

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

MINUTES

Meeting of September 6, 2016

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

MEMBERS ABSENT: Jeff Clarke, Mayor of Pawnee; Ian Hunt, Designee for the Illinois State Historian.

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

STAFF ABSENT:

GUESTS: None

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

Mr. Scott made the motion to approve the minutes from the August 2, 2016 meeting. Ms. Reed seconded the motion. The motion carried. Approved unanimously.

OLD BUSINESS:

None

NEW BUSINESS:

The commission discussed the proposed Retention Period for Pre-School Student Records. Mr. Boots discussed the reasoning behind bringing this research before the commission: to provide public school districts with a retention for this record that conforms to the recommendation of the Illinois State Board of Education. After brief discussion Mr. Joens made a motion to approve the retention period. Mr. Scott seconded the motion. The motion carried. Approved unanimously.

The commission also discussed the proposed Retention Period for Expungement Files. Mr. Boots discussed the reasoning behind bringing this research before the commission: to update statutory citations in the research and revising the retention recommendation language to more accurately describe the disposal process. After brief discussion Ms. Reed made a motion to approve the retention period. Mr. Joens 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>
Tazewell	Pekin Fire Department	16:203	Pekin
Williamson	Lake Egypt Fire Protection District	16:204	Marion
JoDaviess	Pleasant Valley Township	16:205	Stockton
Whiteside	Coloma Township	16:206	Rock Falls
Rock Island	Prairie Cat LLSAP	16:207	Coal Valley
Perry	DuQuoin CUSD #300	16:208	DuQuoin
Sangamon	Springfield Park Dist. Police Department	16:209	Springfield
Williamson	Marion Police Department	16:210	Marion
Montgomery	Montgomery Co. Circuit Clerk 4th Judicial Circuit	16:211	
Morgan	Morgan Co. Circuit Clerk 7th Judicial Circuit	16:212	
Whiteside	Whiteside Co. Circuit Clerk 14th Judicial Circuit	16:213	

ADD-ONS:

<u>County</u>	<u>Agency</u>	<u>Application #</u>	<u>Add-on Item #s</u>
Christian	City of Taylorville	10:257	820 and 821
Cumberland	Cumberland Co. Health Dept.	10:239	28 - 30
DuPage	Milton Township Offices	02:088	1.17,2.45, 2.46
Kane	Aurora Civic Center Authority	16:055	79, 80, 81
Kane	Fox River Valley Libraries	11:280	73
Lake	Lake Co. Sheriff	99:267	55, 56
Macon	Macon County Conservation Dist	97:161	31
Madison	Six Mile Regional Library Dist.	13:218	308, 407 - 414
McHenry	Village of Algonquin	12:109	139
McHenry	Village of Spring Grove	03:135	178-181, 201-203, 326-328, 500-510
Peoria	Peoria Heights School District #325	81:493	60 - 65

Shelby	Windsor C.U.S.D. #1	10:308	509
St. Clair	O'Fallon City Clerk	98:205	83
Will	Fountaindale Public Library Dist.	15:106	95

AMENDMENTS:

County	Agency	Application	Amendment Item #s
Champaign	Rural Champaign Co. Special Education Co-Op	00:191	26, 35
DuPage	Milton Twp. Offices	02:088	2.10, 4.11, 1.2, 1.12, 2.1, 2.19, 2.21, 2.33, 2.35, 4.2, 4.16
McHenry	Village of Spring Grove	03:135	108,110, 122, 123, 131, 139, 149, 151, 200, 306, 315
Kane	Fox River Valley Libraries	11:280	31, 66
DuPage	Bartlett Fire and Police Commission	99:233	2, 10, 12

Mr. Joens made a motion to approve the applications, add-ons, and amendments as presented. Mr. Scott 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, October 4, 2016 at 10:00 a.m.

Mr. Joens 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.