

**LOCAL RECORDS COMMISSION
OF COOK COUNTY**

Minutes
May 10, 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 11:00 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. Ivana Dabizljevic for Lawrence L. Wilson, Cook County Comptroller.

Members Absent:

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 April 12, 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. Miskewitch 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 will keep the commission informed of the progress of these bills.

Mr. Joens also noted that Ms. Hynes has been out of the office and not sure when she will return.

NEW BUSINESS:

Applications:

16:019C – Midlothian School Dist. #143 (Midlothian). Mr. Joens discussed item #15 Attendance and Grade records retention to add Retain Attendance records for two (2) years. Mr. Joens also noted a typo on item #53. Mr. Joens also noted that Item #137 that 2nd paragraph should have the word Request added to the retention. Ms. Miskewitch made a motion to approve application 16:019C as submitted with typo corrections and amended retention. Mr. Joens seconded the motion. The motion carried. Approved unanimously.

16:020C – Niles Township High School (Skokie). Mr. Joens noted item #3 first paragraph should be taken out. He also noted a typo in item #75. Mr. Joens noted that item #90 should be amended as same as the language as item #137 as in Application 16:019C. Ms. McKee made a motion to approve application 16:020C as amended. Mr. Joens seconded the motion. The motion carried. Approved unanimously.

16:021C – South Barrington Park District (South Barrington). Mr. Joens noted on Item #35 that the retention should be amended to say retain for seven years after superseded. Ms. Dabizljevic made a motion approve Application 16:021C as amended. Ms. Miskewitch seconded the motion. The motion carried. Approved unanimously.

Add-Ons:

04:014C – Village of Evergreen Park (Evergreen). Mr. Joens made a motion to approve the addition of item 155 to application 04:014C. 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, June 14, 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.