

**LOCAL RECORDS COMMISSION  
OF COOK COUNTY**

Minutes  
April 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; Annie Miskewitch, for Brian Bannon, Mayor of Chicago designee.

Members Absent: Ivana Dabizljevic for Lawrence L. Wilson, Cook County Comptroller.

Staff Present: Deneena Norton, Records Archivist

**SPRINGFIELD SITE:** David Joens, Director of State Archives and designee for Jesse White, Secretary of State.

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

Members Absent:

The minutes of the March 8, 2016 meeting of the Local Records Commission of Cook County were reviewed by the Commission. Ms. Miskewitch made a motion to accept the minutes as submitted. Ms. McKee seconded the motion. The motion carried. Approved unanimously.

**OLD BUSINESS:**

Mr. Joens said there is nothing new to report from the Chicago Police Department on updating its schedule. He said we have not heard back from them and the ball is in their court. He also noted that there are a few pieces of legislation in front of the General Assembly that would require police misconduct files to be kept permanently. He will keep the commission informed of the progress of these bills.

**NEW BUSINESS:**

**Applications:**

16:015C – Metropolitan Pier and Exposition Authority (Chicago). Mr. Joens noted a few typos in the application. Ms. McKee made a motion to approve application 16:015C as submitted with typo corrections. Mr. Joens seconded the motion. The motion carried. Approved unanimously.

16:016C – Cook County Office of the President (Chicago). Mr. Joens discussed the Title of item number #6. He asked Chair Martinez if this office prepared its own budgets. She said it did but then it went through the Department of Budget and Management Services. Mr. Joens recommended adding the phrase "Budget retained by the Department of Budget and Management Services" to the title, which is similar to the phrase used for item 8 of application 16-018C. Ms. Miskewitch made a motion to approve application 16:016C as amended. Ms.

McKee seconded the motion. The motion carried. Ms. Martinez requested to abstain because the application was from her office. The motion to approve as amended was approved unanimously. 16:017C – Village of Niles (Niles). Mr. Joens made a motion to approve application 16:017C as submitted. Ms. McKee seconded the motion. The motion carried. Approved unanimously.

16:018C – Cook County Department of Human Rights and Ethics (Chicago). In noting how the application was written, Mr. Joens asked if these were separate agencies that had been combined or were separate department under the same agency. Chair Martinez said they were one agency but separate departments. Ms. McKee made a motion to approve application 16:018C. Mr. Joens seconded the motion. The motion carried. Approved unanimously.

### **Add-Ons:**

14:002C – Hanover Park Police (Hanover Park). Mr. Joens made a motion to approve the addition of item 79 to application 14:002C. Ms. McKee seconded the motion. The motion carried. Approved unanimously.

15:028C – Park Ridge Niles School Dist. #64 (Park Ridge). Mr. Joens made a motion to approve the addition of item 77 to application 15:028C as submitted. Ms. McKee seconded the motion. The motion carried. Approved unanimously.

### **Amendments:**

16:001C – Hanover Twp. Offices (Bartlett). Ms. McKee made a motion to accept the amendment to item 1102 to application 16:001C. Mr. Joens 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, May 10, 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. McKee seconded the motion. The motion carried. Approved unanimously.

Minutes submitted by: Pamela Waggoner, Records Management Section.