BUSINESS:

Ms. Martinez asked if there were any updates in regards to the City of Chicago Police Department. Mr. Joens said staff is still working with the Chicago Police Department on updating its schedule but there is nothing new to report. He said he believes the Chicago Police Department is in favor of making compliant register records permanent.

NEW BUSINESS:

Applications:

16:001C – Hanover Township Offices (Bartlett). Ms. Bever made a motion to approve application 16:001C as submitted. Ms. McKee seconded the motion. The motion carried. Approved unanimously.

16:002C – Hickory Hills Police Department (Hickory Hills). Mr. Joens made a motion to approve application 16:002C as submitted. Ms. Bever seconded the motion. The motion carried. Approved unanimously.

16:003C – Town of Cicero Police Department (Cicero). Ms. McKee made a motion to approve application 16:003C as submitted. Ms. Dabizljevic seconded the motion. The motion carried. Approved unanimously.

16:006C – 16:012C – Cook Co. Circuit Clerk Judicial Circuit. Mr. Joens made a motion to approve applications 16:006C – 16:012C as submitted. Ms. McKee seconded the motion. The motion carried. Approved unanimously.

Amendments:

01:030C – Palos Heights Fire Protection District Firefighters Pension Fund (Palos Heights). Mr. Joens made a motion to accept the amendments to items 2, 3 and 10 to application 01:030C. Ms. McKee seconded the motion. The motion carried. Approved unanimously.

07:009C – Village of Orland Hills (Orland Hills). Mr. Joens made a motion to accept the amendments to items 4, 16, 17, 23, 51, 54, 56, 77, 81, 85 and 113 to application 07:009C. Ms. McKee seconded the motion. The motion carried. Approved unanimously.

Public Comment

Ms. Rebecca Raines from Westside Branch of the NAACP read a letter requesting that records of officers which pertain to misconduct be retained permanently. She said the Chicago branch of NAACP favors an amendment to the Local Records Act that states “all records related to the compliance, investigation and conjunction of employee’s misconduct shall be permanently retained and not destroyed.” Ms. Raines submitted a copy of the letter to all commission members.

The date of the next meeting of the Local Records Commission of Cook County is scheduled for 11:00 AM on Tuesday, February 9, 2016 at the Illinois Department of Central Management Services’ Video Conference Center located in Room 9-036 of the James R. Thompson Center, 100 West Randolph, Chicago, Illinois, and the CMS Video Conference Center located in the LLCC – Capital City Training Center at 130 West Mason, Springfield, Illinois.

ADJOURNMENT:

Mr. Joens moved that the meeting adjourn. Ms. Bever seconded the motion. The motion carried. Approved unanimously.

Minutes typed by: Pamela Waggoner, Records Management Section.