

STATE RECORDS COMMISSION  
MINUTES

September 21, 2016  
Springfield, Illinois

A meeting of the State Records Commission was held at 9:30 a.m., September 21, 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; G. Allen Mayer, representing State Treasurer Michael Frerichs; 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, Bob Boots and Pat Davis.

Commission member absent was: Steve Klokkenga, representing State Comptroller Leslie Geissler Munger.

Records Officers present were Linda Ballard from the Department of Revenue and Debra Baxter from the Department of Transportation (via phone)

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 August 17, 2016 minutes. Ms. Patton noted a few errors on page 5. 08-18A should be "Approved as Written," 16-27 should be "Approved as Amended," and 16-58 should be "Deferred." Ms. Patton moved to approve as amended. Mr. Sebek seconded the motion. The motion carried and the minutes from the August 17, 2016 State Records Commission were unanimously approved as written.

NEW BUSINESS

The commission moved to new business Application 16-48 Department of Transportation (Program Development). Ms. Patton moved to item 5 "Local Bridge Evaluation Data Requests." She asked if this also included the responses. Ms. Baxter said the local agency is responsible for maintaining all of the original records. Ms. Patton asked if the description should reflect the responses are also included. Ms. Baxter said yes. After deliberation the commission agreed to add "responses" to the

description. Ms. Patton asked if the recommendation start dates should be tied into the request or the response. Ms. Baxter said it could be either one. Mr. Joens suggested since the response is later the retention should read “Retain request letters and responses in the district office for three (3) years after the date of the response, etc...” Ms. Patton then moved to item 11 “Local Roadway Maintenance Reviews.” Ms. Patton said in the superseded application there was a component for “construction” but this item does not seem to pertain to construction. She asked what happened to the construction part. Ms. Baxter said the construction component is covered by item #21 “Local Public Improvement Files.” Ms. Patton suggested inserting “the construction component is covered by item 21” in the supersession clause of item 11. Ms. Baxter said the title of item 21 should read “Local Public *Agency* Improvement Files.” Ms. Patton then moved to item 13 “Compliance Reviews of Motor Fuel Tax funds.” She said the recommendation lists “regular” and “memorandum” reviews. Ms. Patton asked if it is common knowledge what these terms refer to. Ms. Baxter said the terms are listed in the “Bureau of Local Roads Manual.” Ms. Patton then moved to item 19 “Local Funding Support Files.” She said in the recommendation there are two types of funding: “bond” and “all other.” Ms. Patton asked if the three years for “other” funds was consistent with an audit cycle. Ms. Baxter said yes. Ms. Patton moved to item 21 “Local Public Agency Improvement Files.” Ms. Patton noted contracts is listed twice in the body of the description and suggested removing the second one in line 9. Ms. Patton then moved to the second paragraph of the same item. She said in the second line the sentence reads “This record covers does not cover.” Ms. Baxter said the word “covers” after the word “record” should be removed. Mr. Mayer moved to approve as amended. Mr. Hunt seconded the motion. The motion carried and Application 16-48 was unanimously approved as amended. Mr. Mayer asked the commission for clarification regarding the retention period of item 1 “Motor Fuel Tax (MFT) System Files.” He wanted to know about maintaining these records permanently in an electronic format. Mr. Boots said IDOT wanted to maintain these files in this format; and it is allowed to as long as it mains them according to the Administrative Code.

The next item of new business was Application 16-28 from the Department of Revenue (All). A representative was present to answer questions. Ms. Patton moved to item 1. “Sales, Use and Retailers’ Occupation Tax Returns and Related Forms.” She said in line one of the list of various acts the word “User” should be changed to “Use.” In the same line, the Act number should be (35 ILCS 105). Ms. Patton then moved to item 2 “Sales, Use and Retailers’ Occupation Tax Correspondence.” In the last

line of the second paragraph of the description the “period” is missing. Mr. Hunt moved to approve as amended. Mr. Mayer seconded the motion. The motion carried and Application 16-28 was unanimously approved as amended.

The next Application on the agenda was 16-29 from the Illinois Department of Revenue (All). Mr. Hunt moved to approve. Mr. Mayer seconded the motion. The motion carried and Application 16-29 was unanimously approved as written.

## OLD BUSINESS

The Commission moved to “Old Business.” Application 06-21A from Central Management Services (Bureau of Strategic Sourcing and Procurement) was presented to the commission. This application was deferred 8/17/16 in order to see what category rejected bids should fall under. This wording was used on the superseded application. Ms. Joseph said after speaking with CMS the wording “rejected” should be amended to “unsuccessful.” Rejected bids are maintained in with the “unsuccessful” bids. Ms. Joseph said the agency also is going to start maintaining files in electronic format so a reference regarding electronic records is now included in the retention. Mr. Hunt moved to approve as amended. Mr. Mayer seconded the motion. The motion carried and Application 16-21A was unanimously approved as rewritten.

## NEW BUSINESS

The next item to be considered was Application 16-56 from the Illinois Department of Insurance (Public Pension). Ms. Patton asked that the citations be listed in the items referring to the Pension Code. She said there are several places where “40 ILCS 5/” then the section that is referenced should be included. Mr. Sebek moved to approve as amended. Ms. Patton seconded the motion. The motion carried and Application 16-56 was unanimously approved as amended.

The next Application on the agenda was 09-32A from the Office of the Secretary of State (All Divisions and Departments). Mr. Mayer moved to approve. Ms. Patton seconded the motion. The motion carried and Application 09-32A was unanimously approved as written.

The next item of business was Application 15-59 from the Illinois Department of Public Health (Office of Health Care Regulations). Mr. Hunt moved to approve. Ms. Patton seconded the motion. The motion carried and Application 15-59 was unanimously approved as written.

Application 16-57 from the Illinois Toll Highway Authority (Administration) was next on the agenda. Mr. Joens moved to item 2 “Equal Employment Opportunity/Affirmative Action (EEO/AA ) Investigation Files. He suggested removing the word “unwelcomed” from the third line of the description. Mr. Sebek moved to approve as amended. Mr. Hunt seconded the motion. The motion carried and application 16-57 was unanimously approved as amended.

The last item on the agenda was Application 07-10C from Southern Illinois University – Edwardsville (Office of the Chancellor). Mr. Hunt moved to approve. Mr. Sebek seconded the motion. The motion carried and Application 07-10C was unanimously approved as written.

***PUBLIC COMMENT***

There was no public comment.

The date of the next scheduled State Records Commission meeting is Wednesday, October 19, 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 September 21, 2016 State Records Commission adjourned at 10:05 a.m.

Continuation/Minutes/9/21/16

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

- 16-48 Illinois Department of Transportation  
(Finance and Administration)  
*Approved as Amended*
- 16-28 Illinois Department of Revenue  
(All)  
*Approved as Amended*
- 16-29 Illinois Department of Revenue  
(All)  
*Approved as Written*
- 16-21A Central Management Services  
(Bureau of Strategic Sourcing and Procurement)  
*Approved as Rewritten*
- 16-56 Illinois Department of Insurance  
(Public Pension)  
*Approved as Amended*
- 09-32A Office of the Secretary of State  
(All Divisions and Departments)  
*Approved as Written*
- 15-59 Illinois Department of Public Health  
(Office of Health Care Regulations)  
*Approved as Written*
- 16-57 Illinois Toll Highway Authority  
(Administration)  
*Approved as Amended*
- 07-10C Southern Illinois University-Edwardsville  
(Office of the Chancellor)  
*Approved as Written*