

**DOWNSTATE LOCAL RECORDS COMMISSION**  
**Margaret Cross Norton Building**  
**John Daly Conference Room**  
**Springfield, Illinois**

**MINUTES**

Meeting of January 5, 2016

**MEMBERS PRESENT:** Paul Schmitz, Chairman Local Records Commission and Christian County Board Chairman; David Joens, Secretary of State Designee; Jay Scott, Macon County State's Attorney; Carol Reed, Macon County Auditor; Jeff Clarke, Mayor of Pawnee.

**MEMBERS ABSENT:**

**STAFF PRESENT:** Robert Boots, Pamela Waggoner, Rheta Miller, Sheila Cowles.

**STAFF ABSENT:** None

**GUESTS:** None

Mr. Schmitz called the meeting of the Downstate Local Records Commission to order at 10:00 A.M.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

Mr. Joens explained that the November minutes had inadvertently not been called for a vote of approval at the December board meeting. Mr. Clarke made a motion to approve the minutes from the November 3, 2015 and December 1, 2015 meetings. Mr. Scott seconded the motion. The motion carried. Approved unanimously.

The following new applications, add-ons, and amendments were presented for approval:

**APPLICATIONS:**

<u>County</u>	<u>Agency</u>	<u>Application #</u>	<u>City</u>
Williamson	The City of Carterville	16:001	Carterville
Kankakee	Bradley Police Pension Fund	16:002	Bradley
Jo Daviess	Jo Daviess County Sheriff	16:003	Galena
Sangamon	Auburn Public Library	16:004	Auburn
Will	Crete Police Department	16:005	Crete
Wayne	Wayne Co. 9.1.1.	16:006	Fairfield
Peoria	Akron Clerk and Township	16:007	Princeville

Fulton	Fulton Co. Circuit Clerk 9th Judicial Circuit	16:008
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	16:009
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	16:010
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	16:011
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	16:012
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	16:013
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	16:014
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	16:015
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	16:016
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	16:017
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	16:018
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	16:019
Montgomery	Montgomery Co. Circuit Clerk 4th Judicial Circuit	16:020
Morgan	Morgan Co. Circuit Clerk 7th Judicial Circuit	16:021
Moultrie	Moultrie Co. Circuit Clerk 6th Judicial Circuit	16:022
Stephenson	Stephenson Co. Circuit Clerk 15th Judicial Circuit	16:023
Tazewell	Tazewell Co. Circuit Clerk 10th Judicial Circuit	16:024
Will	Will Co. Circuit Clerk 12th Judicial Circuit	16:025

**ADD-ONS:**

<u>County</u>	<u>Agency</u>	<u>Application #</u>	<u>Add-on Item #s</u>
Carroll	Carroll Co. Health Dept.	04:256	23, 24, 25
Clinton	Clinton Co. Clerk & Recorder	05:245	139 - 145
DeKalb	Somonauk CUSD #432	99:281	87, 88
DuPage	Wheaton Park Dist.	05:205	78
Franklin	Benton Zoning Dept.	13:174	45
Jefferson	Waltonville School Dist. #1	09:097	41
Lake	Lake Zurich Police Dept.	10:134	98
Lake	Mundelein Park Dist.	07:082	94
Logan	Lincoln City Clerk	15:215	400 - 414
Macon	Decatur Police Dept.	92:207	100.27
Pope	Pope Co. Clerk and Recorder	08:327	105
St. Clair	O'Fallon City Clerk	98:205	81 and 82

**AMENDMENTS:**

<u>County</u>	<u>Agency</u>	<u>Application</u>	<u>Amendment Item #s</u>
Will	Taft S.D. #90	04:192	7, 18, 37, 58, 81, 98, 134
Clinton	Clinton County Clerk and Recorder	05:245	105
DeKalb	Somonauk CUSD #432	99:281	2, 9, 11, 24, 35, 38, 39, 41, 46, 54

Mr. Boots said there was nothing out of the ordinary on the list of applications, add-ons and amendments. He noted that many of the items on the Applications list were from circuit clerks' offices and are actually disposals. Mr. Clarke made a motion to approve the applications, add-ons, and amendments as presented. Ms. Reed seconded the motion. The motion carried unanimously.

**Public Comment:**

None

The date of the next meeting of the Downstate Local Records Commission will be Tuesday, February 2, 2016 at 10:00 a.m.

Mr. Scott made a motion to adjourn. Ms. Reed seconded the motion. The motion carried. Approved unanimously.

Minutes submitted by: Pamela Waggoner, Records Management Section, Local Records Unit.