

**LOCAL RECORDS COMMISSION
OF COOK COUNTY**

Minutes
September 13, 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 11:05 a. m.

CHICAGO SITE:

Members Present: Martha Martinez, Cook County Board President's designee and chair of the Commission (arrived at 11:12 a.m.); 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 the State Archives and designee for Secretary of State Jesse White; Ian Hunt, designee of the State Historian's office.

Staff Present: Robert Boots, Archival Program Administrator; Pamela Waggoner, 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 minutes of the July 12, 2016 meeting of the Local Records Commission of Cook County were reviewed by the Commission. Ms. McKee made a motion to accept the minutes as submitted. Mr. Hunt 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.

During the discussing the Old Business Ms. Martinez arrived and assumed the Chair.

NEW BUSINESS:

The commission discussed a proposed Retention Period for Pre-School Student Records. Mr. Boots said public schools were now offering pre-school services and this will provide a retention period for those records. He said the retention conformed to the recommendation of the Illinois State Board of Education and was similar to temporary student records. He also said schools had the option of keeping these records longer. After brief discussion Ms. McKee made a motion to approve the retention period. Mr. Joens seconded the motion. The motion carried. Approved unanimously.

The commission also discussed a proposed Retention Period for Expungement Files. Mr. Boots said recent changes to expungement law, especially in the field of misdemeanors for marijuana use, had required expungements but made no mention of the local records act when allowing for records to be expunged. He said some police departments had asked about this, so the proposed retention allows for a more accurate disposal process. Mr. Joens noted that many law

enforcement agencies will not use this and will cite the law but for those who want to, correctly, follow the local records act; this retention will be in place. Mr. Boots noted that this will provide a paper trail for expunged records, which is the purpose of a records management program. After brief discussion Ms. Miskewitch made a motion to approve the retention period. Ms. Dabizljevic seconded the motion. The motion carried. Approved unanimously.

Applications:

16:022C – Policemen’s Annuity and Benefit Fund of Chicago. Mr. Joens made a motion to approve application 16:022C. Ms. McKee seconded the motion. The motion carried. Approved unanimously.

16:026C – Broadview Fire Department (Broadview). Mr. Joens made a motion to approve application 16:026C. Ms. McKee seconded the motion. The motion carried. Approved unanimously.

16:027C – Hoffman Estates (Hoffman Estates). Ms. Miskewitch made a motion approve application 16:027C. Ms. Dabizljevic seconded the motion. The motion carried. Approved unanimously.

Add-Ons:

03:016C – Oak Forest Police Department (Oak Forest). Mr. Joens made a motion to approve the addition of item 62 to application 03:016C. Ms. Miskewitch seconded the motion. The motion carried. Approved unanimously.

11:031C – Village of Arlington Heights (Arlington Heights). Ms. Miskewitch made a motion to approve the addition of items 222 and 223 to application 11:031C. Ms. McKee seconded the motion. The motion carried. Approved unanimously.

14:017C – Office of the Cook County Public Guardian (Chicago). Mr. Joens made a motion to approve the addition of items 115, 207, 208, 403 to application 14:017C. Ms. McKee seconded the motion. The motion carried. Approved unanimously.

84:040C – Northfield Twp. Offices (Glenview). Ms. Miskewitch made a motion to approve the addition of item 91 to application 84:040C. Mr. Joens seconded the motion. The motion carried. Approved unanimously.

95:037C – Village of Bartlett (Bartlett). Ms. Miskewitch made a motion to approve the addition of item 86 to application 95:037C. Mr. Joens seconded the motion. The motion carried. Approved unanimously.

99:011C – Eisenhower Cooperative for Special Education (Crestwood). Ms. Miskewitch made a motion to approve the addition of item 116 to application 99:011C. Mr. Hunt 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, October 11, 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. Joens seconded the motion. The motion carried. Approved unanimously.

Minutes submitted by: Pamela Waggoner, Records Management Section.