

**LOCAL RECORDS COMMISSION  
OF COOK COUNTY**

Minutes  
July 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 11:00 A.M. by David Joens, Acting Chairman.

**CHICAGO SITE:**

Members Present: David Joens, Director of the State Archives and designee for Secretary of State Jesse White; Annie Miskewitch, for Brian Bannon, Mayor of Chicago designee; Ivana Dabizljevic for Lawrence L. Wilson, Cook County Comptroller.

Members Absent: Martha Martinez, Cook County Board President's designee and chair of the Commission; Kathy McKee, Cook County State's Attorney's designee.

Staff Present: Deneena Norton, Records Archivist

**SPRINGFIELD SITE:** Ian Hunt, designee of the State Historian's office.

Staff Present: Robert Boots, Archival Program Administrator; Rheta Miller, Administrative Clerk.

Mr. Joens called the meeting to order. Noting the absence of Chair Martinez, he asked leave of the body to serve as chair. Leave was granted. The commission did a round of introductions. Mr. Ian Hunt from the Abraham Lincoln Presidential Library was introduced to the Commission. Mr. Hunt will serve as a member for the Cook County Commission as well as the Downstate Local Records Commission and the State Records Commission.

The minutes of the May 10, 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. Dabizljevic seconded the motion. The motion carried. Approved unanimously.

**OLD BUSINESS:**

Mr. Joens said the Chicago Police Department has not been in contact with staff concerning updating its records retention application.

**NEW BUSINESS:**

Ms. Dabizljevic asked about application 16-022C Fox Metro Water Reclamation District. Mr. Joens said that application had been pulled from the agenda because the district is in Oswego, in Kendall County.

### **Applications:**

16:023C – Cook County Sheriff’s Department/Support Services. Ms. Pam Horne was present from the Cook County Sheriff’s Department and introduced herself as the records officer for the department. Mr. Joens noted that item number 750 had a retention repeated twice and recommended the second retention be deleted. He also noted that items 766 and 767 improperly used the word “property” in the recommendation and asked Ms. Horne what the correct word should be. She said “case.” The recommendations now reads:

Retain property not considered evidence for five (5) years after disposition of case, then dispose of.

Mr. Joens then asked Ms. Horne to discuss the application. She said the application had been streamlined from the previous application. For example, the previous application had several entries from administrative files. She said the subject matters may have been different but they were all administrative files so now that is just one item. She also said that the department now has a centralized records management office, staff by her as records officer, and the office will make sure the department follows good records management standards and will properly implement this application. Ms. Horne also thanked Ms. Norton, who is the Records Archivist for Cook County, for her assistance in helping with this application. Mr. Joens explained the process for additional items and amendments and told Ms. Horne if any assistance is needed to please contact us. He also commended the department for updating its application. Mr. Joens asked the board if it had any further questions. Hearing none, he asked for a motion to approve as amended. Ms. Miskewitch made a motion to approve application 16:023C as amended. Ms. Dabizljevic seconded the motion. The motion carried. Approved unanimously.

16:024C – Department of Homeland Security & Emergency Management. Mr. Joens noted this was a new department and a first application. Ms. Miskewitch made a motion to approve application 16:024C. Ms. Dabizljevic seconded the motion. The motion carried. Approved unanimously.

16:025C – Chicago Heights Police Department. Ms. Dabizljevic made a motion approve application 16:025C. Ms. Miskewitch seconded the motion. The motion carried. Approved unanimously.

### **Add-Ons:**

89:034C – Rich Township. Ms. Miskewitch made a motion to approve the addition of item 160A to application 89:034C. Ms. Dabizljevic seconded the motion. The motion carried. Approved unanimously.

01:027C – Bridgeview Public Library. Ms. Dabizljevic made a motion to approve the addition of items 70 - 87 to application 01:027C. Ms. Miskewitch seconded the motion. The motion carried. Approved unanimously.

12:021C – Chicago Public Library. Ms. Dabizljevic made a motion to approve the addition of items 602 and 603 to application 12:021C. Mr. Hunt seconded the motion. The motion carried. Approved unanimously.

**Amendments:**

11:008C – Burbank School District #220. Ms. Miskewitch made a motion to accept the amendment to item 6 to application 11:008C. Ms. Dabizljevic 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, August 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:**

Ms. Miskewitch moved that the meeting adjourn. Mr. Hunt seconded the motion. The motion carried. Approved unanimously.

Minutes submitted by: Rheta Miller, Records Management Section.