

**DOWNSTATE LOCAL RECORDS COMMISSION**  
**Margaret Cross Norton Building**  
**John Daly Conference Room**  
**Springfield, Illinois**

**MINUTES**

Meeting of January 02, 2019

MEMBERS PRESENT: David Joens, Secretary of State Designee; Carol Reed, Macon County Auditor; Jay Scott, Macon County State's Attorney; Jeff Clarke, Mayor of Pawnee; Ian Hunt, Designee for the Illinois State Historian

MEMBERS ABSENT: None

STAFF PRESENT: Robert Boots; Carol J. Moreno; Pam Waggoner; Sandy Lucas

STAFF ABSENT: None

GUESTS: None

Mr. Joens called the meeting of the Downstate Local Records Commission to order at 10:00A.M.

For the purposes of today's meeting, Mr. Joens asked leave of the body to serve as chairman. Leave was granted.

The minutes of the December 4<sup>th</sup>, 2018 meeting of the Downstate Local Records Commission were reviewed by the Commission. Mr. Clarke made the motion to approve the minutes as submitted. Mr. Scott seconded the motion. The motion carried and was approved unanimously.

**OLD BUSINESS:**

Mr. Joens informed the commission that the appointment request for Ms. Becky T. Edwards as the new Local Records Commission Chairwoman is pending with the governor's office. It was noted that it makes sense for the appointment to be done by the new governor, J.B. Pritzker, next month following his inauguration.

**NEW BUSINESS:**

Mr. Joens opened discussion with a proposed tour of the Illinois State Archives, Margaret Cross Norton building for the new chairman/chairwoman (once appointed) and all of the commission members that may have interest. It was agreed the tour will be included on the agenda for either the March or April Local Records Commission meeting.

**APPLICATIONS:**

The below listed new applications, add-ons and amendments were discussed. Ms. Reed made a motion to approve them as submitted. Mr. Clarke seconded the motion. The motion carried and was approved unanimously.

**NEW:**

<u>County</u>	<u>Agency</u>	<u>Application No.</u>	<u>City</u>
Washington	Ashley Public Library Dist.	19:001	Ashley
Kendall	Cooperative Police Assistance Team	19:002	Oswego
DeKalb	Kingston Police Department	19:003	Kingston
Madison	Wood River City Offices	19:004	Wood River
Macon	Decatur Public Library	19:005	Decatur
Vermilion	Westville Public Library District	19:006	Westville
McLean	Mt. Hope-Funks Grove Public Library District	19:007	McLean
Livingston	Avoca Township	19:008	Fairbury
DuPage	North Westmont Fire Protection District	19:009	Westmont
McLean	Allin Township	19:010	Stanford
Randolph	Chester City Offices	19:011	Chester
Clark	Clark Co. Circuit Clerk 5th Judicial Circuit	19:012	Ashley

**ADD-ONS:**

<u>County</u>	<u>Agency</u>	<u>Application No.</u>	<u>Add-on Item #'s</u>
DeKalb	Sycamore Police Department	07:039	54
DuPage	Clarendon Hills Park District	17:254	80
DuPage	Lisle Public Library District	04:271	64
DuPage	Village of Glendale Heights	01:011	3,24
DuPage	West Chicago Fire Protection District	03:166	66
Kane	Village of North Aurora	09:071	115
Pike	Griggsville City Clerk	06:051	130
Schuyler	Littleton Township	89:282	76
Tazewell	Fondulac District Library	00:065	40, 41
Tazewell	Tazewell County Clerk	09:248	115, 318, 413

Vermilion	Catlin Public Library District	06:305	46, 47
Will	Manhattan-Elwood Public Library District	10:211	73
Winnebago	Winnebago County Clerk	95:253	258

**AMENDMENTS:**

<u>County</u>	<u>Agency</u>	<u>Application No.</u>	<u>Amendment Item #'s</u>
DuPage	West Chicago Fire Protection District	03:166	2, 3, 29, 30, 48, 58, 64
DuPage	Lisle Public Library District	04:271	24
Vermilion	Catlin Public Library District	06:305	2
DeKalb	Sycamore Police Department	07:039	3,16,17,19,22,24,29, 33,47
Kane	Village of North Aurora	09:071	15, 18, 21, 46, 48, 52, 92, 97, 110
Tazewell	Tazewell County Clerk	09:248	401, 404
McHenry	McHenry County Health Department	17:208	52
McDonough	City of Macomb	95:280	215

**PUBLIC COMMENT:**

None.

The date of the next meeting of the Downstate Local Records Commission will be Tuesday February 5, 2019 at 10:00 A.M.

Mr. Scott made a motion to adjourn. Mr. Hunt seconded the motion. The motion carried and was approved unanimously.

Minutes submitted by: Carol J. Moreno, Records Management Section, Local Records Unit.