

STATE RECORDS COMMISSION
MINUTES

January 20, 2016
Springfield, Illinois

A meeting of the State Records Commission was held at 9:30 a.m., January 20, 2016 in the John Daly conference room of the Margaret Cross Norton Building in Springfield.

Commission members present were: Chairman David Joens, designee of Secretary of State Jesse White; Steve Klokkenga, representing State Comptroller Leslie Geissler Munger; G. Allen Mayer, representing State Treasurer Michael Frerichs and Matthew Sebek, representing acting director Michael Hoffman of the Department of Central Management Services (present via phone).

Members Absent: Lynn Patton, representing Attorney General Lisa Madigan

State Archives staff members present were: Rochelle Joseph, Lynn Kahbeah, Steve Jones, and Bob Boots.

There were no records officers present.

The meeting was called to order by Chairman Joens at 9:30 a.m. The first item on the agenda was a review of the December 16, 2015 minutes. Mr. Mayer moved to approve. Mr. Klokkenga seconded the motion. The motion carried and the minutes from the December 16, 2015 State Records Commission were unanimously approved as written.

OLD BUSINESS

Application 86-123Y from the Department of Corrections was the first order of business. This application was deferred 11/19/15 to research the three month retention. Mr. Jones said after talking with the Records Officer for Corrections it was decided to increase the retention period to two years. Mr. Mayer moved to approve as rewritten. Mr. Klokkenga seconded the motion. The motion carried and Application 86-123Y was unanimously approved as rewritten.

NEW BUSINESS

The first item of new business was Application 15-64 from the Illinois Office of the Comptroller (Systems Administration). Mr. Klokkenga moved to the first sentence of the description in item #2

“Systems Administration – System Request” Folders.” He said the sentence should read “This record series consists of documents consisting of etc....” Mr. Mayer moved to approve as corrected. Mr. Klokkenga seconded the motion. The motion carried and Application 15-64 was approved as corrected.

The next item of business was Application 15-85 from the Illinois Office of the Comptroller (Funds Management). Mr. Mayer moved to item 4 “Imprest Fund Records.” He said in the third line of the description the agency should be listed as “Department of Commerce and Economic Opportunity.” Mr. Mayer moved to approve as corrected. Mr. Klokkenga seconded the motion. The motion carried and Application 15-85 was unanimously approved as corrected.

Application 88-50II from the Department of Illinois Emergency Management Agency (Legal Counsel) was the next on the agenda. Mr. Joens moved to item 190.08 “Freedom of Information Files.” The agency requested a ten year retention instead of the normal five years. He said the standard retention is five years but because IEMA is asking for a longer retention he is willing to approve it. Mr. Klokkenga asked why the agency wanted to increase the retention. Mr. Jones said he wasn’t sure but he believes it is to look back at previous requests. Mr. Klokkenga moved to approve. Mr. Mayer seconded the motion. The motion carried and Application 88-50II was unanimously approved as written.

The next item on the agenda was Application 15-79 from the Illinois Emergency Management Agency. Mr. Mayer moved to approve. Mr. Klokkenga seconded the motion. The motion carried and Application 15-79 was unanimously approved as written.

The last item on the agenda was Application 15-83 from the Office of the Secretary of State (Communications). Mr. Klokkenga moved to approve as written. Mr. Mayer seconded the motion. The motion carried and Application 15-83 was unanimously approved as written.

PUBLIC COMMENT

There was no public comment.

The date of the next scheduled State Records Commission meeting is Wednesday, February 17, 2016 at 9:30 a.m. in the John Daly Conference Room of the Margaret Cross Norton Building, Springfield, Illinois. Mr. Klokkenga moved to adjourn. Mr. Mayer seconded the motion. The motion carried and the January 20, 2016 State Records Commission adjourned at 9:43 a.m.

The following applications were submitted to the State Records Commission members for consideration:

- 86-123 Department of Corrections
Approved as Rewritten

- 15-64 Office of the Comptroller
 (Systems Administration)
Approved as Corrected

- 15-85 Office of the Comptroller
 (Funds Management)
Approved as Corrected

- 88-50II Illinois Emergency Management Agency
 (Legal Counsel)
Approved as Written

- 15-79 Illinois Emergency Management Agency
Approved as Written

- 15-83 Office of the Secretary of State
 (Communications)
Approved as Written