

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

MINUTES

Meeting of December 6, 2016

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

MEMBERS ABSENT:

STAFF PRESENT: Robert Boots, Pamela Waggoner, Rheta Miller, Sheila Cowles, Chris Caldwell-Jacques.

STAFF ABSENT:

GUESTS: Timothy Carlson.

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

Mr. Clarke made the motion to approve the minutes from the November 1, 2016 meeting. Ms. Reed seconded the motion. The motion carried. Approved unanimously.

Mr. Schmitz introduced Timothy Carlson who will be replacing Mr. Schmitz as Chairman of the Christian County board. Mr. Schmitz said Mr. Carlson would be interested in serving on the Local Records Commission too.

OLD BUSINESS:

None

NEW BUSINESS:

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>
Lee	Lee Center Twp. Offices	16:244	West Brooklyn
Bureau	Princeton Public Library	16:245	Princeton
St. Clair	City of Fairview Heights	16:246	Fairview Heights

DuPage	City of Wheaton Fire Department	16:253	Wheaton
Randolph	Red Bud Community Unit District 132	16:254	Red Bud
Logan	Logan Co. Sheriff Department	16:255	Lincoln
Macoupin	Macoupin County Probation Department	16:256	Carlinville
Marion	Centralia Police Department	16:257	Centralia
Jackson	Regional Office of Education #30	16:258	Murphysboro
Sangamon	West Sangamon Public Library	16:259	New Berlin
DuPage	Roselle School District #12	16:260	Roselle
Knox	Knox Co. South Multi-Township Assessment Dist.	16:261	Galesburg
Ogle	Ogle County State's Attorney	16:262	Oregon
Knox	Knox Co. North Multi-Township Assessment Dist.	16:263	Galesburg
Mason	Mason County State's Attorney	16:264	Havana
Montgomery	Montgomery Co. Circuit Clerk 4th Judicial Circuit	16:265	
Pulaski	Pulaski Co. Circuit Clerk 1st Judicial Circuit	16:266	
St. Clair	St. Clair Co. Circuit Clerk 20th Judicial Circuit	16:267	
Will	Will Co. Circuit Clerk 12th Judicial Circuit	16:268	

ADD-ONS:

<u>County</u>	<u>Agency</u>	<u>Application #</u>	<u>Add-on Item #s</u>
DeKalb	Village of Hinckley	96:092	55
DeWitt	Dewitt Co. Sheriff	11:120	324
DuPage	DuPage Co. Forest Preserve Dist.	16:225	93
Lake	Lake Co. Forest Preserve Dist.	11:189	181
Tazewell	Fondulac District Library	00:065	38
Will	Moneka Public Library	94:154	51
Williamson	Village of Bush	04:126	31

AMENDMENTS:

<u>County</u>	<u>Agency</u>	<u>Application</u>	<u>Amendment Item #s</u>
Williamson	Village of Bush	04:126	15, 16, 19 and 30
Shelby	Cowden-Herrick CUSD #3A	05:242	110, 306, 403. 414, 711
McLean	City of Bloomington	08:136	208
Bond	Bond Co. Health Dept.	08:223	19, 33

DeKalb	Village of Hinckley	96:092	2, 3, 8, 9, 21, 22, 38, 49
Mercer	Mercer Co. Health Dept.	97:185	62

Mr. Scott made a motion to approve the applications, add-ons, and amendments as presented. Mr. Clarke seconded the motion. The motion carried unanimously.

Mr. Joens thank Mr. Schmitz for his dedication and service for serving as Chairman for the Local Records Commission. He also thanked all the other commission members for their service.

Public Comment:

None

The date of the next meeting of the Downstate Local Records Commission will be Tuesday, January 3, 2017 at 10:00 a.m.

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

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