

**LOCAL RECORDS COMMISSION  
OF COOK COUNTY**

Minutes  
March 8, 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; Annie Miskewitch, 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: Deneena Norton, Records Archivist

**SPRINGFIELD SITE:**

Staff Present: Robert Boots, Archival Program Administrator; Pamela Waggoner, Administrative Clerk.

Members Absent:

The minutes of the February 9, 2016 meeting of the Local Records Commission of Cook County were reviewed by the Commission. Mr. Joens made a motion to accept the minutes as submitted. Ms. McKee seconded the motion. The motion carried. Approved unanimously.

**OLD BUSINESS:**

Mr. Joens said staff is still working with the Chicago Police Department on updating its schedule but there is nothing new to report.

**NEW BUSINESS:**

The commission discussed the proposed retention upgrade for Non-Law Enforcement Surveillance Video.

Mr. Joens and Mr. Boots discussed the reasoning behind the proposed retention upgrade. After brief discussion Ms. McKee made a motion to approve the retention upgrade. Ms. Miskewitch seconded the motion. The motion carried. Approved unanimously.

**Applications:**

16:014C – Hodgkins Public Library District (Hodgkins). Mr. Joens made a motion to approve application 16:014C as submitted. Ms. Dabizljevic seconded the motion. The motion carried. Approved unanimously.

### **Add-Ons:**

04:017C – Northbrook S.D. #27 (Northbrook). Mr. Joens made a motion to approve the addition of items 134 to application 04:017C as amended with the new language. Ms. McKee seconded the motion. The motion carried. Approved unanimously.

07:040C – Orland School Dist. #135 (Orland Park). Mr. Joens made a motion to approve the addition of items 164 - 165 to application 07:040C as submitted. Ms. Miskewitch seconded the motion. The motion carried. Approved unanimously and also to approve amendments to item 163.

12:006C – LaGrange Police Dept. (LaGrange). Mr. Joens made a motion to approve the addition of item 247 to application 12:006C as submitted. Ms. McKee seconded the motion. The motion carried. Approved unanimously.

16:004C – Cook Co. Treasurer (Chicago). Ms. McKee made a motion to approve the addition of item 413 to application 16:004C as submitted. Ms. Miskewitch seconded the motion. The motion carried. Approved unanimously.

95:037C – Village of Bartlett (Bartlett). Mr. Joens made a motion to approve the addition of item 85 to application 95:037C as submitted. Ms. Dabizljevic seconded the motion. The motion carried. Approved unanimously.

### **Amendments:**

84:251C – Chicago City Graphics and Reproduction Center (Chicago). Mr. Joens made a motion to accept the amendments to items 93, 94, 95, 96, 97, 99, 100 to application 84:251C. Ms. Miskewitch seconded the motion. The motion carried. Approved unanimously.

### **Public Comment**

None

The date of the next meeting of the Local Records Commission of Cook County is scheduled for 11:00 AM on Tuesday, April 12, 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. Miskewitch seconded the motion. The motion carried. Approved unanimously.

Minutes submitted by: Pamela Waggoner, Records Management Section.