

STATE RECORDS COMMISSION
MINUTES

October 19, 2016
Springfield, Illinois

A meeting of the State Records Commission was held at 9:30 a.m., October 19, 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; 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.

Records Officers present were: Linda Ballard from the Department of Revenue, Brent West and Joanne Kaczmarek from the University of Illinois.

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 September 21, 2016 minutes. Mr. Mayer moved to approve. Mr. Hunt seconded the motion. The motion carried and the minutes from the September 21, 2016 State Records Commission were unanimously approved as written.

NEW BUSINESS

The first item of business was Application 16-33 from the University of Illinois (Law Enforcement). Agency representatives were present to answer questions. Ms. Patton moved to item 1 "Felony Crimes Files." She said the description was very hard to follow and needed several commas inserted as follows: in line 23 after the word "disability," a few lines below before the "D," in the last line after the word "occurrence" then add the word "and" before the "E," then in the same line insert commas after each of the following "A," "B," and "C." Ms. Patton also moved to line twelve of the description. She suggested placing the words "sexual conduct" and "sexual penetration" in quotation marks, since they are defined, statutory terms. She then moved to line 20 of the description and

suggested removing the period after the word “offense,” which is inside parenthesis. Ms. Patton then moved to line 19. She suggested inserting the words “of the Criminal Code” after the words “in Section 3-6.” Ms. Patton also suggested inserting the statutory citations for the statutes which are being referenced. Ms. Patton then moved to the recommendation of the same item. She suggested inserting a “B” in the second paragraph before the word “Retain Then on page 5 amending the “B” to “C,” amending what is currently “C” to “D,” and amending what is currently “D” to “E.” Ms. Patton then moved to what is now “C.” She suggested removing the “s” from the word “thefts” and inserting the word “files.” She then moved to the paragraph below. She suggested removing the “s” from the word “crimes” and adding the word “files.” Ms. Patton then moved to the next paragraph and suggested removing the “s” from the word “crimes.” She also suggested adding commas after “A, B, and C.” Ms. Patton then moved to item 4 “Federal Disclosure of Campus Security Policy and Campus Crime Statistics. Ms. Patton asked if the records go back to 1935. She said the “Clery Act” was signed in “1990.” Ms. Kaczmarek suggested amending the dates to 1990. Ms. Patton then moved to item 9 “Non-sustained Complaint Reports Against Officers.” She moved to the last line of the description. She suggested inserting the word “be” after the word “can.” Mr. Klockenga moved to approve as amended. Mr. Hunt seconded the motion. The motion carried and Application 16-33 was unanimously approved as amended.

The next item on the agenda was Application 16-35 from the Department of Revenue (All Divisions and Bureaus). An agency representative was present to answer questions. Ms. Patton moved to item 1 “Individual Income Tax Returns and Related Forms.” Ms. Patton said the statute of limitations for actions under the “Income Tax Act” is five years, therefore she is concerned the three year retention may not be sufficient. Ms. Patton said the statute of limitations are contained under 35 ILCS 5/1301. Ms. Patton asked if there is something indicating criminal charges are covered elsewhere. Ms. Ballard said if criminal charges are filed they are included in a different record series. After deliberation Mr. Sebek moved to defer. Ms. Patton seconded the motion. The motion carried and Application 16-35 was unanimously deferred until information is written regarding what happens to the returns which have criminal investigations.

Application 16-62 from the Department of Revenue (All Divisions and Bureaus) was next on the agenda. Ms. Patton moved to item 1 “Contract Administration Files.” She said in line 6 of the description the word “Information” should be amended to “Invitation.” Mr. Mayer asked if this

included “unsuccessful” bids also. Ms. Ballard said yes. Mr. Mayer asked if there was a separate schedule for procurements. Ms. Ballard said she was unsure. Mr. Klokkenga moved to approve as amended. Mr. Mayer seconded the motion. The motion carried and Application 16-62 was unanimously approved as amended.

The next item on the agenda was Application 16-65 from the Department of Revenue (All Divisions and Bureaus). Mr. Hunt moved to approve. Mr. Sebek seconded the motion. The motion carried and Application 16-65 was unanimously approved as written.

Application 16-69 from the Illinois Board of Higher Education (Fiscal Affairs and Budgeting) was the next to be considered. Mr. Joens asked for clarification of the reference to grant records in the retention. Mr. Jones said the agency requested this be included. Mr. Klokkenga moved to approve. Mr. Sebek seconded the motion. The motion carried and Application 16-69 was unanimously approved as written.

The next item on the agenda was Application 15-67A from the Department of Human Services. Mr. Mayer moved to the retention of item 100.005 “Pre-Screen Files.” He asked what causes “closure” of this file. Ms. Joseph said she was unsure. After deliberation Mr. Mayer moved to defer until information is received regarding what causes a file to be closed. Mr. Sebek seconded the motion. The motion carried and Application 15-67A was unanimously deferred.

The next item on the agenda was Application 16-12 from Office of the Secretary of State (Vehicle Services). Mr. Klokkenga moved to approve. Ms. Patton seconded the motion. The motion carried and Application 16-12 was unanimously approved as written.

Application 16-13 from the Office of the Secretary of State (Vehicle Services) was next to be considered. Mr. Hunt moved to approve. Ms. Patton seconded the motion. The motion carried and Application 16-13 was unanimously approved as written.

The next item on the agenda was Application 16-64 from the Illinois State Police (Internship Program). Ms. Patton moved to the second paragraph of the description of item 1 “Illinois State Police (ISP) Internship Program Application Files.” She suggested replacing the word “they” with the words “he or she” in number 2. Mr. Joens suggested adding the word “may” to the last sentence of the first paragraph before the word “include.” Mr. Klokkenga moved to approve. Mr. Hunt seconded the motion. The motion carried and Application 16-64 was unanimously approved as amended.

The last item on the agenda was Application 07-09O from Southern Illinois University – Edwardsville (Provost and Vice Chancellor for Academic Affairs). Ms. Patton moved to the recommendation of item 550.02 “Major Gift Campaign Files.” She asked for clarification of the reference to “transfer to the University Archives for permanent retention. She said this reference is in several record series. She said the way it is worded it is not a permanent retention. Mr. Joens suggested removing the words “for permanent retention” from the first paragraph of the retention. The retention periods of Items 550.003 “Fund Raising Campaign Files” and 2300.001 “Outreach Event Files” should be similarly amended. Mr. Klokkenga moved to approve as amended. Mr. Mayer seconded the motion. The motion carried and Application 07-09O was unanimously approved as amended.

PUBLIC COMMENT

There was no public comment.

The date of the next scheduled State Records Commission meeting is Wednesday, November 15, 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. Mr. Sebek seconded the motion. The motion carried and the September 21, 2016 State Records Commission adjourned at 10:05 a.m.

Continuation/Minutes/10/19/16

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

- 16-33 University of Illinois – Law Enforcement
 (All Campuses)
 Approved as Amended

- 16-35 Illinois Department of Revenue
 (All Divisions and Bureaus)
 Deferred

- 16-62 Illinois Department of Revenue
 (All Divisions and Bureaus)
 Approved as Amended

- 16-65 Illinois Department of Revenue
 (All Divisions and Bureaus)
 Approved as Written

- 15-67A Illinois Department of Human Services
 (Rehabilitation Services)
 Deferred

- 16-12 Office of the Secretary of State
 (Vehicle Services)
 Approved as Written

- 16-13 Office of the Secretary of State
 (Vehicle Services)
 Approved as Written

- 16-64 Illinois State Police
 (Internship Program)
 Approved as Amended

- 07-09O Southern Illinois University-Edwardsville
 (Provost and Vice Chancellor for Academic Affairs)
 Approved as Amended