

STATE RECORDS COMMISSION  
MINUTES

April 20, 2016  
Springfield, Illinois

A meeting of the State Records Commission was held at 9:30 a.m., April 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; Lynn Patton, representing Attorney General Lisa Madigan; G. Allen Mayer, representing State Treasurer Michael Frerichs and Matthew Sebek, representing acting director Michael Hoffman of the Department of Central Management Services.

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

No Records Officers were 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 March 16, 2016 minutes. Mr. Sebek moved to approve. Mr. Klokkenga seconded the motion. The motion carried and the minutes from the February 17, 2016 State Records Commission were unanimously approved as written.

***NEW BUSINESS***

The first item of new business was Application 16-20 from the Department of Healthcare and Family Services (Medical Programs). Mr. Mayer moved to approve. Mr. Sebek seconded the motion. The motion carried and Application 16-20 was unanimously approved as written.

The next Application on the agenda was 16-01 from the Department of Human Services (Family and Community Services). Mr. Mayer asked for clarification regarding the letter dated March 23, 2016 to Mr. Joens. Ms. Joseph summarized the reasoning behind superseding 15-54. She said after the agency reviewed its application there were a few things not included. Ms. Patton moved to item 2 "Payee Agreements for Authorization to Provide Early Intervention Services." She said in line 8 of the description the reference to the "Individuals with Education Disabilities Act (IDEA) should be listed as "Individuals with Disabilities Education Act." She then moved to line 11 of the same paragraph. She

said in the reference to the “Family Educational Rights to Privacy Act” the word “to” should be changed to the word “and.” Mr. Klokkenga moved to approve as amended. Mr. Mayer seconded the motion. The motion carried and Application 16-01 was unanimously approved as amended.

The next Application on the agenda was Application 16-19 from the Office of the Secretary of State (All). Ms. Patton moved to line three of the description. She said the reference to the statutes should be “5 ILCS 120.” Mr. Mayer moved to approve as corrected. Mr. Klokkenga seconded the motion. The motion carried and Application 16-19 was unanimously approved as corrected.

The next item of business was Application 15-82 from the State Fire Marshal (Arson). Ms. Patton moved to approve. Mr. Mayer seconded the motion. The motion carried and Application 15-82 was unanimously approved as written.

Application 16-16 from the State Fire Marshal (Fire Prevention) was the next item on the agenda. Ms. Patton moved to approve. Mr. Sebek seconded the motion. The motion carried and Application 16-16 was unanimously approved as written.

The last item of business was Application 10-26A from the Department of Veterans’ Affairs. Mr. Mayer moved to the recommendation. He said the reference to the “index cards” is not in the description or title of the record series. Ms. Patton said “index cards” are listed in the old application but not in “10-26A.” Mr. Jones said the reference should be “records” instead of “index cards.” Ms. Patton said all of the references to “Veterans” should be consistent with either an apostrophe at the end of the word or none at all. Mr. Sebek moved to approve as amended. Mr. Mayer seconded the motion. The motion carried and Application 10-26A was unanimously approved as amended.

Mr. Mayer moved to reconsider Application 16-16 from the Office of the Secretary of State (All). Mr. Sebek seconded the motion and it was approved unanimously. Mr. Sebek asked if there is a separate application for verbatim recordings of closed sessions. Mr. Sebek said the “Open Meetings Act” requires verbatim recordings be retained for 18 months for closed sessions and then reviewed. After deliberation the commission suggested the Title of item 1 “Audio Tape Records of All SOS Commission, Board, Or Departmental Proceedings Under the Open Meetings Act” be amended to “Audio Tape Records of All *Open Session Portions of* SOS Commission, Board, Or Departmental Proceedings Under the Open Meetings Act.” The commission also suggested in the last sentence of the first paragraph inserting “All SOS recordings of closed sessions are not part of this record series.” Mr.

Sebek moved to approve as amended. Mr. Klokkenga seconded the motion. The motion carried and Application 16-19 was unanimously approved as amended.

***PUBLIC COMMENT***

There was no public comment.

The date of the next scheduled State Records Commission meeting is Wednesday, May 18, 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. Sebek seconded the motion. The motion carried and the April 20, 2016 State Records Commission adjourned at 10:00 a.m.

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

16-20            Department of Health Care and Family Services  
                         (Medical Programs)  
                         *Approved as Written*

16-01            Department of Human Services  
                         (Family and Community Services)  
                         *Approved as Amended*

16-19            Office of the Secretary of State  
                         (All)  
                         *Approved as Amended*

15-82            State Fire Marshal  
                         (Arson)  
                         *Approved as Written*

16-16            State Fire Marshal  
                         (Fire Prevention)  
                         *Approved as Written*

10-26A          Department of Veterans' Affairs  
                         *Approved as Amended*