

STATE RECORDS COMMISSION  
MINUTES

August 17, 2016  
Springfield, Illinois

A meeting of the State Records Commission was held at 9:30 a.m., August 17, 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; Lynn Patton, representing Attorney General Lisa Madigan ; Matthew Sebek, representing acting director Michael Hoffman of the Department of Central Management Services; Steve Klokkenga, representing State Comptroller Leslie Geissler Munger and Ian Hunt, the designee of State Historian's Office and Secretary of the Commission.

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

Commission member absent was: G. Allen Mayer, representing State Treasurer Michael Frerichs.

No Records Officer 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 July 20, 2016 minutes. Ms. Patton moved approved. Mr. Sebek seconded the motion. The motion carried and the minutes from the July 20, 2016 State Records Commission were unanimously approved as written.

***OLD BUSINESS***

The first item of old business was Application 16-46 from the Department of Transportation (Finance and Administration) This application was deferred July 20, 2016 in order to research the accuracy of the citation. Mr. Jones provided members with an email from Dianna Baranzelli, IDOT's Records Officer, regarding the citation. Ms. Baranzelli said the section is 141(b) of the Internal Revenue Code of 1986. Mr. Klokkenga moved to approve. Mr. Sebek seconded the motion. The motion carried and Application 16-46 was unanimously approved as written.

The next item of old business was Item 110.26 “Confiscation Sheets” of Application 07-12H from Southern Illinois University – Edwardsville (V.C. for Student Affairs). This item was deferred at the July 20, 2016 State Records Commission meeting; in order to justify the 30 day retention and possibly amend the records series title. Mr. Jones said the agency wants to keep the name of the record series title. Mr. Jones said once the retention period has been met the university either sells or donates the items. Mr. Joens didn’t think keeping the same title was an issue if that is what the university calls the records. Ms. Patton said she thought the 30 days was too short and asked what would happen if a notice is sent during the summer. She said a student may not receive it before the items are discarded. After further discussion the commission agreed to amend the retention to “ninety (90) days, etc.” Mr. Klokkenga moved to approve. Mr. Hunt seconded the motion. The motion carried and item 110.26 was unanimously approved as amended.

### ***NEW BUSINESS***

The first item of new business was Application 16-21 from the Department of Central Management Services (All). Mr. Sebek moved to approve. Ms. Patton seconded the motion. The motion carried and Application 16-21 was unanimously approved as written.

The next item of business was Application 15-88 from the Department of Central Management (Bureau of Personnel). Mr. Sebek moved to approve. Mr. Klokkenga seconded the motion. The motion carried and Application 15-88 was unanimously approved as written.

Application 06-21A from the Department of Central Management Services (Bureau of Strategic Sourcing and Procurement) was the next to be considered. Ms. Patton moved to item 3 “Bid Files with Related Documents Pertaining to Annual State Contracts, Firm Quantity Contracts, One-Time Procurements, and Other Related Procurement Documents.” She asked what the difference was between “cancelled” and “rejected.” Mr. Sebek said he believes “rejected” is when an individual bid/vendor’s response to a solicitation is deemed non-responsive for some reason specific to the vendor, whereas a “cancelled” bid request would be a decision by CMS. Ms. Patton then asked what category in the retention “rejected” fell in; “Successful Bid Files,” or “Cancelled Bid Files.” Mr. Sebek said he believes it would fall under “Successful.” Mr. Joens asked if the agency inadvertently used “cancelled” instead of “rejected.” Mr. Sebek said he was unsure. After deliberation the commission suggested deferring this item to research whether the wording should be amended to “rejected” or “cancelled” or if

there should be a separate paragraph for “rejected” in the retention. Ms. Patton moved to defer. Mr. Hunt seconded the motion. The motion carried and Application 06-21A was unanimously deferred.

The next item of business was Application 86-123FF from the Illinois Department of Corrections (All Facilities). Ms. Patton moved to item “280.33” Vehicle Searches. She suggested adding the words “listing of” to the first line of the second paragraph of the description before the word “any,” so it will read, “listing of any contraband found” etc... Mr. Klokkenga moved to approve. Mr. Sebek seconded the motion. The motion carried and Application 86-123FF was unanimously approved as amended.

Application 08-18A from the Illinois Department of Human Services (Human Resources) was the next item on the agenda. Mr. Sebek moved to approve. Mr. Hunt seconded the motion. The motion carried and Application 08-18A was unanimously approved as written.

The next item on the agenda was Application 16-27 from the Illinois Department of Public Health (Office of the Director). Ms. Patton moved to the description of item 1 “Chief of Staff Correspondence and Administrative Files.” She asked for clarification of the subsection “B” “General Correspondence Files,” which mentions “Governor’s Senior Staff.” Mr. Jones said it should read “Chief of Staff.” Ms. Patton asked if the information in the parenthesis should be removed. Mr. Jones said yes. Ms. Joseph noted in item 2) of the same subsection the information in the parenthesis should be deleted. Ms. Patton moved to page 3. She referred to “B” of the retention. She asked if “Retain for three (3) years after date of generation, then destroy” should be removed from the retention since it is already listed in “A.” After deliberation Mr. Joens suggested removing the paragraph at the beginning of the retention recommendation and listing the retentions in each subsection separately. Ms. Patton moved to the description of item 5 “Illinois Department of Public Health Communication Files. She asked where “news releases, departmental photographs, and educational films” would fall. Mr. Jones said he was unsure. She said she did not think these would fall under correspondence or documents. Mr. Joens suggested amending the retention to read *“Retain for three (3) years after date of generation, then review all accumulations. Dispose of all general correspondence/routine documents (see item 1C). All accumulations of the series which remain after such reviews and disposals are to be retained permanently.”* Mr. Klokkenga moved to approve. Mr. Ian Hunt seconded the motion. The motion carried and Application 16-27 was unanimously approved as amended.

The next Application to be considered was 16-58 from the Office of the Secretary of State (All).

Ms. Patton moved to item 1 “Secretary of State’s Staff Bill Analyses Files.” She asked if this retention was based on what other agencies do. Mr. Jones said yes. Ms. Patton said her main concern is the initial drafts of bills and the bill analyses which happen at the lower level. Mr. Joens suggested deferring this Application. Ms. Patton moved to defer. Mr. Sebek seconded the motion. The motion carried and Application 16-58 was deferred.

The last Application on the agenda was 85-149J from Western Illinois University (V.P. for Academic Affairs-Provost). Ms. Patton moved to the supersession clause. She asked if the reference to the Department of Homeland Security could contain the directive or a directive date. Ms. Joseph said she would get that. Mr. Klokkenga moved to approve as amended. Ms. Patton seconded the motion. The motion carried and Application 85-149J was unanimously approved as amended.

### ***PUBLIC COMMENT***

There was no public comment.

The date of the next scheduled State Records Commission meeting is Wednesday, September 21, 2016 at 9:30 a.m. in the John Daly Conference Room of the Margaret Cross Norton Building, Springfield, Illinois. Mr. Hunt moved to adjourn. Ms. Patton seconded the motion. The motion carried and the July 20, 2016 State Records Commission adjourned at 9:55 a.m.

Continuation/Minutes/8/17/16

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

- 16-46 Illinois Department of Transportation  
(Finance and Administration)  
*Approved as Written*
  
- 07-12H Southern Illinois University – Edwardsville (Item 110.26)  
(V.C. for Student Affairs)  
*Approved as Amended*
  
- 16-21 Central Management Services (All)  
*Approved as Written*
  
- 15-88 Central Management Services  
(Bureau of Personnel)  
*Approved as Written*
  
- 06-21A Central Management Services  
(Bureau of Strategic Sourcing and Procurement)  
*Deferred*
  
- 86-123FF Illinois Department of Corrections (All)  
*Approved as Amended*
  
- 08-18A Illinois Department of Human Services  
(Human Resources)  
*Approved as Written*
  
- 16-27 Illinois Department of Public Health  
(Office of the Director)  
*Approved as Amended*
  
- 16-58 Office of the Secretary of State (All)  
*Deferred*
  
- 85-149J Western Illinois University  
(V.P. for Academic Affairs-Provost)  
*Approved as Amended*